

**PUBLIC WORKS DEPARTMENT.**

**TELEGRAPH RULES AND RATES.**

**BRITISH BURMA GAZETTE, JANUARY 4TH, 1873.**

The following Revised Rules and Tariff relating to the despatch of Telegraph Messages in India, British Burma and Ceylon, sanctioned by the Governor General in Council, with effect from the 1st January 1873, are published for general information:-

**GENERAL.**

Rule I.- The accuracy of messages is not guaranteed, and the sender and receiver must accept all risks arising from non-delivery, errors, or delays.

**Classification of Offices.**

Rule II. - Telegraph Stations are divided into three classes- 1st, those performing permanent day and night duty; 2nd, those performing full day duty; 3rd, those performing limited day duty.

**Office hours.**

Except on the days mentioned in Rule III, stations of the 1st class are opened day and night for the reception and transmission of messages.

Stations of the 2nd class are opened from 7 A. M. till 9 P. M. (local time.)

Stations of the 3rd class are opened from 10 A. M., till 5 P. M., and on Sundays and the holidays enumerated in Rule III, from 7 to 8 A. M. and from 4 to 6 P. M., (local time.)

**Hours of business on Sundays and Holidays.**

Rule III.- All Offices will be closed to the public between the hours of 8 A. M. and 4 P. M. (local time) on Sunday, Christmas Day, New Year's Day, Good Friday, and the Queen's birthday.

**Exceptions in favor of emergent telegrams signed by competent authority.**

Rule IV.- In cases of life and death, or of extraordinary emergency, a message countersigned by the chief Civil or Military authority at a station, or by any of the authorities empowered to "clear the line" (see Rule XLVI), can be sent from any Office at any time.

**Messages should be legibly written and clearly expressed.**

Rule V. - Senders of messages are advised to write their messages in an unmistakeable and distinct hand, and to use the shortest and most familiar words they can select. The more intelligible the message the greater is the probability of its being correctly transmitted.

#### ACCEPTANCE OF MESSAGES FOR TRANSMISSION.

##### **Limit to length of messages.**

Rule VI.- No message or messages of more than 200 words can be sent at any one time by any private individual or firm, and no second message by the same individual or firm till after the lapse of three hours, unless the lines be free and not required by any one else.

##### **Messages must be in the Roman character, or Arabic figures.**

Rule VII.- All messages must be legibly written in the Roman character or in Arabic figures. Subject to the above limitation, messages may be sent in the vernacular or any foreign language, or cipher, if written in the Roman character, or in Arabic numerals.

##### **Messages translated for natives.**

At stations other than the Presidency Towns, every assistance possible is afforded to natives in the translation of messages into English or vice versa.

##### **Cipher Messages.**

Rule VIII.- Cipher messages are those which consist either wholly or in part of groups of figures or of letters not forming words. The whole of the cipher portion must be composed either exclusively of letters of the alphabet or exclusively of Arabic figures. The body of the message may consist either wholly of cipher, or partly of cipher, and partly of ordinary language. The part in cipher must be placed between parentheses, separating them from the rest of the message.

#### EXAMPLES OF CIPHER MESSAGES WHICH ARE ADMISSIBLE.

“(4597) (63289) (459) (181764).”

“(Send sharp) (839) (2146). Further shipments (145).”

“(A V K) (B) (C P G) (G K R S N).”

#### EXAMPLES OF CIPHER MESSAGES WHICH ARE NOT ADMISSIBLE.

“(45 A B C) (234 X Y Z).”

“(1234) (P Q R) (C B G) (789).”

Form to be followed.

Rule IX.- The body of the message must be preceded by the address (as defined in Rule XX). The true signature and address of the sender must always be written at the foot of the message.

**Verification of signature to private messages may be instated upon.**

The sender of a private message can always be called upon to prove that a signature attached to it is genuine.

**Full address necessary.**

Rule X.- The address must contain all the information necessary to ensure the delivery of the message at its destination, and the sender in all cases supports the consequences of insufficiency of address. After the message is once despatched, it can neither be cancelled, completed, nor rectified except by the despatch of a fresh paid message.

**Authentication of corrections necessary.**

Rule XI.- Every interlineation, reference, erasure, or alteration of words must be authenticated by the sender of the message, or by his representative.

