

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 19/1977

REFERENCE NO. PS: 6/0III

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

**SUBJECT: Pre-payment of Postage by means of
Postage Stamps or Franking Meter Stamps.**

DATE: 21st April, 1977.

Consequently upon the former Post Office Department becoming a Public Corporation with effect from 1st January, 1977, all postage has been on a pre-payment basis, i.e. Postage Stamps or Franking Meter Stamps of the required value must be affixed to all packets sent through the post. This directive was communicated to all Government Ministries and Departments through the issue of Circular 7/1977 dated 1st January, 1977 by the Postmaster General.

2. Despite the issue of this circular, however, some Ministries/Departments continue to send correspondence through the post without affixing postage stamps, and whenever this is done, the receiving Ministry/Department has to pay twice the normal postage in order to uplift the packets as all unstamped mail is taxed by the Post Office. This practice imposes unnecessary and unbudgeted charges on funds allocated for postage.
3. In order therefore to prevent such charges from being passed on to the "receiving" Ministry/Department, I have to ask that you ensure that, in future, the official rubber stamp of your Ministry/Department is affixed to all correspondence sent by post so that insufficiently stamped mail could be "returned to sender" who would be asked to pay the charges involved.
4. Please bring this circular to the attention of all officers under your control, especially those officers working in the Accounts and Registry Sections.

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S. M. Z. Insanally,
for Permanent Secretary.