INDIA POST

HANDBOOK

ON

PHILATELIC EXHIBITIONS

Regulations for Philatelic Exhibitions
Philatelic Awards System
Philatelic Jurors Program
ACKNOWLEDGEMENT

India Post gratefully acknowledges the commendable work done in the field of rules and regulations for philatelic exhibitions by International Philatelic Federation (FIP), American Philatelic Society (APS), Australian Philatelic Federation (APF), Association of British Philatelic Societies (ABPS), International Association for Philatelic Exhibitors (NAPE) and American Association of Philatelic Exhibitors (AAPE) from which we have drawn inspiration. ‘General FIP Regulations for Exhibitions – Their Interpretation’ by Dr. Eliseo Ruben Otero has also been very helpful in understanding the logic behind FIP regulations.

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FOREWORD

The Handbook on Philately was last updated in 1997, incorporating basic information for holding Philatelic Exhibitions with guidelines, performance and model regulations. A lot has happened during the intervening years -- not only have two world class exhibitions, two nationals, a dozen zonal and scores of regional / district level exhibitions been held, but the national philatelic scene itself has undergone a sea change. Philately has come under the Plan Sector, thereby ensuring the availability of the inputs necessary for the growth of the activity. Schemes have been finalized for holding seminars and workshops on philately in different corners of the country and improving the functional efficiency of the Department's philately outlets. Many projects are underway.

While these developments are sure to give a fillip to philatelic activities in general, it is the holding of philatelic exhibitions which constitutes the greatest single factor in promoting the hobby and bringing to it new adherents. Properly organized philatelic exhibitions attract, inform and educate the layman, beginners and general practitioners while they sustain, guide and inspire the veterans. They also provide life-giving support to clubs, dealers and other allied organizations. It has, therefore, been our considered policy to put exhibitions on a sound footing, conducive to the healthy growth of philately.

It is with this end in view that we decided to formalize and issue, for general information separately, in one volume, the regulations for Philatelic Exhibitions, the basics of the Award system and the Jurors Program. I hope that philatelists, exhibitors, jurors, juror-aspirants, organizers of philatelic exhibition and philately administrators of the Department of Posts will acquaint themselves with the information contained in this book. It is my fervent hope that this will contribute to better organizing of exhibitions, healthy competition and overall growth of the hobby of philately.

Vijay Bhushan
Member(O)

(iii)
## CONTENTS

<table>
<thead>
<tr>
<th>Part</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword</td>
<td></td>
<td>(iii)</td>
</tr>
<tr>
<td>Part I</td>
<td>India Post Regulations for Philatelic Exhibitions (IP-PER)</td>
<td>1</td>
</tr>
<tr>
<td>Part II</td>
<td>India Post Philatelic Awards System (IP-PAs)</td>
<td>44</td>
</tr>
<tr>
<td>Part III</td>
<td>India Post Philatelic Jurors Programme (IP-PJP)</td>
<td>82</td>
</tr>
</tbody>
</table>
INDIA POST
REGULATIONS FOR PHILATELIC EXHIBITIONS (IP-PER)

1. OBJECTIVES
India Post, as a part of its Philately Promotion Program to further the cause of philately, sees in philatelic exhibitions a suitable opportunity:
To demonstrate to general public, in particular to youth, the cultural and educational values of philately and its attractiveness as a hobby,
To promote every aspect of Indian philately, nationally and internationally,
To demonstrate the state of development of philately in India in its various fields,
To facilitate expansion of friendly relations and close cooperation between India Post, philatelists, philatelic traders, and philatelic media persons,
To awaken the interest in philatelic competitions.

2. CATEGORIES
2.1 Levels & Sizes
2.1.1 District and Regional
It is the objective of India Post to organize philatelic exhibitions on a regular basis in all Districts of the country. However, if the District is too small a unit in terms of raising sufficient participation and interest in a philatelic exhibition, a Postal Region – which invariably covers more than one District – can be taken as the basic unit for the exhibition. In India Post’s regulations for philatelic exhibitions the Regional and the District exhibitions would technically be on par with each other.

The head of a Division or a Region of India Post in cooperation with the active philatelic organizations of their area organize this category of exhibition. The size of District and Region level exhibitions shall be about 50-100 frames.

(Each frame must be capable of holding 16 sheets of A4 size)

2.1.2 Zonal
The head of a Circle of India Post in cooperation with the philatelic organizations active in their area organize this category of exhibition. The size of a zonal exhibition shall be about 500 frames. To provide a proper exhibition forum for areas where philately is yet to take roots, it has been decided to divide the country in zones, linking areas with low philatelic activity with those that are active. The Zones and their areas are listed in the annexure of this document. In case of a zone having more than one postal Circle, the postal Circle that has been more active in philately would normally conduct the exhibition with the assistance of participating postal Circles for the exhibitors from the entire area of the zone.

2.1.3 National
India Post organizes this category of exhibition in cooperation with the national philatelic organizations. The size of a national exhibition shall be about 1000 frames.

2.1.4 Continental (International)
India Post organizes this category of exhibition in cooperation with the national philatelic organizations and under the patronage of Inter-Asia Philatelic Federation (FIAP). The size of a continental exhibition shall be about 2000 frames.
2.1.5 World
India Post organizes this level of exhibition in cooperation with the national philatelic organizations and under the patronage of International Philatelic Federation (FIP). The size of a world level exhibition shall be about 3000 frames.

2.1.6 Specialized
India Post may organize philatelic exhibitions on one or a few of the exhibition classes, for example – youth philately, thematic philately, modern philately, at any level to promote particular class(es). India Post shall determine the size of a specialized exhibition in each case.

2.1.7 Combined
One or more categories of exhibitions may be combined, such as a District or Region level exhibition with a specialized, say Youth, Zonal or National exhibition. Similarly a Zonal exhibition may be combined with a specialized National or Continental exhibition and a National with a specialized Continental or World and a Continental with specialized World.

2.1.8 Philately Festivals
The hobby of philately has not systematically developed in many parts of the country. Therefore, a local exhibition at the District Level could find it difficult to obtain entries that match the rigours of established assessment norms of philatelic exhibitions. If such a situation is encountered, Philately Festivals can be organized instead of Exhibitions. However, these should be limited to the District Level only. A Philately Festival should be in accordance with the spirit of the ‘INDIA POST Guide for Philatelic Exhibitions’, but can have a flexible and less rigorous format to suit local conditions.

2.2 Frequency
It is desirable to hold exhibitions at Regional and District levels on a regular basis every year and those at Zonal and National Levels once in two years and three years respectively. The exhibitions at Continental and World level may be organized about once in 5 and 10 years respectively.

2.3 Duration
The duration may be 2 days for District and Regional, 4 days for Zonal, 5 days for National, 6 days for Continental, and 7 days for World level exhibitions. The duration of exhibition is to be commensurate with the efforts and amount of expenditure involved.

2.4 Timings
The timings when the exhibition will open to the public will vary depending on local conditions. The exhibition may be open to public for a total period of 7 hours a day, minimum, either continuously or in two spells. Arrangements may be made for the jury to come earlier or stay later than public hours, as may be found suitable, in order to permit them to complete their task with minimum hindrance.

2.5 Venue
The venue of the exhibition should be selected with care and should be centrally located, easily accessible, and spacious enough to accommodate the number of frames proposed to be put up along with sufficient space for dealers' booths and parking. It must also be secure enough or lend itself to adequate security measures to safeguard
the exhibits etc. The venue should additionally have adequate space for exhibition secretariat, safe storage for exhibits, jury room where required, space for holding Inaugural and award ceremonies, meetings, seminars, contests and other activities during the exhibition.

2.6 Frames
2.6.1 The standard philatelic exhibition frames with perforated board are double sided and each side is referred to as a frame in this document i.e. 100 frames means 100 display sides and 50 physical frames. Each frame holds 16 A4 size pages including their transparent protectors. The pages will be mounted in 4 rows of 4.

2.6.2 The frames should be numbered and arranged accordingly. Special care should be taken to ensure that there is sufficient space for movement of visitors.

2.6.3 Map showing the layout of the display area along with arrangement of frames should be prominently displayed at a number of places at the venue to guide the visitors.

2.7 Lighting
The lighting of the main display area/s should be so arranged that each frame be properly lighted. Direct sunlight should not fall on the frames in order to avoid damage to exhibits. High-powered light source emitting heat should also be avoided for the same reason. Tube lights should not be fitted on the exhibition frames.

2.8 Climate Control
Arrangements should be made for adequate circulation of air, heating or cooling, and control of humidity to avoid damage to the philatelic items.

2.9 Other Arrangements
Free drinking water and sufficient toilet facilities should be available at the venue. On- or near-site business services, refreshment and lodging should be available to the visitors.

3. PATRONAGE
3.1 India Post encourages holding of philatelic exhibitions at all levels as a part of its Philately Promotion Program and may also extend its support to philatelic exhibitions organized by other organizations at any level in any part of India.

3.2 India Post may grant its patronage for national exhibitions, recognition for others and support for exhibitions at any level organized by other organizations.

3.3 India Post patronage guarantees to the organizers the support of India Post and its resources. It obliges the organizers to strictly implement India Post’s ‘Regulations for Philatelic Exhibitions’, ‘Philatelic Jurors Program’ and ‘Philatelic Awards System’. India Post recognition and support may be granted to exhibitions on agreed matters.

3.4 The organizers undertake neither to seek nor to accept any other philatelic patronage besides India Post, unless prior approval is obtained in writing from India Post.
3.5 Applications for patronage must be made in writing to the Chief of Philately Division of India Post HQ (DDG-Philately) ideally one year before the date of the event proposed.

3.6 The exhibitions should conform to the minimum number of frames stipulated for the concerned level by the Regulations for Philatelic Exhibitions.

3.7 India Post will appoint one of its officers as a Coordinator and all communications between India Post and the organizers must be through the Coordinator. The name, address, telephone numbers, and email address of the India Post Coordinator shall be published in the Bulletin 1 of the exhibition.

3.8 India Post represented by the Coordinator shall sign the agreement with the philatelic organization holding the exhibition. A model agreement is provided in the concerned annex.

3.9 The organizers are obliged to provide prompt and comprehensive information on all matters concerning the exhibition to India Post, the jurors, and the participants.

3.10 The organizers shall provide Booth(s) to India Post free of charge at the exhibition. The size and location of the Booth(s) should be to the satisfaction of India Post.

3.11 The Organizers shall agree to abide by the rules and regulations stipulated by India Post as determined by DDG(Philately) from time to time, in the matter of conduct of the exhibitions. They shall also agree to any additional conditions laid down by India Post, if so required on administrative grounds.

3.12 The organizers’ failure to adhere to the stipulations of the said agreement will result in withdrawal of patronage, recognition, or support by India Post.

4. MANAGEMENT

4.1 The necessary committees and sub committees should be constituted for smooth management. The Organizing Committee is the most important committee and shall be presided over by Head of Postal Circle, Region, Division or the concerned administrative unit of India Post, as the case may be.

4.2 The Local and District Administration, State Government, Media, Educational institutions, corporate bodies, and philatelic organizations should be represented in the Organizing Committee to secure their cooperation. Opportunities for linking the exhibitions to other events like Departmental and State/Central Government functions, festivals, famous fairs and expos, school events etc. should be explored.

4.3 The concerned philatelic organization(s) shall be responsible for providing technical support on philatelic matters to the organizers. Its (their) role shall be duly acknowledged by giving its name in the credits as "organized in cooperation with". The philatelic organization(s) selected must be a legal entity.