**Messages sent by post to Telegraph Stations for transmission.**

Rule XII.- Messages from places where there is no Telegraph Station should be addressed to the nearest Government Telegraph Office by post registered, together with Telegraph or Postage Stamps sufficient for their payment. Such messages are charged at the day rate at whatever time they may reach the Telegraph Station, and a receipt for the amount will be posted free to the sender.

**Treatment of messages received by post for transmission insufficiently stamped.**

In the case of a private message sent by post to a Telegraph Station with an insufficient number of stamps, the message and stamps will be returned "Service Bearing" to the sender, who should in all cases give his full address.

**Messages addressed to non-Telegraph Stations.**

Rule XIII.- Messages can be addressed to places where there are no Telegraph Stations. In such cases the sender must state (free) from what Telegraph Office delivery is to be effected.

Example.- To Hazareebaugh, "Post Burhee." No charge will be made for ordinary inland postage, which is defrayed by the Telegraph Administration. But if the sender of a message that has to be delivered by inland post wishes it to be registered, he must prepay the postal registration fee of four annas, and intimate that this has been done by adding (free) the words "Post registered," instead of "Post," before the name of the Telegraph Station at which the message is to be posted.

Postal registration is compulsory in the case of messages which have to be posted in India to places beyond Indian limits, and in such cases both the postage and registration fees must be prepaid by the sender.

#### **“Bearing” messages.**

Rule XIV.- With the following exception, all charges for messages must be prepaid in cash or in stamps:-

Messages are sent “bearing” from sea-ports when received for despatch by mail steamers or other vessels, but no such message whether “prepaid” or “bearing” will be received for transmission until the name of the vessel has been made known. Bearing messages will not be delivered to the addressees until after payment has been obtained.

#### **Use of Stamps.**

Rule XV.- All charges on telegrams are prepaid in Telegraph Stamps, which are procurable at every Treasury and every Government Telegraph Station.

#### **Form of stamp provides a guarantee to the sender and to Government.**

Telegraph Stamps are double-headed, the object being that the upper half shall be returned on the receipt (whereby the sender receives a guarantee that his message has not been suppressed for the sake of the stamps), and the lower half shall be affixed to the message as voucher to Government that it has been prepaid.

#### **Forms obtainable gratis at all stations.**

Proper Forms on which to write messages are available gratis at all telegraph stations, and senders are requested to use these forms only.

#### **Stamps to be properly affixed to the forms.**

The senders of messages should be careful to affix their stamps on the spaces left blank for the purpose on the message forms, the upper half on the receipt, the lower half on the message, and to see that the stamps are defaced with the Office Stamp which bears the name of the station and the date.

#### **Cut or defaced Stamps cannot be received.**

Telegraph Stamps cut in two, before being sent into a Telegraph Office, or which are in any way defaced, cannot be accepted.

#### **Charges on service messages.**

Rule XVI.- Service messages from all public functionaries must be paid for in cash or in stamps prior to despatch: the rates are the same for service messages as those charged to private individuals. (This

rule will be relaxed in the case of Secretaries to Government and the chief Civil and Military officers of a station, but to them only incases of emergency; the sender of the message being also bound to take the necessary steps to ascertain the amount of the charges on it, and to pay them into the Telegraph Office without fail within 24 hours.)

**Service messages take their turn for despatch with private messages.**

Rule XVII.- Service messages, have no right of precedence, and take their turn for despatch with private messages, except in case of pressing public emergency, when priority may be claimed on special grounds.

**No unpaid messages to be despatched under penalty.**

Rule XVIII.- No unpaid messages, except those specified in the Departmental Regulations, shall on any account be transmitted. A violation of this rule will subject the Signaller or Telegraph Master in charge of the station from which a message is improperly despatched, to dismissal from the public service.

**Objectionable messages to be refused acceptance.**

Rule XIX.- Telegraph Masters are required to refuse to transmit a message which may be of a decidedly objectionable or alarming character. Should the character of a message be disputed, the matter may be referred to a Secretary to Government if the dispute occur at the seat of Government, or to the chief Civil or Military Officer if at a provincial station.

**CHARGES.**

Rule XX.- No charge is made for the transmission of the address:

**Free address.**

The address includes names of stations from and to which the message is to be despatched, the bona fide names or designations of the sender and addressee, and the latter's address. No other words can be transmitted unless paid for as part of the body of the message, and the Officers of the Telegraph Department are authorized to omit from the address, any words which are not essential to the correct delivery of the message.

