

Government of India
Ministry of Communications & IT
Department of Posts
Dak Bhawan, Sansad Marg,
New Delhi-110001.

No. 9-1/2005-PO

Dated: 26-02-2008.

To

All Pr./Chief Postmasters General,
All Regional Postmasters General,
Addl. Directorate General of APS,
The Director, PSCI, Ghaziabad,
Directors, PTCs.

Subject: Upgradation of sealing system of franking machines – replacement of existing system of sealing of franking machines with Tool less Roto Seals and Tamper Evident Non Residue paper seals.

This is regarding introduction of upgraded sealing system of franking machines used by individual licensees, commercial licensees and Department of Posts.

2. The instructions contained in para 20 and 21 of 'The instruction for licensing and use of franking machines circulated vide Dte's letter No. 41-13/95-PO dated 08.04.1996, lay down procedure for sealing of franking machines with lead seal by the authorized officer and with red sealing wax by the supervisor. As this system is far from satisfactory, a proposal to upgrade the present system with a more secure one has been under examination at the Directorate for some time.

3. As you are aware, two types of seals are required for each machine – the main seal to lock the machine and a paper seal on outside to verify whether the machine has been opened. Today, Tool less Roto Seals made of steel wire and plastic are available in the market which are tamper evident and fully secure to use. Similarly, Non-Residue Paper seals are available to be affixed on the outside which are also secure. An experiment for using these seals for a period of three months was carried out in six Circles last year. The Circles have overwhelmingly reported that the seals are secure and tamper evident. Therefore, it has been decided now by the Department to use 'Tool less Roto Seals' and Non-Residue Paper Seals together in place of lead seals and red wax seal for sealing of franking machines used by Private Parties as well as by Department of Posts.

4. A procedure for stocking, supply and disposal of Tool Less Roto Seals and Non Residue Paper Seals is enclosed. This may be followed strictly by all concerned once the seals are procured and put into use.

5. The above mentioned seals are proprietary items of **M/s Brook Seals (India) Private Limited, C-62, East of Kailash, New Delhi-110065**. These may be procured by Pr./CPMG/RPMG from the firm after following the due procedure for their procurement under their financial powers and budgetary grants already given to them. Centralised training for the concerned Postal Staff will be required on how to use these seals. This will have to be tied up with the vendor.

6. The Circles are required to work out the anticipated/monthly requirement of the seals and inform the vendor about it. This must be done by 31st March, 2008. The vendor will work out the price which will depend on the volume of demand submitted by each Circle. The price quoted by the vendor, however, may be negotiated/fixed as per the laid down financial powers and procedures by each Head of Circle for his/her Circle. The seals should be brought into use at the earliest after 31st March, 2008 but not later than 31st May, 2008. The seals may be procured for 3 months requirement initially and further procurement may be resorted to thereafter keeping in view the efficiency of the seals observed during this period.

7. Feedback on the new system may be sent to the Directorate two months after the seals are brought into use.

Please acknowledge its receipt.

sd
(Brig. Y.P.S. Mohan)
DDG (PO&I)

DA. As above.

Procedure for stocking, supply and disposal of toll Less Roto Seals and Non-Residue/Minimal Paper Seals prescribed for sealing of franking machines.

It has been decided by the Department of use the following two types of seals together in place of lead seals for franking machines used by private parties as well as by Department of Posts:

1. Tool Less Roto Seals
2. Non-residue Paper Seals.

2. Description of Seals:

2.1. The Tool less Roto Seals are composed of three parts;

- I. a transparent poly carbonate body;
- II. a colored poly carbonate inserts;
- III. a length of seven strand stainless steel wire.

a) The seal is consecutively laser marked with seven digits on the top of the flag of the body and with three or six digits on the top of the inserts for identification and security.

b) Additional alphanumeric character or logo is laser mark below the seven digit serial number on the flag of the body.

c) The wire is available in seven strand stainless steel having the dimension 1X7 having 0.27 dia (.7 mm). It may also be available in precut length from 6 (152 mm) to 24 (608 mm).

d) These seals could be customized with regard to printing Department Logo, Alphanumeric numbers unique for different circles as per requirement of the circle within the given size and maximum length of alphanumeric etc.

2.2 Non-Residue/minimal Residue Paper Seals:

- I. This seal is a one time use paper seal and can be used along with Tool Less Roto Seals for sealing the Franking Machines.
- II. The seals are non-tearing, minimum residue, no-residue, self-adhesive paper seals.
- III. These seals are face printed, test personalized and could be sequentially numbered with surface write able.

3. Sealing Procedure

I. Tool less Roto Seals;

- a. To lock the seal, the end of the wire must be inserted through the body and insert, leaving a 1.5 (38 mm) loop as a minimum. (note: In some applications, one end of the wire is attached to the seal).
- b. The insert is, then, rotated inside the body full 360 degrees turn, using the sealing tab.
- c. The turning action wraps the wire inside the body and around the insert.
- d. The insert is turned until the wire is snug.
- e. The turning tab is broken by pressing against it in a lateral motion.
- f. No breaking or cracking of the seal will result from locking the seal in this fashion.
- g. When the wire is attached to the seal, it is important to thread the free end of the wire through the hole in the seal body. A wire loop then be formed, if this operation is omitted, the attached wire will wrap itself around the insert, block the open hole and cause the seal to become useless.