4.4 It is worthwhile to remember that participation in the exhibition management is voluntary and is in the spirit of service to the cause of philately and may call for sacrifice in terms of time, resources, and effort.
4.5 The Organizing Committee may be constituted at least six months (one year for international/world exhibition) prior to the exhibition. It should meet at least once in a month to consider and lay down broad policies. The frequency of meetings would increase as the event draws near. It may frame special rules for the technical & organizational details and procedures, within the framework of these regulations, for publication in Bulletin 1. A model of the same is included in the Annex-02.

4.6 A compact Steering Committee from among the members of the Organizing Committee may be set up to plan, coordinate, and control the various aspects of the exhibition. The Steering Committee may meet as often as necessary.

4.7 A number of compact sub-committees may also be set up as necessary. An indicative list of such sub-committees is as under: Allotment, Finance, Accounts, Technical, Exhibits, Youth Activities, Trade, Publicity, Publications, Reception & Hospitality, Program, Security, Awards, Jury Coordination, and Volunteers. The roles and responsibilities assigned to the sub-committees are given in Annex-03. The actual number of sub-committees and their roles should, however, be decided based on the circumstances and requirements of each exhibition. Two or more sub-committees may be combined to function better and to keep expenditure down at the discretion of the organizers.

5. CLASSIFICATION OF EXHIBITS
5.1. Non-Competitive Classes
5.1.1. Class of Honor
The exhibits that are of exceptional significance or interest. The minimum requirement is that the exhibits should have won Gold or the highest award in the relevant class at a higher-level exhibition within the last five years.

5.1.2. Official Class
The exhibits from National Philatelic Museum, Army Postal Service, Indian Security Printers, Stamp Designers, Business houses dealing in franking machines and other postal equipment and other similar agencies.

5.1.3. Jury Collections
The exhibits from Jury and Apprentice Jury appointed for the exhibition. The participation of Jurors is optional.

5.1.4. Special Interest
The well-known exhibits from other postal Divisions, Regions and Circles, especially in those classes where there is no participant from the area, to demonstrate and promote those exhibition classes for future.

5.1.5. Above Competition
The exhibits that have previously won Grand Prize or the First and Second Runner Up position in the Championship Class, at the same level.

5.2 Competitive Classes
(Chapter 2 of Part II to this Handbook gives the guidelines for each competitive class)
5.2.1. Championship Class

5.2.2. Traditional Philately
2A Indian Classics
2B India up to Independence
2C Indian Princely States
2D India since Independence
2E Rest of the World

5.2.3. Postal History
3A India Pre Adhesives Period
3B India up to Independence
3C Indian Princely States
3D India since Independence
3E Rest of the World

5.2.4. Postal Stationery
4A India up to Independence
4B Indian Princely States
4C India since Independence
4D Rest of the World

5.2.5. Aerophilately including Astrophilately
5A India up to Independence
5B India since Independence
5C Rest of the World

5.2.6. Thematic Philately
6A Indian Themes
6B All other Themes

5.2.7. Maximaphily

5.2.8. Revenues
8A India up to Independence
8B Indian Princely States
8C India since Independence
8D Rest of the World

5.2.9. First Day Covers and Special Covers
9A First Day Covers and Special Covers - India
9B First Day Covers and Special Covers - Rest of the World

5.2.10. Modern Philately

5.2.11. Frugal Philately

5.2.12. Social Philately

5.2.13. One-Frame Exhibits
5.2.14. Philatelic Publications
14A Books, Pamphlets & Studies published within past 5 years
14B Periodicals published within past 1 year
14C Articles published within past 1 year
14D Catalogs published within past 2 years
14E Websites, Software and other electronic publications published within past 1 year

5.2.15. Youth (All ages as on the first of January of the year)
15A Exhibitors aged 11 and 12 years
15B Exhibitors aged 13 and 14 years
15C Exhibitors aged 15 and 16 years
15D Exhibitors aged 17 and 18 years
15E School Collections (Collective exhibits prepared by several students of a Section, Class, and School)

5.3 The expression "India up to Independence" includes British India up to August 14, 1947, Portuguese India up to December 29, 1961, and French Settlements in India up to November 1, 1954.

5.4 A collection, or part thereof, which was already shown in other competitive classes in an exhibition, cannot be exhibited under Modern, Frugal, Social, and One-Frame Classes.

5.5 The suggestions for creation of more new classes should be addressed to DDG(Philately).

6. EXHIBITS
Qualifications For Participation
6.1 The participation in non-competitive classes will be by invitation only. The insurance and transport costs of all invited exhibits will be borne by the organizers unless otherwise agreed in writing.

6.2 Entries that have won Grand Prize or the First and Second Runner Up in the Championship Class shall not be eligible for participation in the Championship Class at the same level again. These can only be exhibited in "Above Competition" Class under Non-Competitive Classes at the same level exhibition. However these are eligible for participation in the next level exhibition in the relevant class.

6.3 Participation in competitive classes is open to residents of the concerned District, Region, or Circle/s, as the case may be. An exhibitor may not change the status of his residency (in the context of competing in philatelic exhibitions) for a period of two years after competing in any philatelic exhibition. In pursuance of this principle, it would be required of all competitors to furnish an undertaking that they have not participated in the competitive classes of any philatelic exhibition held in any other District, Region or Circle (as the case may be) in the last two years.

6.4 Entries in the Championship Class must have achieved within last five years, a minimum of Gold at the same level. The winners of Gold have an option to either participate again next year at the same level to improve their ranking and aim for the Grand Prize of the Exhibition or enter the Championship class. However the exhibit that has participated once in the Championship Class cannot be exhibited in the relevant class again at the same level.
6.5 Entries in the competitive classes other than Championship Class must have achieved within the last five years, a minimum of Silver medal for classes 2 to 9 and Bronze medal for class 15 at previous level exhibition or its equivalent. No former award is required for Classes 10 to 14 and all classes at Regional and District level. A Bronze at World or Continental exhibition is equivalent to Silver at the National, to Gold at Zonal, and to the Grand Prize at the Regional and District level.

6.6 Entries that have not been competitively exhibited before at any philatelic exhibition at any level and entries that have not achieved the minimum-qualifying award previously but have been extensively improved since may also be considered for entry as a special case at the discretion of the Organizing Committee. The Committee may call for the exhibit for scrutiny to ascertain that it is of such merit as to deserve special dispensation.

6.7 Exhibits must be mounted on A4 size white pages only and submitted under transparent protective covers. Exhibitor's name and address, Title of the exhibit and page number must be written on the back of each page.

6.8 A participant may not be permitted to enter more than one exhibit under a class.

6.9 Not more than 2 entries per individual or 4 entries per family will be permitted. However, entries in class 1 and classes 10 to 15 will not be counted for the purpose of this limitation.

6.10 Exhibits may only be entered under the name of the exhibitor and the use of pseudonyms is not permitted.

6.11 Every exhibitor must have owned his/her exhibit for a minimum of two years before being eligible to participate competitively. However, ownerships as on date would suffice in the case of exhibitions at the Regional and District Level as well as entries in the Youth category for exhibitions upto Zonal Level. This does not apply to the participants in the philatelic publications class.

6.12 Every exhibitor will abstain from exhibiting material that does not conform to the laws of the land. The legal restrictions and/or the details of the items not acceptable at exhibitions under patronage, recognition, or support of India Post shall be published in Special Rules of the exhibition.

6.13 Every exhibitor is obligated to abide by the 'Regulations for Philatelic Exhibitions', 'Philatelic Jurors Program', 'Philatelic Awards System' and the Special Rules of the exhibition published in the Bulletin 1.

6.14 Every exhibitor is entitled to (access to information relating to) the following free of charge: A season pass for admission to the exhibition (in case there is a paid entry ticket), Catalog of Exhibits, Jury Report with Award List, Certificate of Participation, Mark Sheet with Jury’s Observations, if any, and invitations to all official exhibition events excluding Awards Banquet.
6.15 In the case of a serious breach of these provisions, the Coordinator will, after careful examination of the facts, recommend measures to the DDG(Philately) that may include disqualification of the exhibitor from participating in further exhibitions, in any manner whatsoever, for up to five calendar years.

Entry Forms
6.16 A separate entry form is required for each exhibit. The entry form must be accompanied with a photocopy of the introductory sheet (the first page) of the exhibit showing the exhibit’s concept. Each participant may be asked to furnish a list of outstanding items, if any, that he may have added after the last exhibition he had participated in. This may optionally be supported by clear photocopies.

6.17 The organizers will provide about a month from the date of availability of Bulletin 1 for closing date to receive entry forms. After publishing Bulletin 1 along with the entry form, wide publicity for participation must be organized. Releasing the Bulletin 1 in a function with invited media persons is a good idea.

6.18 In case the exhibitor demonstrably has given false information in his application, s/he shall be disqualified from participating in any manner whatsoever at that exhibition. In addition the Coordinator may, after careful examination of the facts recommend measures to the DDG(Philately) that may include temporary disqualification from further Exhibitions for a maximum of 5 years.

Acceptance and Notification
6.19 The organizers should strive to earmark about 25% of the frames for new exhibits that are entering any competition for the first time. Another 25% of frame space should be earmarked for youth exhibits.

6.20 The first meeting of the Allotment Sub-Committee may be held within a week of the last date of receipt of entries and the allotment of frames finalized expeditiously.

6.21 The application may also be checked to see whether it has been entered in the correct class or section. The organizers reserve the right to transfer an incorrectly entered exhibit to the correct class or section.

6.22 The decision of the allotment sub-committee is final. No reason need be given for the rejection of an application.

6.23 Notification of acceptance or non-acceptance by the organizers must be sent within a month to the applicants. The expected date for receiving the same by the applicant must be published in Bulletin 1.

6.24 In case of accepted exhibits the number of frames allotted to each exhibit and the amount of entry fees required will also be informed. To receive the entry fees at least two weeks time shall be provided.

6.25 Failure to submit an exhibit after entry has been accepted will result in debarring the exhibitor from exhibiting for 2 calendar years.
Allocation
6.26 Exhibits in Competitive Classes will be allotted the number of frames as follows:
Class 1: 5 to 8 frames
Classes 2 to 9: 5 to 8 frames
Class 10 to 12: 3 to 8 frames
Class 13: 1 frame
Class 15A to 15 D: 1 to 5 frames;
Class 15E: 5 to 8 frames.
(This is relaxable in the case of Philately Festivals and Regional and District level exhibitions; the revised norms should be published in advance)

6.27 The application shall be rejected if it does not meet the minimum number of frames required in the class. Eight frames shall only be allotted to an exhibit with a silver medal or higher award at same level, if requested. All other exhibits, including first time entries shall be allotted 5 frames only.

6.28 The organizers may keep a certain number of entries in reserve, with the consent of their respective owners, to deal with the contingency of no shows. The reserve exhibits may be for both non-competitive and competitive classes.

6.29 It is necessary to submit the exact number of pages as per the number of frames allotted. If the entire exhibit does not fill the allotted frames the evaluation of the same will be adversely affected. If the entire exhibit does not fit within the number of frames allotted, the portion beyond the allocated frames will neither be exhibited nor judged.

6.30 Entry Fees
The suggested fee structure is as follows:

<table>
<thead>
<tr>
<th>Exhibition Classes</th>
<th>Division/Regional</th>
<th>Zonal</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1</td>
<td>Rs. 200</td>
<td>Rs. 400</td>
<td>Rs. 800 per frame</td>
</tr>
<tr>
<td>Classes 2 to 8</td>
<td>Rs. 100</td>
<td>Rs. 200</td>
<td>Rs. 400 per frame</td>
</tr>
<tr>
<td>Classes 9 to 13</td>
<td>Rs. 50</td>
<td>Rs. 100</td>
<td>Rs. 200 per frame</td>
</tr>
<tr>
<td>Class 14</td>
<td>Rs. 100</td>
<td>Rs. 200</td>
<td>Rs. 400 per entry</td>
</tr>
</tbody>
</table>

There will be no entry fee for Class 15.