If the sender of a message desire his own address to be telegraphed, it must be included in the body of the message, and paid for.

**Charge for a message.**

Rule XXI.- The following are the rates of charges for a message in ordinary language:-

- a. Between any two stations in India, or between any two stations in the Provinces under the Administration of the Chief Commissioner of British Burma, one rupee for every six words or less, exclusive of the address.
- b. Between any station in India and any station in British Burma, or between any station in India and any station in Ceylon, one rupee eight annas for every six words or less, exclusive of the address.
- c. Between any station in Ceylon and any station in British Burma, two rupees for every six words or less, exclusive of the address.

**Occasions on which double charges are leviable.**

Rule XXII.- A double charge will be levied on all messages tendered for transmission between the hours of 6 P. M. and 6 A. M. (local time), also on Sundays and the following holidays:- Christmas Day, New Year's Day, Good Friday, and the Queen's Birthday.

**Charge for a message in cipher.**

Rule XXIII.- The charge for a message in cipher is double the charge for a message in ordinary English language.

**Messages despatched to and from Railway Stations without extra charge.**

Rule XXIV.- A message can be sent from any station of the Government Telegraph Department to any Railway Telegraph Station, or vice versa, without additional charge.

**Ceylon local rates.**

Rule XXV.- The local rates in Ceylon are one rupee for 20 words, inclusive of address, for any description of message between any two stations not exceeding 200 miles apart, with eight annas for every additional ten or fraction of ten words. For distances greater than 200 miles these charges are doubled. Double charges are levied on messages sent after hours or on holidays, the same as in India.

**TABLE FOR CHARGES.**

No charge is made for the transmission of the address. See Rule XX.

		FOR EVERY SIX WORDS OR LESS, EXCLUSIVE OF THE ADDRESS.			
		In ordinary language.	In cipher.		

TELEGRAPH RULES AND RATES.

	Rs.	A.	Rs.	A.	See Rules XXI	
Between any two stations in India ... ... ...	1	0	2	0	See Rules XXI	(a) and XXIII.
Between any two stations in the provinces under the administration of the Chief Commissioner of British Burma ... ... ...	1	0	2	0	Ditto	Ditto
Between any station in India and any station in British Burma ... ... ...	1	8	3	0	See Rules XXI	(b) and XXIII.
Between any station in India and any station in Ceylon	1	8	3	0	Ditto	Ditto
Between any station in Ceylon and any station in British Burma ... ... ...	2	0	4	0	See Rules XXI	(c) and XXIII.

CEYLON LOCAL TARIFF.

		For a message of 20 words, including address.	For every additional ten or fraction of ten words.
Between any two stations in Ceylon not exceeding 200 miles apart	... ...	One rupee.	Eight annas.
Between any two stations in Ceylon exceeding 200 miles apart	... ...	Two rupees.	One rupee.

APPLICATION OF CHARGES.

Rule XXVI.- The maximum length of a word is fixed at six syllables. The excess is counted as a word.

**No unusual abbreviations or combinations permitted.**

Rule XXVII. - Messages must not contain any unusual combinations, abbreviations, or constructions. Any word in common use, which, although requiring two words to express it, is generally recognised as one word, is charged as one word when so written; when the two parts are not joined by a hyphen or apostrophe, and when less than seven syllables. "Halfpenny," "Twopence," "Threepence," up to "Elevenpence," when written as a single word, count as one word only. "F. O. B." and "C. F. I." when written as separate letters, are each counted as three words, but when written "Fob," "Cfi," as one word.

**Words joined by a hyphen.**

Rule XXVIII.- Words joined by a hyphen are counted as so many separate words.

**Words separated by an apostrophe.**

Rule XXIX.- Words separated by an apostrophe are counted as so many separate words. (This rule does not apply to nouns in the possessive case, as "General's," "Charles'," "Brother's.")

**Proper names, titles & c.**

Rule XXX.- Proper names of towns and persons, names of places, streets, ships, titles, Christian names, prefixes, and qualifications, are counted for the number of words employed by the sender to express them.

**Every separate character, including an underline, charged as a word.**

Rule XXXI.- Every isolated character, whether letter or figure, is counted as a word. The same applies to an underline.

**Signs of punctuation.**

Rule XXXII.- Signs of punctuations, hyphens, apostrophes, inverted commas, parentheses, fresh paragraphs are not counted in ordinary messages. But decimal points, commas, and bars of division, used with figures, are each counted as a figure.

