**MINISTRY OF COMMUNICATION AND INFORMATION TECHNOLOGY**

**(Department of posts)**

**NOTIFICATION**

New Delhi, the 23rd September, 2013

G.S.R 648 (E).- In exercise of the powers conferred by sub-section (2) of Section 21 read with Section 74 of the Indian Post Office Act, 1898 (6 of 1898), the Central Government hereby makes the following rules further to amend the Indian Post Office Rules, 1933, namely:-

(1) These rules may be called the Indian Post Office (Second Amendment) Rules, 2013.

(2) They shall come into force on the date of their publication in Official Gazette. In the Indian Post Office Rules, 1933 (hereinafter referred to as the principle rules), in Rule 2, the following proviso shall be inserted, namely:-.

“Provided that the postal articles other than letters, letter cards and post cards shall also be transmitted by air from Chennai to Port Blair (Andaman and Nicobar Islands) and vice versa without charging air mail fee”.

(3) In rule 8 of the principal rules, in sub-rule (4) –

(a) For clause (a), the following clause shall be substituted, namely :-

“(a) – Letter in other than roll form shall be in envelope of the following sizes, unless its dimensions are more than 458 x 324 mm, namely:

1. 140x90 mm

2. 152x90 mm

3. 176x100 mm

4. 230x105 mm

5. 220x110 mm

6. 162x114 mm

7. 176x122 mm

8. 229x162mm

9. 250x176mm

10 324x229mm

11 353x250mm

12. 458x324mm

with tolerance of + 2mm”.

(b) for clause (c), the following clause shall be substituted, namely :-

“(c) All envelopes must have flap either at the top on back of the longer side or at right or left”,

(c) for clause (d), the following clause shall be substituted, namely:-

“(d) Envelope should be made of paper of following thickness:-

Envelope sizes minimum 140 x 90 mm and maximum 245 x 165 mm (with + 2mm tolerance) should be made of paper of the following thickness:

Minimum 0.15 mm

Maximum 5 mm”;

(d) after clause (e), the following clauses shall be inserted, namely:-

“(f) Envelope should be continuously closed on all sides taking care to avoid a residue of gum on the envelope itself. Metal clips or staples should not be used for closing envelope.

(g) Envelope should be made of minimum 70 GSM.

(h) Envelope must be flexible enough to bend into **U** shape.”

(e) after clause (h), the following clauses shall be inserted, namely:-

“(i) Envelopes with window shall have sizes of window between 35-50 mm (breadth) and 80-125 mm (Length). Contents shall be placed in such manner that only address block which includes bar code shall be visible through window.

(j) Glassine paper of 35 GSM, Cellophane paper of 40 GSM and PVC or BOPP of 15 micron thickness shall be used as window material with the minimum specifications-

(i) the window material shall stick without any wrinkles to the inner side of the plain front of the envelope;

(ii) gloss value must be < 150 (American standards of testing and material (ASTM) 2457 measured at 60 degrees);

(iii) print contrast ratio with respect to background shall be at least 40 percent when tested according to 5.4 of IS 12736;

(iv) haze value must be < 75% (ASTM D1003-00 Procedure A (Haje meter).

(k) Distance of left edge of window from left edge of envelope shall be minimum 15mm, distance of top edge of window shall be minimum 40 mm, and distance of bottom edge of window from bottom edge of envelope shall be minimum 15 mm”.

(4) After rule 8 of the principal rules, the following rules shall be inserted, namely:-

“8-A: In case of infringement of the condition specified in rule 8, the letter or article shall be treated as second class mail.

8-B (1): Address of the addressee shall be written on front side and sender’s address on back side on an envelope. Minimum 15mm blank space shall be kept from left, bottom and right side of envelope. Logo and name of the senders company can be written on top left corner and stamps or frank impression on top right corner having gap of minimum 10mm from address block of recipient. Address block of addressee shall have minimum gap of 40 mm from top. Stamps or Frank impressions shall be affixed in maximum area of 74 mm. 15mm shall be left for bar code printing at the bottom of envelope and there should be 5 mm quiet space around 2D barcode and the sender’s logo size should not exceed 25 x 50 mm in size and the 2D barcode should have minimum size 18 x 18 mm.

8-B (2) The size of printed bar code along with quiet *zone should be kept* minimum 60 mm in length and 10 mm in breadth in a window of envelope and should be clearly visible.

8-C: A quiet zone of minimum 10 mm on all sides of address block must be maintained if advertisement is printed on privately manufactured envelope or inland letter card.”