6.31 The entry fee is required to be sent by a prescribed date and allotment of entries where fees have not been received by due date shall be cancelled. Entry fees are not refundable.

Delivery And Return
6.32 The last date for the receipt of the exhibit may be so fixed that they are physically available to the organizers at least 48 hours before the inauguration of the exhibition.

6.33 The exhibits may be received through the Philatelic Bureaux, Philatelic Counters, or Post Offices designated for the purpose. In this case arrangements will have to be made at the bureaux for receipt, safe custody, and quick transmission to the organizers.

6.34 The exhibitors will bear charges of sending the exhibits directly to the organizers. The organizers shall return all exhibits at their own expense. However exhibitor shall bear the charges for insurance other than Insured Post.
6.35 Exhibit envelopes of suitable quality and strength may be got prepared. One exhibit envelope may be used for the 16 exhibition sheets of one frame only.

6.36 Each exhibit is required to be accompanied by an inventory of the exhibit in triplicate on the prescribed form.

6.37 Requisite numbers of exhibit envelopes and exhibit inventory forms will be sent to all exhibitors who have paid the entry fee at least three weeks prior to the opening date of the exhibition.

6.38 All exhibits must be delivered in the specially provided envelopes. The completed inventory forms must be placed in the envelope containing the first frame pages.

6.39 All exhibits delivered by mail must reach the Organizers at least a week before the opening date of the exhibition. The exhibits delivered personally by the exhibitor may be accepted two days before opening date of the exhibition.

6.40 The organizers must make special arrangements to receive the exhibits and for their safe storage. The exhibits should be kept in fireproof safes preferably under double locking system while in the custody of the organizers, but not mounted on frames.

6.41 A register to keep a record of the exhibits received may be maintained. Entries in the register may be class wise to facilitate referencing and checking.

6.42 On receipt, each page of the exhibit should be carefully checked with reference to the exhibit inventory and a copy of the inventory form may be given back to the participant.

6.43 The exhibitor in Philatelic Publications Class, must submit 2 copies, non-returnable, of each title to the organizers by the closing date for entries in this class. Periodicals shall comprise a complete volume or year. A selection of 10 articles is required for entries in Article section.

6.44 An early last date, ideally two months before the exhibition, is required for philatelic publications entries, as the copies need to be circulated to the juries for evaluation prior to the exhibition. The date must be notified in Bulletin 1. After the exhibition is over a copy of the literature entries may be preserved in the philatelic bureau and the other copy may be donated to a philatelic library or in absence of a philatelic library to a prominent public library of the area.

6.45 The exhibits shall be returned, except Philatelic Publications, to exhibitors present at the exhibition latest by the next day after the closing of the exhibition. (The publications received in the exhibition should be properly accounted for and transferred to the nearest philatelic bureau for taking into stock in the bureau's library). The mailing of the exhibits to the remaining exhibitors must also commence on that day. The dismounting shall be completed before morning of the next day after the closing of the exhibition.
6.46 The participants taking delivery of their exhibit personally or through their authorized agent are required to surrender the duplicate copy of the exhibit inventory given to them at the time of submitting the exhibit.

Mounting And Dismounting
6.47 The mounting and dismounting of the exhibits will be performed by or under the supervision of the organizers. The organizers may allow the exhibitors to participate in the mounting and dismounting of the exhibits on prior arrangement and at a stipulated time.

6.48 The exhibits should be mounted with the help of special plastic clips and in the order indicated by the exhibitor. The use of adhesive tapes should be avoided. Special care should be taken to ensure that the exhibits or their protective covers do not get damaged.

6.49 One copy each of the exhibits in the publications class shall be available at reading area for the visitors under the supervision of an officer appointed by the organizers.

6.50 An adequate number of teams should be constituted for the job of mounting and dismounting the exhibits to complete the task within a reasonable period of about 12 hours. It takes about 20 minutes to unlock, clean, mount and lock the frame on an average. The number of teams shall be determined on this basis. However the number of teams should not be too large for security reasons.

6.51 Each team shall be given a job card prepared in duplicate listing the exhibits assigned to it for mounting and dismounting. The officer in charge of the bin room shall retain the duplicate copy of the job card duly receipted as record.

6.52 Mounting aids like fluid and cloth for cleaning the glass and the board, plastic clips, screws, screw drivers, wire and seals for sealing the frames etc. shall be supplied to each team.

7. ASSESSMENT OF EXHIBITS
7.1 The competitive exhibits are to be adjudged in accordance with the ‘Philatelic Awards System’.

7.2 The jury as well as the team leaders, Jury Secretary, Jury Chairperson, Experts and apprentices for the exhibition shall be appointed in accordance with the ‘Philatelic Jurors Program’. The decisions of the jury will be final. There will be no appeal.

7.3 The number of jury members for an exhibition is subject to prior agreement between the India Post Coordinator and the Exhibition Management. Special requirements of individual competitive classes and number of exhibits expected to be assessed shall also be taken into consideration. The number of jurors should be such that one juror should not normally have more than 100 frames to judge. The number of apprentice jurors should not exceed the number of jurors. The Exhibition Management should apply to the Chief Postmaster General (Regional and District level exhibition) or DDG(Philately) (Circle/Zonal and national level exhibition) at least six months prior to the date of the event for the appointment of the jurors. The jurors will be appointed from the
panel maintained by India Post. Apprentice jurors will be appointed from those who apply for the same, or will be nominated by the authorized functionary of India Post.

7.4 National exhibitions having all classes must utilize a minimum of 10 national level jurors, national specialized exhibitions must utilize at least 5 national level jurors, zonal exhibitions must utilize 4 zonal level Jurors, Regional and District level exhibitions must utilize 2 District level Jurors. The number of jurors may be increased at the organizers’ request.

7.5 One-third of the jury members shall be appointed on the basis of their skills and particular requirements of that philatelic exhibition. Another one-third shall be appointed on the basis of regional representation. These jury members should come from those regions that are represented by the greatest number of exhibits. Final one-third of the jury members shall be drawn from the Officers of the India Post empanelled for the purpose.

7.6 There shall ideally be an Expert Group which shall examine at least 1% of exhibits for fakes and forgeries and report to the Jury Chairperson. At the request of the Expert Group, the Exhibition Management must remove exhibits or parts thereof from the frames so that the jury may subject them to close expert investigation. The owner of the exhibit may be invited to be present at such examination, if he is attending the exhibition.

7.7 Should an exhibit be determined to contain faked, forged or repaired items that are not clearly marked as such, it shall be downgraded by one or more medal levels depending on the gravity of the case. If an exhibit contains many faked or forged or repaired items that are not marked as such, the exhibit may be disqualified and put out of competition to avoid any doubt. In such cases, the exhibitor shall be duly informed.

Awards
7.8 Standardisation in the matter of the content, weight and dimensions of medals is desirable. The medals shall be made of any inexpensive metal with 5gms 14-carat gold or silver or bronze as the case may be. All medals shall weigh 50 gms and have a diameter of 6 cms. These specifications may be varied for reasons of economy, but certificates would indicate proper category of medals. (For smaller exhibitions a simplified system of awards would be followed, which is detailed in para 7.16 below.)

7.9 There shall be a Grand Prize for the Championship Class, a Grand Prize of the exhibition for the best exhibit except the Championship Class, a Cup for the best exhibit in the Youth class, and a Trophy for the best School Exhibit. Grand Prizes specific to other classes may be instituted at the discretion of the organizers.

7.10 A number of special prizes may be awarded in all classes. Special prizes, without the imposition of conditions, will be accepted at the Organizers’ discretion.

7.11 The art Objects selected for Grand Prizes, Special Prizes, Cups, and Trophies shall be of quality and style appropriate to a philatelic exhibition organized or recognized by India Post.
7.12 The Exhibition Management should endeavor to get corporate sponsors for special prizes in the shape of useful products to make these more attractive.

7.13 Sufficient number of medals of each type as well as the Grand and special prizes shall be placed at the disposal of the jury to be awarded at their absolute discretion.

7.14 All exhibits in non-competitive class shall be presented with a memento, and not a medal, as a token of recognition for their support and cooperation.

7.15 All exhibits will get a Certificate of Participation signed by the Jury Chairperson and the Chairperson of the Exhibition Management.

7.16 In the case of Philately Festivals and smaller exhibitions up to the District and Regional level, a simplified system of awards can be followed, if sufficiently high levels of competition are not expected. The awards in such cases can be called First, Second and Third Prizes respectively and these would be clearly indicated in the certificates issued to the winners. Giving away of Medals, Cups, Shields etc to the winners in individual classes are not mandatory at this level of exhibitions, but may be considered by the organizers if found necessary according to local situations. However, there should be a Cup for the best exhibit in the Youth class and a Trophy for the best School Exhibit. It would also be desirable to have a Grand Prize for the best exhibit of the exhibition, which could be a suitable art object of local significance.

Critique Session

7.17 All exhibitions at Circle/Zonal level and above should ideally schedule a Critique Session after the announcement of awards. This should be publicized and sufficient time should be provided for the exhibitors to interact with the Jurors. The Procedure for Conducting Critique Session is given in the annex.

7.18 As an alternative, exhibitors may provide to the organizers no more than two specific questions about their exhibit, and a self addressed, stamped envelope. The committee will forward the request for a written critique to the jury. Providing a written critique on specific questions will be at the sole discretion of the jury.

8. PUBLICATIONS

8.1 The organizers should ideally publish a minimum of three bulletins. Bulletin 1 shall contain rules for per model rules given in the annex. Bulletin 2 shall contain the catalog of exhibits, floor plan of the venue showing the layout of frames, program of the exhibition, and articles on philately. Bulletin 3 shall consist of the list of awards class wise as well as an alphabetical list of names of the exhibitors. It is desirable to publish an additional bulletin 4 containing a report on the exhibition and reports on inaugural and concluding functions, and on various programs (if any) during the show such as quiz and painting competitions. However, it may be required to reduce the number of bulletins as well as economise the production cost thereof in the case of smaller exhibitions.

8.2 The organizers may also bring out a souvenir, which apart from the highlights of the exhibition, may carry interesting features and articles on philatelic subjects.
8.3 A copy of all publications shall be supplied free of charge to every participant, including booth holders, members of the jury and committees/sub-committees. The organizers shall submit two copies of all exhibition publications to Philately Division of India Post.

9. PHILATELIC ISSUES
9.1 India Post may issue a series of stamps, miniature sheets, booklets, and postal stationery to commemorate the national, continental and world exhibitions. On other exhibitions, normally, only a Special Cancellation with a different design shall be provided on each day. Release of Special Covers on locally relevant subjects can also be considered. The specifications for Special Covers are as follows: Size – 10 x 18 cms, printed by offset on 175 gsm map-litho paper.

9.2 The Souvenir and duly postmarked Special Covers shall be available on mail order from the organizers. 2 Copies of the Souvenirs and 5 of Special Covers may be forwarded to the Director, National Philatelic Museum, New Delhi for record. Other rules and procedures in force at the time, regarding Special Covers and Cancellations will also be applicable.

9.3 The organizers must provide adequate advance publicity of the designs, price, and availability of philatelic items issued on the occasion. A circular to all Philatelic Bureaux and media may be issued at least one month in advance.

10. PUBLICITY
10.1 Publicity for the event should be timely, informative and widely distributed. The importance of publicity cannot be emphasized enough. Irrespective of the level of exhibition the organizers must understand the global nature of the hobby. Although the participation in the exhibition is open to residents of the area of the District, Region or Circle/s, the booth holders and visitors may come from all over the country and abroad. Also the mail orders may be received from all over the world for the philatelic issues brought out on the occasion. Thus there is a need for proper marketing and promotion of the event.