**Charges for figures.**

Rule XXXIII.- When numbers are expressed in figures in ordinary messages, each group of five or fewer figures is counted as a word; the same rule applies to groups of letters; letters added to figures to form ordinal numbers are each counted as a figure.

**Method of counting cipher messages.**

Rule XXXIV.- In cipher messages all the characters, figures, letters, or signs employed in the cipher text are added together, the total divided by five, and the quotient, plus one for the remainder, if there be any, gives the number of words the ciphers represent. Signs used to separate groups in cipher messages are counted each as a figure or letter, unless the sender expressly desires that they be not transmitted.

**All words to be transmitted charged for.**

Rule XXXV.- All that the sender writes in his message to be transmitted is included in the cost, but the address of a message, as defined in Rule XX, will be transmitted without charge.

**Date and time of receipt added by the department and transmitted free.**

The day, hour, and minute (Madras time) of receipt of a message into a Telegraph Office for despatch are, in every instance, added by the department and telegraphed free of charge. Senders may, however, date their messages if they think fit, but the sender's date, if given, will be charged for.

**Multiple messages charged as separate messages.**

Rule XXXVI.- A message addressed to several persons, or to the same person in localities where delivery is to be effected by different offices, is charged for as so many separate messages.

**Multiple messages charged as one message.**

Rule XXXVII.- A message addressed to several persons in one locality, or to the same person at several places of residence in one locality with or without transmission by post, is charged for as a single message, but a copying fee of four annas, independently of postage, if any, is charged for each destination after the first.

**COLLATION (OR REPETITION ) OF MESSAGES.**

**Collation of messages.**

Rule XXXVIII.- The sender of a message can require that it be collated. In this case, the different stations employed in its transmission collate it as it passes, repeating it to each other integrally.

**Charge for collation.**

Rule XXXIX.- The charge of collating is equal to half the charge for the message. A collated message is indicated by the word "collationee," which, to ensure the greatest accuracy, is telegraphed (free) both in the official instructions and as the first word of the text of the message.

**ADVICE OF DELIVERY.**

**Advice of delivery.**

Rule XL.- Any sender can require that a notice of the time at which his message is delivered be transmitted to him by telegraph. This advice of delivery may be addressed to him at any station he may name.

**Case of non-delivery.**

Rule XLI.- If the message cannot be delivered, the return telegram indicates the circumstances which prevented delivery, and, if possible, gives the information necessary to enable the sender to cause his message to reach its destination.

**Priority of return message.**

The return message has priority in transmission over other messages of the same class.

**Charge for advice of delivery.**

Rule XLII.- The charge for an advice of delivery is equal to that for a single message at ordinary or day rate.

**PREPAYMENT OF REPLY.**

Rule XLIII.- The sender of a message can prepay a reply not exceeding 200 words. He must add to his message the words "reply paid" or "answer paid." These must form the concluding words of the message, but will not be charged for. On depositing the corresponding sum, the sender can add (free) to the words "reply paid" or "answer paid" the amount to which he wishes the reply to be limited. When the words "reply paid" alone are given, without any specified amount, it will be understood that the minimum charge only has been prepaid. The terminal station pays to the receiver, in Telegraph Stamps, the amount prepaid, leaving it to him to send his answer how, when, and to what address he pleases, or not to send one at all. The reply, if sent, is considered in every respect as a fresh message. Should it be impossible to effect delivery of a reply-paid message, the terminal station sends a telegram to that effect to the sender, and this telegram takes the place of the return message for which a reply has been prepaid. The words "reply paid" or "answer paid" entitle the addressee to receive the equivalent of the minimum charge only, and if he wishes to answer at a time when the double charge is levied, he must pay the additional cost himself. It should be distinctly understood that it is not compulsory on the addressee to send a reply. The duty of the Telegraph Department consists simply in paying to him in Telegraph Stamps the amount prepaid, leaving him at liberty to do what he pleases with it.

**DELIVERY.**

**Free delivery within five miles of a Telegraph Station.**

Rule XLIV.- Messages will be delivered free of charge at any place within five miles of a Telegraph Station.

Beyond this distance messages will be sent by Post or by such other means as the sender may arrange and pay for.