(5) In rule 10-A of the principal rules, for existing Explanation (ii), the following Explanation (ii) shall be substituted, namely:-

“Explanation (ii): Letter Cards of private manufacture shall be suitably folded and fully closed on three sides by continuous gumming, glue or any other adhesive provided the dimensions and other conditions mentioned in this rule are complied with.”

(6) In rule 13 of the principal rules, in sub-rule 2, after the words “written communication”, the words “and address of the sender may be written on top left-hand corner of back”, shall be inserted.

(7) In rule 17 of the principal rules, after Explanation (iii), the following Explanation shall be inserted, namely:-

“ (iv) Explanation - Invoices, bills of lading, receipts for goods or money, printed market reports, quotations for goods, pricelists, printed notices for payment of premia posted by insurance companies mentioned in clauses (b), (d) and (e) of Rule 17 (1) above shall be transmitted in open cover under book Packets.”

[No.20-12/2012-D]

(S K Sinha)

Chief General Manager (Mail Business)

Note: The principal rules as amended up to the 1st January, 1975 were published in the Posts and Telegraphs Manual Volume - I, Legislative Enactments, Part I, Fifth Edition and subsequently amended vide notifications -

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| 1. G.S.R. 2888, dated the 19th December, 1975. | 91. G.S.R.783(E), dated the 12th October, 1990. |
| 2. G.S.R. 596 (E), dated the 30th December, 1975. | 92. G.S.R. 918(E), dated the 28th November, 1990. |
| 1. G.S.R. 741 (E) , dated the 31st December, 1975. | 93. G.S.R. 622(E), dated the 20th September, 1991. |
| 1. G.S.R. 472, dated the 24th January, 1976. | 94. G.S.R. 178(E), dated the 6th April, 1992. |
| 1. G.S.R. 93 (E), dated the 25th February, 1976. | 95. G.S.R. 79(,E), dated the4th January, 1993. |
| 1. G.S.R. 811 (E), dated the 31st May, 1976. | 96. G.S.R. 259(,E), dated the 5th March 1993. |
| 1. G.S.R. 943 (E), dated the 21st June, 1976. | 97. G.S.R. 420(E), dated the 17th May, 1993. |
| 1. G.S.R. 135 (E), dated the 7th January, 1978. | 98. G.S.R. 615(E), dated the 20th September, 1993. |
| 1. G.S.R. 304 (E), dated the 29th May, 1978. | 99. G.S.R. 616(E), dated the 16th September, 1993. |
| 1. G.S.R. 316 (E), dated the 18th May, 1979. | 100. G.S.R. 778(E), dated the 27th December, 1993. |
| 1. G.S.R. 4118 (E), dated the 29th December, 1979. | 101. G.S.R. 43(E), dated the 21st January, 1994. |
| 1. G.S.R. 1256 (E), dated the 13th May, 1980. | 102. G.S.R. 193(E), dated the 18th February, 1994. |
| 1. G.S.R. 490 (E), dated the 26th June, 1980 | 103. G.S.R. 152(E), dated the 26th March, 1994. |
| 1. G.S.R. 491 (E), dated the 26th June, 1980 | 104. G.S.R. 484(E), dated the 2nd June, 1994. |
| 1. G.S.R. 380 (E), dated the 5th June, 1981 | 105. G.S.R. 502(E), dated the 8th June, 1994. |
| 1. G.S.R. 409 (E), dated the 26th September, 1981 | 106. G.S.R. 793(E), dated the 7th November, 1994. |
| 1. G.S.R. 59 (E), dated the 11th February, 1982 | 107. G.S.R. 836(E), dated the 5th December, 1994. |
| 1. G.S.R. 411 (E), dated the 13th May, 1982. | 108 G.S.R. 860(E), dated the 21st December, 1994. |
| 1. G.S.R. 417(E), dated the 22nd May, 1982. | 109 G.S.R. 873(E), Dated the 21st December, 1994. |
| 1. G.S.R. 520(E), dated the 10th August, 1982. | 110. G.S.R. 931(E), dated the 26th December, 1994. |