10.2 A tempo should gradually be built up from the announcement of the exhibition to its closing.

10.3 The philatelic community and educational institutions of the area should be contacted first for various activities and to promote the exhibition. Promotion among the youth segment should be central to the publicity efforts.

10.4 Press releases may be prepared and press conferences held for the announcement of the exhibition, release of Bulletin 1, after finalization of the allotment and confirmation of invitee exhibits, and on the eve of the inauguration. In this regard special liaison with official media institutions such as All India Radio, Press Information Bureau etc. need to be maintained for maximum results of the publicity efforts.

10.5 Attractive posters may be put up at all post offices, postal vans, notice boards of educational institutions, popular shopping complexes and other commercial establishments. Advance information as well as conclusion report with relevant
photographs may be forwarded to the concerned officers for incorporation in the India Post website and Philately Newsletter.

10.6 Information should be mailed to standing order deposit account holders about the exhibition and the philatelic items to be issued on the occasion.

10.7 Telecom service providers may be approached to play a message about the exhibition every time one picks up a phone.

10.8 A suitable provision in the budget should be made for advertising in the print and electronic media, before and during the exhibition. The advertising should be executed professionally to ensure desired results.

10.9 The exhibition should also be promoted by participating in other fairs and exhibitions.

10.10 The opportunity of holding release or presentation functions for the new issues of stamps should be used to promote the exhibition.

10.11 The show must take advantage of new and emerging technologies to promote the event. A dynamic web site and email address are minimum requirements. A multimedia presentation goes a long way to promote the exhibition.

10.12 If the organizers can invite local or national celebrities depending upon the level of the exhibition to promote the exhibition it undoubtedly will bring better results.

10.13 When India Post’s employees are involved in publicity-related activities, they may also ensure that the relevant rules and procedures as existing at the time are followed.

11. PROGRAM OF ACTIVITIES

11.1 Only a small percentage of the stamp collectors of the country participate in the competitive classes in the exhibitions. To arouse their interest in competition as well as to attract the youth to this hobby, the exhibition shall provide the opportunity to organize many other activities.

11.2 Schools shall be invited in large numbers to send their students to visit the exhibition and participate in various activities. The Exhibition Management may if required make arrangements for transportation of students from schools and back.

11.3 The Exhibition Management should plan a range of Audio-visual presentation on various aspects of philately including a workshop at which senior philatelists may educate youngsters in the technique of preparing exhibits, and other subjects.

11.4 For youth activities sufficient space for a ‘Youth Area’ shall be provided at the exhibition. More information on Youth Area and activities is given in the annex.

11.5 An awards event that is of a type and standard that gives proper recognition to those being honored, especially the exhibitors and exhibition committee members, volunteers, and workers, should be scheduled.
11.6 The Exhibition Management should also plan a range of seminars and society meetings for show attendees that has depth, breadth, quality and diversity.

11.7 The cultural programs not related to philately should be kept to a bare minimum.

12. SECURITY, LIABILITY, & INSURANCE
12.1 The exhibits are invaluable as they represent years of efforts and in some cases are irreplaceable. Irrespective of the value or award, the owners are emotionally attached to their exhibits. Hence these should be handled with utmost care and all precautions taken to guard them against damage by water, fire, and mutilation, as also against loss, and theft.

12.2 The organizers are responsible for all aspects of security and must take reasonable precautions to ensure the security and safety of all exhibits whilst they are in their possession.

12.3 Once the exhibits are mounted in the frames they should be secured against tampering by securing a wire through a set of holes in each frame and setting it with lead seal using a punching device similar to that used by electric and water supply organizations to seal meters. The punching device with distinctive marking should be in the custody of a responsible member of the Organizing Committee.

12.4 Adequate number of volunteers should be stationed at strategic places to keep watch over the frames during the hours when the exhibition is open to public. At the close of the day seals of the frames must be checked and all outlets securely closed and locked. In order to ensure maximum security the number of entry and exit points may be kept to a minimum and the unused doors and windows must be securely barred and locked.

12.5 Posting of police and/or private security guards to guard the venue day and night may be considered, if found necessary.

12.6 Exhibitors may be advised to secure appropriate insurance for their exhibits.

12.7 The organizers, their employees, members of organizing and other committees and sub-committees, the Jury or any other voluntary personnel shall not be liable for any loss of any exhibit, in whole or in part, or injury suffered by exhibitors from any cause whatsoever as a result of entering this competition.

12.8 Any subsequent dispute will be settled by the parties concerned or in the event of failure to do so, through arbitration by an agreed competent authority. In the settlement of disputes, each party will bear their own costs.

13. DEALER'S BOOTH
13.1 A provision should be made at the venue for adequate number of booths for local and out station stamp dealers, philatelic publishers, and postal administrations.
13.2 The area of the booth should not be less than 2 x 3 meters. Each booth shall be provided a table or counter, 2 chairs, 1 lockable storage cabinet, signage, waste paper bin and 3 fluorescent lamps. Additional equipment required by the booth holder shall be made available on payment.

13.3 Each booth may be let out for the entire duration of the exhibition at a license fee determined by the committee.

13.4 Booths shall be made available for moving-in at least a day before the opening of the exhibition.

13.5 Booths may be booked by sending an advance of 50% along with the application form. The balance payment shall be made by a date fixed by the organizers, in any case or before on the date of possession of the booth.

13.6 All applications shall be subject to approval of the organizers. The decision of the organizers to allocate the booths shall be final.

13.7 All booth holders shall refrain from dealing in illegal issues and the material that does not conform to the laws of the land. Any one found indulging in such practices will be debarred from further participation in the exhibition and the fees paid will not be refunded. Further, the person would be debarred from participating in any future exhibitions.

14. GENERAL
14.1 These Regulations replace all other rules that have been previously promulgated.

14.2 The decision of the Coordinator shall be final on all matters, other than Jury decisions, arising in connection with the exhibition. The Coordinator is responsible for ruling on interpretation of these regulations, at the exhibition.

14.3 The DDG(Philately) will take a decision for those cases where there is no ruling provided by these Rules. Exceptions to the provisions of these Rules may only be made by the DDG(Philately).

14.4 These rules shall be strictly observed in all exhibitions organized by India Post and under the patronage of India Post.

14.5 India Post reserves the right to amend these Regulations at any time.

14.6 In the event of any discrepancies in the text arising from translation, the English text shall prevail.

14.7 A comprehensive report on the exhibition should be forwarded by the Chairman of the Organising Committee to the Philately Division, Department of Posts, Dak Bhawan, New Delhi-110001 within two weeks of conclusion of the exhibition. The full text of the Jury Report should form a part of this report.
14.8 All the normal rules, instructions, procedures and guidelines of India Post that are in force at the given point of time shall be binding on India Post personnel engaged in the organizational efforts of any exhibition.

14.9 These rules came into force on 1st August 2003.
1. Agreement for Patronage
2. Special Rules
3. Role & Responsibilities Of Committees
4. Youth Area and Activities
5. Critique Session Procedure
6. Philatelic Zones
7. Entry Form
8. Allotment Letter
9. Confirmation & Entry Fee Remittance Letter
10. Exhibit Covers
11. Exhibit Inventory Form
12. Register of Exhibits
13. Mounting & Dismounting Card
14. Application Form for Dealers Booth
01. MODEL AGREEMENT FOR PATRONAGE

THIS DEED OF AGREEMENT made on this ... day of the (month) of the year Two Thousand ... between the Department of Posts, Government of India acting through their nominated coordinator (Name and Designation), (Place) hereinafter referred to as “India Post” the party of the first part; and the Organizing Committee of the (Name of the National Exhibition) (complete address) acting through their Chairperson, hereinafter referred to as “Organizers” the party of the Second Part.

WHEREAS
The exhibition is to be held at (City) on (Dates)
Organizers had applied to hold (name of the exhibition) under the patronage of India Post
India Post has granted their patronage vide their letter (number and date)
India Post has nominated (Name of the Person) as Coordinator

NOW IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS

1. Stipulations
1.1 The organizers agree to fulfill all obligations as stipulated in the India Post’s ‘Regulations for Philatelic Exhibitions’, ‘Philatelic Jurors Program’ and ‘Philatelic Awards System’ currently in force and as modified from time to time,

1.2 The Coordinator shall render the Organizer all possible assistance in preparation and smooth holding of the exhibition.

2. Obligations
2.1. The Coordinator shall be available on all matters concerning the exhibition and shall ensure that all stipulations are strictly observed. S/he shall in particular advise the organizers on:
The choice of suitable exhibition venue
The arrangement of display frames
Security aspect
The preparatory work of the Jury
And such other matters as may be required

2.3. The Organizers shall route all communications to India Post through the Coordinator.

2.4. The Coordinator in consultations with the Organizers has the authority to issue directions as may be considered necessary for successful holding of the exhibition and the Organizers shall observe and accept the same.

2.5. The Organizers are entitled to consult the Coordinator in all matters concerning the progress of the exhibition and the Coordinator is obliged to render that advise.
2.6. The Coordinator in consultation with the Organizers shall fix the dates of his/her visit/s to see and supervise the arrangements being made for the preparation of the exhibition. India Post shall be the sole authority to decide the number of visits that may be required and justified for the coordination work.

3. Financial Obligations
3.1 The Organizers agree to reimburse travel costs, provide suitable accommodation, and pay the Coordinator and the Jury members as outlined in the Appendix 'A' annexed to this document.

3.2 The organizers shall provide Booth/s to India Post free of charge at the exhibition.

India Post has the right to withdraw its patronage and inform the participants and the public at large that the awards of the exhibition shall not be recognized in case of non-compliance of the 'Regulations for Philatelic Exhibitions', 'Philatelic Jurors Program', 'Philatelic Awards System', the Stipulations and Obligations contained in this agreement.

In witness whereof the parties hereto have set their respective hands through their duly authorized representative.

Coordinator on behalf of India Post

Chairperson on behalf of the Organizing Committee

Place and Date

Note: Clauses on provision of frames, their transportation, logistical assistance etc. to be incorporated, if required.
02. Special Rules for (name of the exhibition)

1. Organization, Venue and Dates
The (name of the exhibition) Philatelic Exhibition is being organized under the aegis of the (name of Chief Postal Officer of the division, region or the circle) in cooperation with the (name of philatelic organization).

The exhibition will be held from (date) to (date) both days inclusive at (address of the venue).

2. Regulations
The Exhibition will be governed by the 'Regulations for Philatelic Exhibitions', 'Philatelic Jurors Program', 'Philatelic Awards System' and by these Special Rules.

The 'Regulations for Philatelic Exhibitions', 'Philatelic Jurors Program' and 'Philatelic Awards System' stated above are available with philatelic bureaux and most of the philatelic organizations all over the country. These are also available from the organizers for Rs. 50 post paid.

3. Exhibition Classes
The exhibits will be classified into Non-Competitive Classes and Competitive Classes. The following classes are available: (Insert list of classes as per Regulations for Philatelic Exhibitions)

4. Qualifications
Participation in competitive classes is open to residents of (name of the district/s or state/s, as the case may be).

An entry in the competitive classes other than Championship Class must have achieved, a minimum of: (Insert appropriate clause as per Regulations for Philatelic Exhibitions)

Entries in the Championship Class must have achieved within last five years, a minimum of Gold at the same level.

Every exhibitor will abstain from exhibiting material that does not conform to the laws of the land. The legal restrictions and/or the details of the items not acceptable at exhibitions under patronage, recognition, or support of India Post are as under: (insert appropriate information)

5. Display Frames and Presentation
(Insert appropriate information as per Regulations for Philatelic Exhibitions)

✔ 6. Entry Fees
(Insert appropriate information as per Regulations for Philatelic Exhibitions)

7. Entry Forms
(Insert appropriate clause as per Regulations for Philatelic Exhibitions)
Entry forms must reach the organizers no later than (closing date).
8. Acceptance and Notification
(Insert appropriate clause as per Regulations for Philatelic Exhibitions)
Notification of acceptance or non-acceptance by the organizers will be sent latest by (date).