**Charge for re-addressing in message.**

Rule XLV.- Should the addressee of a message have left the station to which it is addressed, and it be sent on by Telegraph to some other station, it will on retransmission, be considered in every respect as a fresh message, and all bearing charges must be paid by the addressee before the telegram is delivered to him.

**CLEAR LINE MESSAGES.**

Rule XLVI.- On emergent occasions of great importance, the public functionaries named below have the power to "clear the line," that is, to suspend the receipt and despatch of all messages until the one for which the line is "cleared" is passed on:-

- (1). - The Governor General of India.
- (2). - The Governors of Madras, Bombay, and Ceylon.
- (3). - Commanders-in-Chief, India, Madras, and Bombay.
- (4). - Lieutenant-Governors of Bengal, North-Western Provinces, and the Punjab.
- (5). - Secretaries to the Government of India.
- (6). - Secretaries to the Governments of Madras, Bombay, Bengal, North-Western Provinces, and Punjab.
- (7). - Chief Commissioners of Oudh, the Central Provinces, British Burma, and Mysore and Coorg.
- (8). - Agents to the Governor General, Rajpootana and Central India.
- (9). - Commissioners of Sindh and Peshawur.
- (10). - Director General of Telegraphs in India.
- (11). - The Resident at Hyderabad (Deccan.)

The message so sent are, however, to be paid for in cash or in stamps as other service messages.

**REFUNDS.**

**No refund given for errors in an uncollated message.**

Rule XLVII.- No refund will be made for a message delivered wholly or partially in an unintelligible state, unless the extra charge for collation has been paid by the sender. See Rule XXXIX.

**Conditions of refund in the case of non-delivery or delay of messages.**

Rule XLVIII.- If a message be not delivered or be subjected to serious delay through the fault of the Telegraph Department, the whole charge made for it will be returned to the sender.

Rule XLIX.- Applications for refunds, as also all complaints respecting messages, should be addressed to the Telegraph Check Office, Calcutta. Such claim for refund should be made, under penalty of rejection, within two months from the date of the message, but this period is extended to six months in the case of a collated message or of a message for which a reply or an advice of delivery has been prepaid. (When an overcharge has been made on an Inland message through the neglect of the Telegraph employes, and when there exists no doubt whatever as to the justice of the claim, the amount overcharged will be repaid at once by the Telegraph Master.)

**Not admissible when a message is cancelled at the sender's request.**

Rule L.- If the sender of an Inland message wishes to cancel it before transmission has commenced, he can do so; but the charges upon it will not be returned when once the stamps are obliterated. If the message is in course of transmission, or has already been despatched, it can only be cancelled by a paid message from the sender to the Telegraph Master of the terminal station. If in addition, the sender wishes to be informed by Telegraph in what manner his request has been acted upon, he must deposit the cost of the return telegram.

**OBLIGATION OF SECRECY.**

Rule LI.- To secure secrecy as much as possible, all persons, including Officers of the Department not actually on duty, are strictly prohibited from entering the signal-room. Breach of this regulation renders an offender liable to a fine of Rs 100 under Act VIII of 1860.

**Penalties for divulging the contents of a message.**

Rule LII.- Violation of secrecy on the part of any person in the Department will be punished by dismissal from office, forfeiture of arrears of pay, and a declaration in the official gazette of the incapacity of the delinquent to serve the Government in any capacity. He will also be liable to the further punishment of fine, or to imprisonment (with or without labor) not exceeding two years, or to both.

It is a violation of secrecy to mention the fact that a message has been received or despatched by any particular person or firm.

**COPIES OF MESSAGES.****Certified copies of messages obtainable by sender and receiver.**

Rule LIII.- The sender and receiver have a right to be furnished with certified true copies of any message sent or received by them; a fixed charge of four annas is made for every copy furnished. As no Telegraph Office keeps copies of messages longer than three days, applications for copies required after that time has elapsed should be made to the Telegraph Check Office, Calcutta. Applications for copies must be made within six months of the date of the message. At the expiration of that period all message drafts are destroyed.

One anna must be enclosed for postage of the reply, failing which it will be sent "bearing."

**PRESS MESSAGES.**

Rule LIV.- Under certain conditions, to be ascertained on application to the Director General of Telegraphs (Traffic Branch), bona fide Press messages, i. e., messages in the ordinary English language addressed to, and intended for, publication in a newspaper, can be despatched at reduced rates.

C. H. DICKENS, Colonel R. A.,  
Secy. to the Govt. of India.