| 1. G.S.R. 33(E), dated the 20th January, 1983. | 111. G.S.R.121(E), dated the 24th February, 1995. |
| 1. G.S.R. 49(E), dated the 2nd February, 1983. | 112. G.S.R. 342(E), dated the 18th April, 1995. |
| 1. G.S.R. 92(E), dated the 21st March, 1983. | 113. G.S.R. 484(E), dated the 14th June, 1995. |
| 1. G.S.R. 444(E), dated the 23rd March, 1983. | 114. G.S.R. 736(E), dated the 13th November, 1995. |
| 1. G.S.R. 37(E), dated the 17th January, 1984. | 115. G.S.R. 737(E), dated the 13th November, 1995. |
| 1. G.S.R. 1652(E), dated the 19th May, 1984. | 116. G.S.R. 926(E), dated the 20th November, 1995. |
| 1. G.S.R. 637(E), dated the 16th April, 1986. | 117. G.S.R. 764(E), dated the 29th November, 1995. |
| 1. G.S.R. 329, dated the 3rd May, 1986. | 118.G.S.R. 783(E), dated the 7th December, 1995. |
| 1. G.S.R. 461, dated the 14th June, 1986. | 119. G.S.R. 201(E), dated the 7th May, 1996. |
| 1. G.S.R. 2420, dated the 28th June, 1986. | 120. G.S.R. 372(E), dated the 21st August, 1996. |
| 1. G.S.R. 436(E), dated the 24th July, 1986. | 121. G.S.R. 27(E), dated the 18th September, 1996. |
| 1. G.S.R. 2460(E), dated the 24th July, 1986. | 122. G.S.R. 517(E), dated the 6th December, 1996. |
| 1. G.S.R, 3677 (E), dated the 25th October, 1986. | 123. G.S.R. 573(E), dated the 18th December, 1996. |
| 1. G.S.R. 1333(E), dated the 29th December, 1986. | 124. G.S.R. 267(E), dated the 19th May, 1997. |
| 1. G.S.R. 85(E), dated the 6th February, 1987. | 125. G.S.R. 295(E), dated the 30th May, 1997. |
| 1. G.S.R. 548(E), dated the 28th February, 1987. | 126. G.S.R. 318(E), dated the 10th June, 1997. |
| 1. G.S.R. 379(E), dated the 10th April, 1987. | 127. G.S.R. 351(E), dated the 26th June, 1997. |
| 1. G.S.R. 265(E), dated the 11th April, 1987. | 128. G.S.R. 723(E), dated the 26th December, 1997. |
| 1. G.S.R. 480(E), dated the 29th April, 1987. | 129. G.S.R. 41(E), dated the 21st January, 1998. |
| 1. G.S.R. 531(E), dated the 27th May, 1987. | 130. G.S.R. 42(E), dated the 21st January, 1998. |
| 1. G.S.R. 438(E), dated the 6th June, 1987. | 131. G.S.R. 406(E), dated the 26th July, 1998. |
| 1. G.S.R. 632(E), dated the 27th August, 1987. | 132. G.S.R. 503(E), dated the 19th August, 1998. |
| 1. G.S.R. 688, dated the 30th August, 1987. | 133. G.S.R. 40(E), dated the 21st January, 1999. |
| 1. G.S.R. 807 (E), dated the 2nd September, 1987. | 134. G.S.R. 46(E), dated the 22nd January, 1999. |
| 1. G.S.R. 823 (E), dated the 15th September, 1987. | 135. G.S.R. 77(E), dated the 9th February, 1999. |
| 1. G.S.R.829(E), dated the 15th September, 1987. | 136. G.S.R. 345(E), dated the 13th May, 1999. |
| 47. G.S.R.976(E), dated the 9th November, 1987. | 137. G.S.R. 357(E), dated the 27th April, 2000. |
| 48. G.S.R. 1 (E), dated the 1st January, 1988. | 138. G.S.R. 672(E), dated the 25th August, 2000. |
| 49. G.S.R. 2 (E), dated the 1st January, 1988. | 139. G.S.R. 71(E), dated the 7th February, 2001. |
| 50. G.S.R. 55(E), dated 15th January, 1988. | 140. G.S.R. 387(E), dated the 24th May, 2001. |
| 51. G.S.R. 212 (E), dated the 26th February, 1988. | 141. G.S.R. 7(E), dated the 3rd January, 2002. |
| 52. G.S.R. 344 (E), dated the 4th March, 1988. | 142. G.S.R. 23(E), dated the 11th January, 2002. |
| 53. G.S.R. 388 (E), dated the 14th April, 1988. | 143. G.S.R. 366(E), dated the 14th May, 2002. |
| 54. G.S.R. 462(E), dated the 2nd May, 1988. | 144. G.S.R. 381(E), dated the 24th May, 2002. |