In case of accepted exhibits the number of frames allotted to each exhibit and the amount of entry fees required will also be informed. The entry fees must reach the organizers no later than (date).

Exhibits in Competitive Classes will be allotted the number of frames as follows; (Insert appropriate information as per Regulations for Philatelic Exhibitions)

10. Delivery and Return of Exhibits
(Insert appropriate information as per Regulations for Philatelic Exhibitions)

Exhibit envelopes, one per frame, and exhibit inventory forms will be sent to all exhibitors by (date).

All exhibits delivered by mail must reach the Organizers between (dates). The exhibits delivered personally by the exhibitor must reach by (date).

The exhibits in Philatelic Publications Class, must submit 2 copies, non-returnable, of each title to the organizers by (date).

The exhibits shall be returned, except Philatelic Publications Class, to exhibitors present at the exhibition on (date). The mailing of the exhibits to the remaining exhibitors will commence on the next day after the closure of the exhibition.

11. Mounting and Dismounting of Exhibits
(Insert appropriate information as per Regulations for Philatelic Exhibitions)

12. Assessment and Awards
(Insert appropriate information as per Regulations for Philatelic Exhibitions)

13. Publications
A Souvenir containing a catalog of exhibits, program of the exhibition, and articles on philately shall be published on the occasion.

A Special Cover and Special Postmark shall be provided on each day of the exhibition.

The Souvenir and duly postmarked Special Covers shall be available on mail orders from (name and address).

(Insert appropriate information as per Regulations for Philatelic Exhibitions)

The Jurisdiction shall be limited to (insert appropriate name of the city)
India Post reserves the right to amend these Rules at any time.
The signature of an exhibitor on the Entry Form shall be deemed of as a sign of his/her acceptance of these Rules in their entirety.

Contact Details
Name, Designation, Mailing Address, Telephone, Fax, Email

Entry Forms

RULES FOR BOOTH HOLDERS
(Insert appropriate clause as per Regulations for Philatelic Exhibitions)

Application Form
03. ROLE & RESPONSIBILITIES OF COMMITTEES

ORGANISING COMMITTEE
It is the main committee that is entirely responsible for smooth holding of the exhibition and get the job completed within the time frame from the Sub-Committees. Submitting the final report of the exhibition within the prescribed time frame will also be part of its responsibility.

STEERING COMMITTEE
It is a core group of the organizing Committee and the committee takes decision on the following matters in the absence of the Organizing Committee – Holding of the meetings of chairmen and co-chairmen of sub-committees.
Entry fee for the frames
Legal restrictions and the details of the items banned at exhibitions
Dealer Booth
Placing of funds under disposal of CE (Civil) for the job
Mounting strips / plastic clip for mounting of the exhibit purpose
Publicity of the exhibition at post offices & on mail vans
Sponsorships
Booking of venue
Appointment of Jurors
Enforcement of legal/moral issues
Arrangement of exhibits for Non-competitive classes
Preparation of layout plan of the frames, booths, Youth Area, Inauguration and Awards ceremonies, and for meetings, parking, on site communication facilities, refreshments, and toilets
Decision regarding designs of philatelic issues for the exhibition to be brought out
Finalization of the day-to-day program of the exhibition
Finalization of the design of the medals
Preparation of letter heads / visiting cards
Insurance of the exhibits during exhibition period as well as transportation
Advertisement Tariff and canvassing ads for the bulletin 2, 3, 4
Review of progress
Decision about the Grand Prizes and Special Prizes
Awards Banquet
Decision about the exhibition hours
Traveling, accommodation arrangements, and the amount of daily allowance of Jurors
Submitting a consolidated Report to the Organising Committee, including the rendering of final accounts
Any other item related to miscellaneous work

TECHNICAL COMMITTEE
Preparation of layout & Hall
Procurement of frames & repair of old frames
Carpeting of Hall – Carpet cleaning
Transportation of frame and connected items (before and after exhibition)
Erection of frames & dismantling after the exhibition
Procurement of glass, fittings etc.
Procurement of plastic strips / plastic mount, etc
Decoration, Signage in hall
Lighting etc in the Hall
Numbering of frames as per catalogue supplied by the Allotment Committee
Intimating Security Committee list of persons to whom passes are to be issued
Any other related miscellaneous items

ALLOTMENT COMMITTEE
Allotment of frames
Release letter of Allotment to each allottee
Preparation of exhibit cover, inventory sheet and outer cover
Supply of exhibit cover, inventory sheet to each allottee
Collection of Entry Fee and accounting for the same
Providing the details of the allotment to Publication Committee for printing the Catalog
Providing the details of the allotment to Awards Committee
Providing the details of the allotment to Security Committee Preparing list of participants to whom passes are to be given and intimating security committee
Any other related miscellaneous item

EXHIBIT COMMITTEE
Bin Room arrangements and procurement of Bin Room containers (Bin Room In-charge)
Receipt of exhibits by post and by hand
Arrangement for the safe custody of exhibits
Transportation of exhibits from the place of holding to the Exhibition Hall and back
Supply of Exhibits to Bin Room In Charge for mounting
Mounting & dismounting of Exhibits
Receipt of exhibits after dismounting and safe return of exhibits to participants by hand and post
Procurement of screw driver, piers, duster, scissors, knife, glass cleaner, cello tapes, plastic tray to keep these implements, note book, pen etc.
Dispatch of remaining exhibits by insured post that are left after exhibition
Selection of mounting & dismounting teams and assignment of duties
(in consultation with Volunteer Sub Committee)
Liaison with Customs authorities at Airport & Exhibition Venue in case of Continental & World exhibitions
Any other related miscellaneous items

YOUTH PROMOTION COMMITTEE
Quiz competition
On the spot painting
Liaison with schools, colleges and other educational institutions
Philatelic workshop – computer designing of stamps
Philatelic exhibition in Region / Circle etc
Procurement of Awards for these competitions
Ensuring publicity by liaising with Publicity Sub Committees
Liaisoning with Reception & Hospitality Sub Committee to ensure transportation / accommodation etc for the participants / judges quizmaster etc
Getting required volunteers in consultation with Volunteer Sub Committee and liaisoning for passes etc for them
Any other related miscellaneous item

TRADE COMMITTEE
Allotment of booths
Accounting booth fees, including issuing receipts for the fees
Tendering for booths and finalization of contract
Erection of booths as per plans – supervision
Procurement of chairs, table, cupboards for booths
Telephone arrangements
Enrolling stamp auctioneers & supervising auctions and accounting commission
Making hall arrangements for auctioneers
Liaisoning for clearances Customs, Sales Tax, RBI, Venue authorities etc
Any other related miscellaneous items

PUBLICATION COMMITTEE
Printing of brochures
Printing of Souvenir
Printing of Catalogues / souvenir
Printing of Award List
Printing of Diploma and Certificates
Printing of Newsletters
Getting advertisements for publications
Preparation of hand out on philately / exhibition

PUBLICITY COMMITTEE
Preparation of posters for publicity in India and abroad
Arrangements of pre-exhibition publicity through Hoarding, Kiosks, Hand Bill, Philatelic Journals, Philatelic Clubs and Societies in India and abroad
Arrangements for press conferences / press releases
Preparation of banners
Arrangements for publicity through Newspaper / TV / Akashwani / AIR INDIA / Indian Airlines Journals, Private Airline Journals, ITDC Journals etc
Preparation of films, if needed
Arrangements for Daily News Releases on each day’s activities in the newspapers (during exhibition)
Arrangements to invite and take care of the media persons (print, electronic and interactive media)
Arranging sponsorship of publicity
Getting volunteers in consultation with Volunteer Sub – Committee
Any other related miscellaneous item

RECEPTION, HOSPITALITY, CEREMONIAL & PROGRAMME COMMITTEE
Receiving Guests, making all arrangements at Airport / Railway Station / Hotels / Main Gate / Venue etc
Manning Facilitation and Information Counter
Accommodation for Jurors, Commissioners, volunteers and guests — all arrangements
Transport arrangements for all concerned from / to Exhibition Hall, Airport etc.
Tour arrangements
Air Travel arrangements
Rail / Road travel arrangements
All arrangements for inauguration and closing ceremony
Special arrangements for VVIP & VIP guests and participants for functions (on Dais & Halls)
Arrangement for each day’s functions
Seminars – conduct and all arrangements thereof
Awards Banquet – all arrangements
For all the above, preparation of invitees list, printing and distribution of invitation cards
Arrangement for guests for different functions
(i.e. inviting them, bringing them, dropping back etc)
Arranging usher persons
Arranging compere
Arranging PA system
Arranging photography / TV coverage
Liaison with Publicity Sub committee for publicity
Getting volunteers and assigning duties
Any other related miscellaneous item

SECURITY COMMITTEE
Getting list of volunteers (from the concerned sub committees)
Arranging passes / photo identity cards
Locking of each frame after mounting
Arrangements for the security of hall, Day & Night
Locking, sealing of hall after exhibition
Unlocking of Hall in the morning
Opening & locking frames on special request by Experts / Jury
Fire precaution arrangements
Liaison with Police & Fire Services authorities and Insurance Company with which insurance is taken
Arranging volunteers and assigning duties
Any other related miscellaneous item

AWARD COMMITTEE
Medal design
Preparation of medal
Engraving of Medals & other award
Preparation of Diplomas
Receiving and safe custody of Medals / special prizes donated by Postal Administration / Organizations,
Indication of the awards after declaration of awards by Jury on the frames
Coordination with program Sub Committee on Palmares function and other Awards distribution function
Liaison with Publicity Sub Committee for printing Award list etc
Any other related miscellaneous item
Assessing the required quantities of different types of medals and awards
JURY COORDINATION COMMITTEE
Making arrangements for Jury Room including Secretarial assistance
Providing equipments for Jury room (photocopier, phone, PC, Stationery providing materials (bag, pad, pen etc)
Preparation of forms / statements, needed by Jurors
Coordinating movements/transportation with Reception/Hospitality Sub Committee
Arranging for refreshments of Jurors / Commissioners
Liaison with the Jury for all matters
Providing materials / equipments for the Coordinator as per requirements
Any other related miscellaneous item

VOLUNTEERS COMMITTEE
Compilation of volunteer list after due consideration of requirements of each Sub Committee
Coordination of arrangements for volunteers including accommodation
(including beds, cots, tables, chairs etc)
Food at Exhibition Venue and place of stay
Any other related miscellaneous item
04. YOUTH AREA AND ACTIVITIES

The following are some guidelines for organizing promotional activities targeted at the youth segment, in connection with the organizing of philatelic exhibitions. It may be noted that these activities and guidelines are only indicative and suitable additions - modifications or adaptations have to be made according to the local circumstances.

Quiz Competitions
Quiz competitions are effective as promotional tools for such exhibitions. The competitions are held at different levels (school, sub-district, district, state etc.). Winners from each state compete in the next stage. The final competition should ideally be held simultaneously with the philatelic exhibitions. It would be ideal to have experienced quizmasters for conducting the competitions. However, the quizmaster should be properly briefed on the subject of philately, with sufficient background material. Ideally, all the questions should be directly or indirectly related to philately.

Spot Painting Competitions.
Spot painting competitions can be organized in the run-up to the exhibitions, with participation of school children. The ambience for such competitions should be one of “fun and enjoyment”. The formal and bureaucratic atmosphere of Department functions should be studiously avoided.

The judgment of the paintings received in the competitions should be done by a panel which includes some well-known artists, apart from Senior officers of the Department and philatelists of repute.

Philately Workshops
Workshops explaining the basics of the hobby can be conducted with active participation and guidance from reputed philatelists. Such workshops should also cover the current stamps of the Department and advantages of PD Account Scheme.