II. Non-Residue/ minimal Residue Paper Seals:

- I. The non-residue/ minimal residue paper seals are easy to affix by peeling off from the base and then stick to the sealing objects.
- II. If any attempt to tinker with the seal after affixing it is made, it is clearly evident as the seal generates and leaves special impressions.

The procedure for affixing the seal and responsibilities of Departmental officials in this regard shall remain the same as stipulated in the Departmental instructions from time to time for sealing the Franking machines.

4. Supply and stocking of seals.

Postal Stock Depots will procure the stock of seals and maintain a stock register for such seals. The PSDs will supply to Head Office and HO will supply to SOs in their account jurisdiction. A quarterly indent to meet the requirements shall be submitted by the SOs to its HO on 1st of April, July, October and January and by the HO to the Postal Stock Depot on 15th April, July, October and January in the following form:

Sl No.	Number of seals in stock at the beginning of quarter.	Number of seals uses during the last quarter.	Balance on hand.	Number of seals required.	Reasons for indenting more than the difference between 3 and 4.
1	2	3	4	5	6

The Postal Stock Depot and the HO shall while supplying the certificate prepared in triplicate an invoice from a serially numbered book of invoices will keep separately for each office. Format of the invoice is attached. The pencil copy of the invoice shall be retained in the book of invoices as the office copy and the duplicate and triplicate copies sent with the seals to the office concerned. The receiving office will check the entries in the invoice with the seals and if found correct returned the duplicate copy duly receipted indicating the serial at which it has been filed in the guard book of invoices received and with the impression of date stamp of the office to the dispatching office. In case of discrepancy the matter should be taken up immediately with the dispatching office. The triplicate copy of the invoice shall be filed in serial order in the guard book of invoice received. The duplicate copy of the invoice received back in the dispatching office duly acknowledged shall be pasted to its original.

All supplies of seals received by Head and Sub Offices must be entered in the Stock Register on the date of receipt. In the stock register the first and the last serial number of each block of seal, the total number received and balance in hand shall be entered in the relevant column of the stock register. The total number of seals along with their serial numbers and particulars of licensee of franking machine and particulars of departmental franking machines shall be shown in the issue column of the register against the date of issue and the balance in hand after each issue noted in the balance column.

The seals not actually required for use must be kept in the custody of Postmaster/Supervisor who will be responsible for their safe custody during office hours, these shall remain in joint custody of Postmaster / Supervisor and the Treasurer / Joint custodian of cash after office hours. He will issue seals to the counter assistant for affixing/applying on the franking machine as soon as a machine is received at the counter

and there is a need to seal / reseal the machine for the purpose of setting / resetting / repair.

The balance should be verified once in a month by the Postmaster who should initial and date the register in the column provided for the purpose in token of having exercised this check.

The stock of seals for Sub Post Offices and Head Post Offices keeping in account the requirement for one year shall be fixed by the Divisional Head, independent Gazetted Postmaster and Director of Mumbai and Kolkata GPO.

Disposal of surplus seals:

Surplus stock of seals should never be held in HOs and SOs and should be returned to the supply office. Whenever the seals are required to be returned to the supply office either as a result of stock being excessive or due to their non-use in the absence of departmental franking machines or private franking machines attached to the office, an invoice in the prescribed form shall be prepared in triplicate by the sub office and HO. The original should be retained by the dispatching office and the remaining copies sent to the supplying office. A suitable entry indicating the serial numbers and total number of seals returned, invoice number and date will be made in the stock register of the office under the signature of the Postmaster. After verification the supplying office will return one copy of the invoice duly receipted to the dispatching office and retain the second copy in the office and make suitable entries indicating serial numbers of the seals, invoice number and date. In the dispatching office the copy received back from the supplying office will be pasted to the original on record. After the close of the year, all sub offices should furnish the particulars of seals returned to head office during the year due to excessive stock or non-requirement of seals in absence of departmental franking machines or franking machines of private parties attached to the office in a statement by 15th January each year. The statement should show serial number of seals, date of return to Head Office and invoice number issued. Greatest accuracy should be ensured in writing the serial number. The Postmaster will satisfy himself from the statement that all the seals returned during the year by the sub offices have been duly accounted for in the HO. He will sign the statement in token of this check. The statement will be kept in the separate guard file in the HO. During the inspection of the office the Inspecting Officer should verify the entries in the statement with stock register maintained at the Head Office.

The mutilated / damaged seals in SOs will be returned to the HO duly invoiced following the procedure prescribed for return of excessive or unwanted stock. These seals will be disposed of by cutting them into pieces in the presence of inspecting officer. A suitable entry indicating serial numbers and total number of the seal and date of destruction will be made in the stock register over the signature of inspecting officer.

The inspecting officer while carrying out the inspection of the Head Office and Sub Office will verify the balance of seals in stock and ensure that procedure prescribed for supply, stocking, use and disposal of the seals is followed meticulously by all concerned, including the supplying office.

Period of preservation of invoices will be three years.