| 55.G.S.R. 639 (E), dated the 23rd May, 1988. | 145. G.S.R. 612(E), dated the 2nd September, 2002. |
| 56. G.S.R. 683, dated the 7th June, 1988. | 146. G.S.R. 637(E), dated the 11th September, 2002. |
| 57.G.S.R. 624 (E), dated the 29th June, 1988. | 147. G.S.R. 705(E), dated the 4th September, 2003. |
| 58.G.S.R. 633 (E), dated the 1st July, 1988. | 148. G.S.R. 514(E), dated the 10th August, 2004. |
| 59. G.S.R. 684 (E), dated the 8th July, 1988. | 149. G.S.R. 670(E), dated the 14th October, 2004. |
| 60.G.S.R. 866 (E), dated the 26th September, 1988. | 150. G.S.R. 292(E), dated the 13th May, 2005. |
| 61. G.S.R. 1022 (E), dated the 31st December, 1988. | 151. G.S.R. 30(E), dated the 20th January, 2006. |
| 62. G.S.R. 14 (E), dated the 4th January, 1989. | 152. G.S.R. 466(E), dated the 8th August, 2006. |
| 63. G.S.R. 68(E), dated the 10th January, 1989. | 153. G.S.R. 487(E), dated the 18th August, 2006. |
| 64. G.S.R. 180(E), dated the 24th February, 1989. | 154. G.S.R. 663(E), dated the 25th October, 2006. |
| 65. G.S.R., 223(E), dated the 28th February, 1989. | 155. G.S.R 762 (E), dated the 21st December. 2006. |
| 66. G.S.R. 180(E), dated the 1st March, 1989. | 156. G.S.R. 210(e), dated the 20th March, 2007. |
| 67.G.S.R. 314(E), dated the 1st May, 1989. | 157. G.S.R. 420(E), dated the 11th June, 2007. |
| 68. G.S.R. 435(E), dated the 9th June, 1989. | 158. G.S.R. 511(E), dated the 27th July, 2007. |
| 69. G.S.R. 478(E), dated the 24th June, 1989. | 159. G.S.R. 532(E), dated the 3rd August, 2007. |
| 70. G.S.R. 639(E), dated the 26th August, 1989. | 160. G.S.R. 775(E), dated the 18th December, 2007. |
| 71. G.S.R. 804(E) dated the 12th October, 1989. | 161. G.S.R. 22(E), dated the 9th January, 2008. |
| 72. G.S.R. 821(E), dated the 16th October, 1989. | 162. G.S.R.59(E), dated the 25th January, 2008. |
| 73.G.S.R. 898, dated the 2nd December, 1989. | 163. G.S.R. 238(E), dated the 28th March, 2008. |
| 74. G.S.R. 965, dated the 12th December,1989. | 164. G.S.R. 400(E), dated the 25th May, 2008. |
| 75.G.S.R.1077(E), dated the 29th December, 1989. | 165. G.S.R. 588(E), dated the 11th August, 2008. |
| 76.G.S.R. 1078(E), dated the 29th December, 1989. | 166. G.S.R. 864(E), dated the 18th December, 2008. |
| 77.G.S.R. 967(E), dated the 30th December, 1989. | 167. G.S.R. 86(E), dated the 9th February, 2009. |
| 78.G.S.R. 198(E), dated the 5th February, 1990. | 168. G.S.R. 282(E), dated the 24th April, 2009. |
| 79. G.S.R.100(E), dated the 1st March, 1990. | 169. G.S.R. 789 (E), dated 28th October, 2009. |
| 80. G.S.R. 197(E), dated the 5th March, 1990. | 170. G.S.R. 310(E), dated 12th April, 2010. |
| 81. G.S.R. 312(E), dated the 5th April, 1990. | 171. G.S.R. 379(E), dated 5th May 2010. |
| 82. G.S.R. 358(E), dated the 30th April, 1990. | 172G.S.R. 408 (E), dated 17th May, 2010. |
| 83. G.S.R. 379(E), dated the 11th May, 1990. | 173.G.S.R. 517(E), dated 16th June,2010. |
| 84. . G.S.R. 544(E), dated the 5th June, 1990. | 174. S.O. 10 (E), dated 4th January, 2011. |
| 85. G.S.R. 545(E), dated the 5th June, 1990. | 175. G.S.R. 37 (E), dated 19th January, 2011. |
| 86. G.S.R. 783(E), dated the 13th June, 1990. | 176. G.S.R. 58(E), dated the 31st January, 2011. |
| 87. G.S.R. 68(E), dated the 10th August, 1990. | 177. G.S.R. 63 (E), dated 3rd February, 2011. |
| 88. G.S.R. 628(E), dated the 18th August, 1990. |  |
| 89. G.S.R.671(E), dated the 31st August, 1990. |  |
| 90. G.S.R. 694(E), dated the 11th September 1990. |  |