Display Exhibitions on Philately
Display panels, posters, philately handouts etc. can be attractively packaged into an informative exhibition on the “joy of stamp collecting”. These could be small exhibitions of 10-15 frames and can form part of a mobile kit, which can be easily taken from one location to another.

Letter Writing Competition
On the spot letter writing competitions can be conducted on socially relevant and current subjects, involving school children. Such competitions can be made more attractive by also providing at the venue of the competition, the facility to send copies of the letters so written, by post.
Conducted Visits to Philatelic Bureaux

In the case of Bureaux with attractive display of stamps as well as provision for reference material, conducted visits from the schools can be arranged. However, it should be ensured that the bureau has enough “Philatelic excitement” to offer to these young visitors. Visits to the bureau can be combined with visits to the Philatelic Museum in places like New Delhi and Calcutta where such a facility exists.
05. CRITIQUE SESSION PROCEDURE

The jurors meet the exhibitors and public in this session designed to provide an opportunity to the jurors for explaining the rationale behind their decisions. The session should help the exhibitor to understand the practical application of the Philatelic Awards System and showing ways to improve their exhibits.

The Jury Chairperson should preside at the session and shall introduce all the jurors and apprentice jurors. It is mandatory for all jurors and apprentices to attend the session. The Chairperson shall give a brief explanation of the criteria for the assessment of philatelic exhibits and the procedure that will be followed during the session.

All questions shall be addressed to the Chairperson who shall assign the presentation of the answer to various jurors. No particular juror or Chairperson shall monopolize the answers and each juror shall be given an opportunity to add his/her opinion to each answer. The Chairperson may make supplemental remarks and shall summarize the answer for the audience before moving on to the next question.

The discussion shall be limited to questions from the floor relating to specific exhibits at that exhibition. The questioner shall be permitted only one follow-up question. More questions from the same questioner regarding the same exhibit tend to degenerate into an argument.

The Chairperson may offer to nominate a juror to meet the questioner later at the exhibit for a more in-depth discussion in case the question/s cannot be resolved in the Critique session.

The Chairperson shall keep track of exhibits that are discussed and if time is available after all questions from the floor are answered, take up other exhibits for discussion.

The jurors must prepare for the Critique session by spending additional time on their own, reviewing exhibits they will be expected to comment upon irrespective of the presence or otherwise of the exhibitor and regardless of the medal level. The additional attention to one's assigned exhibits shall enable the juror to make specific comments, keyed to frame and page number, critical to an appreciation of an exhibit.

The jurors should make substantive comments highlighting both strong points and the areas where improvements are possible. The juror should take pains to differentiate his/her personal opinion and suggestions from objective requirements. The juror's thoughts about ways in which the exhibit might be restructured to be more effective should never be presented as requirements in the same context as the need to remove or properly describe an acknowledged fake.

The juror should never embarrass an exhibitor and certain comments should not be made in public. In case it is necessary, sensitive comments should be made one to one. The juror should also avoid attempts at humor at the exhibitor's expense to lighten the atmosphere.
The comments should be kept at a positive note. For instance, the juror should not be commenting "You can not get a gold with this exhibit". The correct form for the comments shall be, "To get a gold, I believe you will need to add such and such type of material or limit the area shown in order to provide more depth, or explicitly broaden the scope of the exhibit to include so and so."

The jurors should avoid offering to sell philatelic material or directing exhibitors to specific dealers. The exhibitors shall neither be told that specific items are essential nor pressured to obtain them from a given source.
# 06. PHILATELIC ZONES

<table>
<thead>
<tr>
<th>ZONE</th>
<th>POSTAL CIRCLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Andhra Pradesh</td>
</tr>
<tr>
<td>02</td>
<td>Assam, North Eastern, West Bengal</td>
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<tr>
<td>03</td>
<td>Bihar, Jharkhand</td>
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<td>04</td>
<td>Delhi</td>
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<td>05</td>
<td>Gujarat</td>
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<td>06</td>
<td>Himachal Pradesh, Punjab</td>
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<td>07</td>
<td>Haryana, Jammu &amp; Kashmir</td>
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<td>08</td>
<td>Karnataka</td>
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<td>09</td>
<td>Kerala</td>
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<td>10</td>
<td>Madhya Pradesh, Chhattisgarh</td>
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<td>14</td>
<td>Tamil Nadu</td>
</tr>
<tr>
<td>15</td>
<td>Uttar Pradesh, Uttarakhand</td>
</tr>
</tbody>
</table>
07. ENTRY FORM

Name
Address
Telephone

Date of Birth (for Youth Class only)

Title of the Exhibit
Brief description

Class
Number of Frames

Insured Value

Previous Awards Won
Name & Year of the Exhibition
Awards

Mode of Delivery and Return of Exhibit
By Post
Personally
Through Authorized Person

I have read and understood the Special Rules of The Exhibition and shall abide by them. I hereby certify that the information furnished by me is correct. I also certify that I have not participated in any District/Regional/Circle/Zonal (retain only the relevant level) exhibition in the competitive class during the last two years, except in .....................................(name of District/Region/Circle/Zone)

Signature of the Exhibitor

Date
Place

For Official use only

Entry Number
Accepted/Not accepted

Date received
Number of Frames allotted

Signature of the Chairperson of the Allotment Subcommittee

Allotment Letter number
Date

Signature of the Secretary of the Exhibition
08. ALLOTMENT LETTER

Date

Name
Address

Exhibit Number

Sir/Madam

The Organizing Committee is pleased to allot _______ frames to your exhibit titled ___ under Class ________

The entry fee of Rs. ______ may please be remitted by (date) by crossed Indian Postal Orders made payable to _____ at ________ post office along with enclosed Confirmation & Entry Fee Remittance Letter. The failure to send this by the due date shall result in cancellation of the allotment.

Yours Truly

Secretary of the Exhibition
09. CONFIRMATION & ENTRY FEE REMITTANCE LETTER

To
Secretary
(Name of the Exhibition)

Sir/Madam

Exhibit Number

I confirm my participation in (Name of the Exhibition). The entry fee of Rs. _______ is sent herewith with reference to your Allotment Letter Number _______, dated _______. Following Indian Postal Orders are enclosed:

<table>
<thead>
<tr>
<th>Number</th>
<th>Date of Issue</th>
<th>Post Office of issue</th>
<th>Value</th>
</tr>
</thead>
</table>

Kindly acknowledge and send Exhibit Inventory Forms and Covers.

Yours Truly

Signature of the Exhibitor

Name & Address of the Exhibitor

Place

Date
10. EXHIBIT COVERS

<table>
<thead>
<tr>
<th>Exhibit Number</th>
<th>Class</th>
<th>Frames</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frame Numbers From</td>
<td>To</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
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<tr>
<td>Address</td>
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<tr>
<td>Title of the Exhibit</td>
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</table>

**FRAME LAYOUT**

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<tr>
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<td>16</td>
</tr>
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</table>
### 11. EXHIBIT INVENTORY FORM

<table>
<thead>
<tr>
<th>Exhibit Number</th>
<th>Name</th>
<th>Address</th>
<th>Title of the Exhibit</th>
<th>Class</th>
<th>Number of Frames</th>
<th>Number of Exhibition sheets</th>
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<tbody>
<tr>
<td>Signature of the Exhibitor</td>
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<table>
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<th>Covers</th>
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<tr>
<td>32</td>
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</tbody>
</table>

For Official use only

RECEIVED on (date) from (mode) by

CHECKED by

Mounting Team Number Team Leader
Dismounting Team Number Team Leader

40
## 12. REGISTER OF EXHIBITS

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Exhibit Number</th>
<th>Exhibitor's Name</th>
<th>Frames/Sheets</th>
<th>Frame Numbers</th>
<th>MDC Number</th>
<th>Remarks &amp; Initials</th>
</tr>
</thead>
</table>

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13. MOUNTING & DISMOUNTING CARD

No.

<table>
<thead>
<tr>
<th>Mounting Team no.</th>
<th>Team Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dismounting Team No.</td>
<td>Team Leader</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibits handed over for Mounting</th>
<th>(number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit nos.</td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td></td>
</tr>
<tr>
<td>Frames</td>
<td></td>
</tr>
<tr>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>Signatures of Bin Room In-charge and the Team Leader</td>
<td></td>
</tr>
</tbody>
</table>

| Exhibit received after Dismounting |          |
| Remarks                            |          |
| Signatures of the Team Leader and Bin Room In-charge |          |
14. A APPLICATION FORM FOR DEALER'S BOOTH

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Business Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>Number of Booths required</td>
</tr>
<tr>
<td>Email</td>
<td>Type of Booths</td>
</tr>
<tr>
<td>Amount of 50% advance, Rs. enclosed vide cheque/draft no. dated</td>
<td></td>
</tr>
<tr>
<td>and drawn on (name of the bank).</td>
<td></td>
</tr>
</tbody>
</table>

I have read and understood the Special Rules of The Exhibition and shall abide by them.

Signature

Date

Place
Chapter 1

GENERAL RULES FOR THE ASSESSMENT OF PHILATELIC EXHIBITS (GRAPEs)

Preliminary

Philately is both a leisure time activity and a wholesome vocation, and exhibitions are its public face. Needless to say, exhibitors are to be encouraged rather than discouraged. Jurors should be friendly and helpful towards the exhibitors and refrain from adopting a holier than thou attitude. The Juror should find and emphasize elements to encourage and to guide the exhibitor on to the next step. This is particularly important in cases where the exhibits show effort, merit, and possibility of development.

Awards are given to the exhibit and not to the exhibitor. Assessment is limited solely to the material in the frames and Jurors are not judging the owners, the previous owners, the circumstances of acquisition, or any rumor concerning the exhibit. Enforcing rules concerning these or any other legal and moral matter must be of no concern to the Jurors; it is up to the Exhibition management (represented by the Steering Committee) to look into such issues.

Article 1 Competitive Exhibitions

1.1 The principles defined in the following Rules are applicable to all competitive classes at exhibitions organized under the Patronage, Recognition or Support of India Post. They are intended to serve the Jury as regulations and as a guide to the collector for the development of the exhibits.

1.2 The general principles stated in these Rules are sensibly extended by the Guidelines for each competitive class contained in Chapter 2 of IP-PAs. The Guidelines intend to provide general guidance regarding the definition and nature of the appropriate material; the principles of exhibit composition, and the judging criteria of exhibits, to a particular class and should be read in conjunction with these Rules.

1.3 These Rules and the Guidelines are not expected, neither intended to provide an answer to every possible question; nevertheless these will help the jury and the exhibitor to better understand the system for philatelic awards.

1.4 These Rules and the Guidelines should suitably be modified to comply with the conditions for National, Zonal, Regional, and District level philatelic exhibitions. The level of the exhibition affects how stringently the exhibit is evaluated. A high degree of flexibility and liberality is advisable in the case of District / Regional exhibitions.

Article 2 Competitive Exhibits

2.1 The limit of the frame space allocated at exhibitions may not normally allow a collector to display an entire collection. Therefore, the collector must select suitable material, which will ensure continuity and understanding of the subject and explain relevant aspects of knowledge and condition.
2.2 An exhibit should have a clear beginning, a central theme, and a logical ending.

2.3 The scope of an exhibit in the respective classes is defined in the Guidelines.

2.4 If an exhibit is transferred, moved out-of-competition, penalized, or not judged, the exhibition management should notify the reason/s to concerned exhibitor as considered by the jury.

2.5 Duplication of items should be avoided, regardless of value.

Article 3 Principles of Exhibit Composition

3.1 The exhibit shall consist solely of relevant items, supporting documentation and text. Relevant items are defined for each class in the Guidelines for that class.

3.2 The exhibit shall clearly show its leading idea, developed logically and in a balanced manner according to the characteristics of the respective competitive class, as defined by the Guidelines for that class.

3.3 The title must describe the contents of the exhibit. The concept, that may take any form, shall be laid out in an introductory statement. The title and the concept form a whole in perfect concordance with the material shown. The material displayed should be fully consistent with the subject chosen. The selection should show the appreciation of the exhibitor as to what is available in the context of chosen subject. It should help the public and judges to appreciate the significance of the key items on display. Exhibits of material that may be regarded as less well known or obscure should make full use of the introductory statement. It should also include the fullest range of relevant philatelic material of the highest available quality.

3.4 The display must begin with an introductory page in which the exhibitor defines in full what the subject is, explains how it will be developed, and specifies what the self-imposed limits are. The concept or plan should also be used to provide relevant general information on the subject. It may also include a short list of the important documentary sources used. It must be subdivided in chapters. A mere list of contents is not enough for a plan. A well thought out plan may avoid otherwise lengthy descriptions later in the exhibit. The judges will use this information to evaluate the material shown in relation to the aims set forth by the exhibitor. Another introductory page may be desirable in certain subjects or classes and for exhibits of eight frames.

3.5 The presentation and the accompanying text of the exhibit should be simple, tasteful and well balanced. It should add information to that provided by the material and show the level of understanding of the subject and the personal research of the exhibitor.

3.6 Repaired items are to be mentioned in the description. However any attempt to improve the appearance of a postal marking, subsequent to its being applied by the postal authorities, shall be treated as being faked material.
3.7 If the status or genuineness of any item is in doubt, but the item is considered significant enough to be included in the exhibit, it may be included, but its status should be indicated by explanatory remarks. The presence of faked, forged or repaired material that is not clearly described as such will cause the downgrading of an exhibit by at least a medal level. The exhibitors are advised to have their items verified in doubtful cases.

3.8 Illustrations of relevant postal markings are necessary only when the originals are not clear enough to the observer. When it is desirable to illustrate significant markings on the reverse side of a cover, they may either be drawn or illustrated with a reproduction (photograph or photocopy), but a reproduction should be apparent as such to the observer. Colour photocopies or photographs should be at least 25% different in size from the original.

3.9 Classified or restricted items, the display or exhibition of which are prohibited under the rules and regulations of India Post, should not form part of the exhibits. The Jury will report the presence of such material to the Exhibition Management for suitable action, which could even involve legal procedures.

Article 4 Criteria for Evaluation

4.1 The approved specialists in their respective field who are duly appointed as member of the Jury in accordance with ‘Philatelic Jurors Program’ shall carry out the evaluation of the exhibits.

4.2 Each exhibit will have to be evaluated on its own merits. The evaluation of exhibits will only take into consideration the material and information displayed.

4.3 Criteria for the evaluation of competitive exhibits are (1) Treatment, (2) Philatelic and related Knowledge, (3) Personal Study and Research, (4) Condition and Rarity of material exhibited, and (5) Presentation. These criteria are valid for all types of exhibits.

4.4 The Exhibits will be evaluated by allocating marks for each of the criteria. These will be entered on evaluation sheets of an approved format. A sample Mark sheet is given as Annex to IP-PAs.

4.5 To get a consistent evaluation, the Jury will enter for each exhibitor a short critical evaluation, their observations and some advice to improve the exhibit to the exhibitor.

4.6 The basic elements underlying each individual criterion suitably modified to comply with the particular requirements for each class are defined in the Guidelines for that class.

4.7 The Jury and the exhibitors must have a clear understanding of the need to consider carefully the various aspects that combine together to maximize the award an exhibit can attract.

4.8 The criterion of “Treatment” requires an evaluation of the degree of advancement, originality, completeness and correctness of the selected material. Does the exhibit show the greatest degree of advancement in terms of the material exhibited? Is the approach orthodox, or has an unusual or original interpretation been used? How complete is the treatment of the subject chosen? Has the subject been chosen to
enable a properly balanced exhibit to be shown in the space available? Does the material exhibited properly correspond with the title and plan of the exhibit? Exhibitors should ensure that the exhibit is cohesive and avoid combining largely unrelated subjects; such exhibits are likely to lose marks under this criterion. The judges should also assess whether the material exhibited is relevant to the scope of the exhibit.

4.9 The exhibitor may omit material that is of lesser significance. In general, a token showing may represent the common material required to complete the story, while the better material should be shown in depth. The key material of accepted difficulty and desirability should be present in the selected subject. The judges will appreciate that this treatment shows the exhibitor's knowledge of the material.

4.10 The proper evaluation of philatelic and related knowledge, personal study, and research will be based on the relevant description of each philatelic object shown. The items chosen for display and their related description demonstrate philatelic and related knowledge. The information given should not overwhelm the philatelic material shown. The 'Knowledge' criterion applies differently to each type of exhibit. For example philatelic knowledge for Traditional exhibits, postal history knowledge for Postal History exhibits, and philatelic and thematic knowledge for thematic exhibit.

4.11 Personal study is demonstrated by the proper analysis of the items chosen for display. For exhibits where original research (presentation of new facts related to the chosen subject) is evident, a large proportion of the total points may be given for it. For subjects that have been extensively researched previously, judges will look how far these researches have been successfully used in the exhibit to gauge knowledge and not penalize for lack of opportunity for personal research. The exhibit should be given additional consideration if the exhibitor has managed to come up with new findings in heavily studied area. New discoveries should be given full coverage in accordance with their importance. Major discoveries deserve important coverage and recognition and should be identified by the exhibitor, while minor discoveries should not overpower the main exhibit.

4.12 The criteria of "Condition and Rarity" require an evaluation of the quality of the displayed material considering the standard of the material that exists for the chosen subject, the rarity and the relative difficulty of acquisition of the selected material. The jury should take account of any really exceptionally fine or rare items present. Exhibitors are encouraged to show unique or nearly unique material that does not occur in fine condition, but are cautioned from including other items of a condition that may disfigure the exhibit. An exhibitor may direct attention to special items with in the exhibit with a statement of the reasons for its scarcity. However no statement of the value are permitted.

4.13 The criterion of "Presentation" requires an evaluation of the overall aesthetic appearance of the exhibit. The presentation of an exhibit should be well finished and give a good general impression. The exhibitors should conform to display the selected material harmoniously, avoid too empty or overcharged sheets where the items overlap, and write the accompanying texts precisely and in a legible, faultless writing. The method of presentation should show the material to the best effect and in a balanced way. It should complement the treatment of the exhibit by its general layout and clarity. Judges should evaluate how the presentation enhances the understanding and attractiveness of the exhibit to judges and viewers alike. Actual arrangement of the
exhibit is a matter of personal taste and the choice of one of the many accepted forms of presenting the material is left to the exhibitor. Inventiveness is encouraged as long as good taste is observed, since a sameness of appearance, regardless of how nicely executed, would be boring to the viewer.

4.14 No advantage or disadvantage shall apply as to whether the text is handwritten, typewritten or printed. Brightly colored inks and colored album pages should be avoided.

4.15 The use of a marks system, together with appropriate evaluation sheets, can be helpful in reaching balanced and rational evaluations. However, such a system cannot be applied mechanically; the final marks totals also must be looked at in terms of the overall quality of the exhibits. The detailed in this ‘Criteria for Evaluation’ are meant to suggest the mental process used in reaching a “numerical” evaluation. Jurors should look first for the positive aspects of the exhibits, rather than merely looking to see “how many marks can I take off”.

Article 5 Judging of Exhibits
5.1 Each jury group makes the final decision on the award of medals up to and including the Silver Medal, provided other members of the jury offer no objection.

5.2 Proposals of the jury groups for all Gold Medals, as well as objections according to other medals shall be submitted to the full jury for deliberation.

5.3 Decisions of the full jury are carried by highest number of votes. In the event of a tie, the vote of the Jury President is decisive.

5.4 In all Classes except the Championship Class, there shall be three medal levels namely Gold, Silver, and Bronze, to be awarded on the basis of the total of the assessments a minimum of 90, 75, and 60 marks achieved. However, this (or any other) stipulation or IP-PAS should not come in the way of the organizers adopting a simplified system of awards pursuant to clause 7.16 of IP-PER, if such a need is felt.

5.5 Diploma shall be awarded to exhibits securing a minimum of 50 marks.

5.6 The jury groups shall propose exhibits that exceed the requirements for a Gold Medal for the award of Grand Prizes common to all classes. The entry that shall be adjudged the overall best exhibit of the exhibition, excluding the Championship Class shall be awarded (District/Regional/Zonal/National) Grand Prize.

5.7 The entry that shall be adjudged the overall best exhibit in the youth class of the exhibition shall be awarded (District/Regional/Zonal/National) Youth Cup.

5.8 The entry that shall be adjudged the overall best exhibit in the School Collections Class of the exhibition shall be awarded (District/Regional/Zonal/National) Trophy.

5.9 The Jury may express Felicitations for exhibits distinguishing themselves by philatelic research or originality.

5.10 The full Jury may award Special prizes proposed by the jury groups.
5.11 For the exhibits in all classes except Philatelic Publications and the Youth, the following relative terms are presented to lead the Jury to balanced evaluation.

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<thead>
<tr>
<th>Treatment</th>
<th>35</th>
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<tr>
<td>Knowledge, Personal Study and Research</td>
<td>30</td>
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<tr>
<td>Condition and Rarity</td>
<td>30</td>
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<tr>
<td>Presentation</td>
<td>5</td>
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<tr>
<td>Total</td>
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</table>

5.12 The relative terms for Philatelic Publications and the Youth classes are given in their respective guidelines.

5.13 The jury is not obliged to make an award of the same level that an exhibit received in an earlier exhibition.

**Article 6 Amendments**
6.1 India Post reserves the right to amend these Regulations at any time.

**Article 7 Authority**
7.1 The decision of the Jury Chairperson shall be final on all matters related to the working and decisions of the Jury.

7.2 For those cases where there is no ruling provided by these Rules the Jury Chairperson will take a decision.

7.3 The Jury Chairperson is responsible for ruling on interpretation of these regulations, at the exhibition.

7.4 The Chief of Philately Division of India Post [(DDG(Philately))] shall have the final decision in cases of dispute.

7.5 In the event of any discrepancies in the text arising from translation, the English text shall prevail.

**Article 8 Application**
8.1 These Rules will replace any other rules that have been previously promulgated.

8.2 These rules came into force on 1st August 2003.
Chapter 2

GUIDELINES FOR COMPETITIVE CLASSES

01. CHAMPIONSHIP CLASS GUIDELINES

Article 1 Competitive Exhibits
1.1 The Championship Class is the highest class in the competitive philately. The exhibits qualifying for this class shall be of high standard.

1.2 There are no restriction as to philatelic class, except for Youth and Publications.

Article 2 Criteria for Evaluating Exhibits
2.1 The jury Chairperson shall entrust a group of jurors with the selection of those exhibits that may be considered for the award of the Grand Prize in the Championship Class. It is the only prize awarded in this class to the entry that shall be adjudged the best exhibit.

2.2 The Jury may select up to four exhibits as candidates for the Champion’s Grand Prize.

2.3 The Team Leaders shall present from their class the candidates for Grand Prizes to the whole jury.

Article 3 Judging of Exhibit
3.1 The Grand Prizes are awarded to the exhibits receiving the most votes of the jury in secret ballot.

3.2 The Jury Chairperson shall have a casting vote in the vote for Grand Prize.

3.3 The results shall be announced for the Winner and the First and Second Runner Up, as the case may be.
02. TRADITIONAL PHILATELY EXHIBIT GUIDELINES

Article 1 Competitive Exhibits
1.1 Traditional philately embraces all aspects of philately. It is based on the collecting of all postal items, including items related to the production of postage stamps in as specialized or as generalized a nature as the collector desires.

1.2 All competitive exhibits were considered to be "traditional" at one time and no other classes existed. With the development of the philatelic classes and their respective rules for judging, those exhibits that meet the criteria established for them are now judged in accordance with their rules and guidelines. However the Traditional philately class must not be used as 'Miscellaneous Class or Classes Not Covered above'.

Article 2 Principles of Exhibit Composition
2.1 Material appropriate to traditional philately includes virtually all items that are in any way connected with transmission of matter by, or outside of, the postal service, among other things,
1. Postage stamps, whether unused or used, singles or multiples, and stamps used on cover.
2. Varieties of all kinds, such as those of watermark, gum, perforation, paper and printing.
3. Essays and proofs, whether of adopted or rejected designs (subject to restrictions and limitations, if any, imposed by India Post from time to time).
4. Pre-stamp and stampless items as appropriate, but normally not to exceed 15% of the exhibit space.
5. Other specialised items, including postal forgeries, postally used fiscal stamps, or unused postal/ fiscal stamps valid for postal use (subject to existing laws of the land).

2.2 A listing of 'Material appropriate' will always be inadequate. The traditional approaches to collecting the stamps of one country will make the inclusion of certain items obligatory, while including the same sort of items in an exhibit of another country may be quite inappropriate. Many small subspecialties are unique to different countries and the inclusion of some of them may be obligatory to achieve the highest awards. The material that is chosen and the techniques for exhibiting it vary from exhibitor to exhibitor.

2.3 Exhibits in the traditional philately section of exhibitions should contain material that may be related and described as a unit. The coverage should be clearly and concisely stated in the introductory statement.

Article 3 Criteria for Evaluating Exhibits
3.1 If a stamp is considered common in unused or used condition, but relatively scarce on cover or in particular combination, then the showing of only the cover or combination on cover would constitute a commendable understanding of the issue in question. However, a page of unused examples with no differentiation as to shade or several pages of covers all showing the same rate and usage, regardless of value, is likely to detract from an exhibit.
03. POSTAL HISTORY EXHIBIT GUIDELINES

Article 1 Competitive Exhibits
1.1 Postal History exhibits contain material carried by, and related to, official, local or private mails. Such exhibits generally emphasize routes, rates, markings, usages and other postal aspects, services, functions and activities related to the history of the development of Postal Services.

1.2 A Postal History exhibit, by analysis of the philatelic objects within it, should show and explain the development or operation of one or more postal services; the practical application of postal rules and regulations, and the study and classification of the use of philatelic material and/or postal markings to illustrate the main subject of the exhibit. It applies to exhibits covering the start of organized postal services to those of the present day.

1.3 These Guidelines give a list of possible subjects for a Postal History exhibit; these are, however, not a limitation on the permissible subjects. It is possible to show the development of mails between two or more areas, nations or continents; to show the development of postal services in one country, one district or one single geographical locality. Alternatively the development of one special postal service can be shown - either worldwide, in a country or groups of countries or more locally.

1.4 Exhibits may be planned chronologically, geographically (e.g. by local/ national districts), by mode of transport/service, or by any other way that the exhibitor may feel appropriate to employ.

1.5 Exhibitors should avoid large-scale duplication of similar items, large chronological gaps where possible and the inclusion of expensive items not directly relevant to the subject shown.

1.6 A general rule should be that a Postal History exhibit should show interesting philatelic material to the best advantage, and not appear to be a manuscript for a monograph.

Article 2 Principles of Exhibit Composition
2.1 A Postal History exhibit consists of used covers and letters, used postal stationery, used postage stamps, and other postal documents so arranged as to illustrate a balanced plan as a whole or to develop any aspect of postal history. Examples of postal history subjects include:

1. Pre-adhesive postal services
2. The development of local, regional, national or international postal services
3. Postal rates
4. Routes for transportation of mails
5. Postal markings (Marcophily)
6. Military mail, field post, siege mail, POW, civil and military internee camp mail
7. Maritime mail and/or inland waterway mail
8. Railway mail
9. All kinds of Travelling Post Offices
10. Disaster mail
11. Disinfected mail
12. Censorship mail
13. Postage due mail
14. Automation of the mails
15. Forwarding agents markings
16. Official mail, Free Frank mail

2.2 A Postmark (Marcophily) exhibit is concerned with the classification and study of postal markings and obliterations, including manuscript markings, applied by official and private postal services on covers and other postal items that may range from the pre-stamp era to the present day. Postmark exhibits should be judged using the same criteria as Postal History.

2.3 A study may cover the function, the period of use, place of use, colour, state or other changes over the course of time, or other aspects of postal markings. The subjects can include marks of office or of services such as registration, maritime, traveling post offices, disinfection, instructional marks, and so on. Examples of Postmark exhibits include the study of repaired datestamps and methods of showing distances used by postal administrations. A useful demonstration of knowledge and personal study of postal markings could include the earliest and latest recorded dates of use, or identification of place of use, where this is not apparent from the wording or particular types (e.g. identifying the place of use of mute or numeral cancellations).

2.4 Markings should be as clear as possible with all essential wording complete. Where Postmark exhibits are based on obliterating marks, they should be complete and preferably on cover. Generally partial strikes should be avoided; so should unnecessary duplication other than early and late dates to demonstrate the period of use. Postage stamps displayed in a Postmark exhibit are irrelevant except that they should be in reasonable condition. If used postage stamps are included in a Postmark exhibit the evaluation will be based on the classification and study of the postal markings and obliterations on the stamps.

2.5 A study of the different types of automatic postal coding marks used would be a Postmark exhibit; the introduction of automation by an Administration is, however, postal history.

2.6 A Postal History exhibits may contain, where strictly necessary, maps, prints, decrees and similar associated materials. Such items must have direct relation to the chosen subject and to the postal services described in the exhibit.

Article 3 Criteria for Evaluating Exhibits
3.1 With rare exceptions, unused stamps and unused postal stationery are irrelevant. Maps, proclamations etc., used only if relevant to the development and documentation, should be restricted in number and the judges should in principle only evaluate the philatelic material shown.

3.2 Rarity is directly related to the philatelic items shown and to the relative scarcity of material of the type shown and in particular to the philatelic rarity (however, not the value), and the importance of the total exhibit and its subject. E.g. a postal marking of a small town showing the only example known, but of a standard type used throughout the country, may be of less significance than a special type only used at that town.
3.3 As conditions may vary considerably for postal history material, judges should bear in mind the quality obtainable. On the whole, good condition, clean, legible postmarks and other postal markings as well as the general appearance of the objects, should be rewarded, while poor quality should be penalized. When possible, covers and other objects carrying postage stamps should show the stamps in good condition. E.g. an exhibit of wreck/air crash covers, while the condition of the covers will by definition be poor, the postal markings applied upon salvage should be as clear as possible.

3.4 The importance of understanding a postal history exhibit can mean that more text is included. However, this text must be concise and clear. It should complement the treatment of the exhibit by its general layout and clarity.
04. POSTAL STATIONERY EXHIBIT GUIDELINES

Article 1 Competitive Exhibits
1.1 A Postal Stationery exhibit should comprise a logical and coherent assembly of postal matter that either bears an officially authorized pre-printed stamp or device or inscription indicating that a specific face value rate of postage has been pre-paid, to illustrate one or more of the categories set out below.
   a) The issues of a particular country or associated group;
   b) The issues of a particular chronological period;
   c) The issues of a particular class of postal stationery;
   d) The issues of a particular type of postal or associated service;
   e) The issues relating to a particular physical form of the paper or card.

Article 2 Principles of Exhibit Composition
2.1 A Postal Stationery exhibit should be arranged using appropriately chosen unused and/or postally used items of postal stationery.

2.2 Postal stationery exhibits should normally be of entire items. Where certain items are very rare in entire form or are only known to exist in cut-down (cut-square) form they would be acceptable as part of an exhibit, as would a study for example of variations in the stamp dies used or those with rare cancellations etc. The use of postal stationery stamps as adhesives would also properly form part of an exhibit of postal stationery.

2.3 Postal Stationery can be classified according to either:
2.3.1 The Manner And Availability And Usage:
   1) Post Office Issues: Stamped stationery prepared to the specification of and issued by Postal Administrations for public use. It is important to distinguish unofficial private modifications of normal Post Office issues made for philatelic purposes.
   2) Official Service Issues: Stamped stationery produced for the use of Government Departments only. Imprinted stamps may be similar to those found on Post Office issues or of a special design. Post Office issues may also be adapted for Official Service by overprinting or other methods.
   3) Forces (Military) Issues: Same as Official Service Issues but for the use of members of the armed forces only.
   4) Stamped To Order (Private) Issues: Stamped stationery bearing stamps of Post Office design applied with Postal Administration approval and within specified regulations to the order of private individuals or organizations. Imprinted stamps may cover a wider range of denominations and designs than those found on Post Office issues. It is important to distinguish within these issues between those items that were produced for genuine postal usage and those produced for philatelic purposes.
   5) Local Post Issues: Stamped stationery produced by private postal agencies with varying degrees of Postal Administration recognition or support.

2.3.2 The Physical Form Of The Paper Or Card:
   1) Letter sheets including Aerograms
   2) Envelopes including registration envelopes
   3) Post Cards
   4) Letter Cards
   5) Wrappers (Newspaper Bands)
   6) Printed Forms of various kinds.
The physical form of the paper or card on which the stamp etc. has been printed depends upon the specific purpose for which a particular item of postal stationery is intended. The earliest stamped items of postal stationery were usually letter sheets (termed covers) and envelopes. The other forms of postal stationery commonly include postcards, wrappers (newspaper bands), registration envelopes, certificates of posting, letter cards, and air letter sheets (aerograms), but other types of documents bearing impressions of postage stamp designs have been produced by a number of countries. Other categories of stamped stationery which are designed to prepay related but strictly non-postal purposes and which are commonly included in postal stationery collections are telegraph forms and postal orders. In some cases the imprinted stamps found on telegraph forms are actually inscribed "Postage" and were accepted as postage stamps when detached from their original form.

2.3.3 The Postal Or Associated Service For Which It is Intended:
1) Postage: Surface/airmail – local, inland, foreign, - letters, postcards, parcels, newspapers.
2) Registration: inland, foreign.
3) Telegraph: inland, foreign.
4) Receipt and Miscellaneous Fees etc.; Certificate of posting of letter parcels; Money orders; Postal orders, and other documents bearing impression of postage stamp designs etc.

2.4 'Formula' items sold bearing adhesive stamps as well as 'NVI' may be included. Whilst traditionally the presence of a printed stamp impression has been fundamental to an item being generally accepted within the definition of postal stationery a number of countries issued so-called "formula" items which were sold to the public bearing adhesive stamps, prior to the issue of postal stationery items with impressed stamps. More recently a growing number of Postal Administrations have introduced postal stationery that, while sold to the public at a specific price, merely indicates that a particular service/postage rate has been prepaid without indication of value - termed "non value indicators" (NVI). Such material would of course be appropriately included in collections and exhibits of postal stationery. The position regarding items which are similar or identical in format to normal postal stationery but which do not bear either a stamp impression or an indication of value or service is more open to debate, and at the present time, exhibits consisting entirely of such unstamped items are probably best shown out of competition at exhibitions. The situation is however a developing one and the experts may well wish to produce further guidance on this aspect in due course.

2.5 Essays and proofs whether of adopted or rejected designs can also be included, subject to restrictions, if any, imposed by India Post from time to time.

Article 3 Criteria for Evaluating Exhibits
3.1 Unless a postal stationery item is of extreme rarity, is unknown as entire, or the exhibit is primarily concerned with variations in the stamp impression only, it is desirable that it be shown in the form of entires. Commercial examples of privately stamped items are to be preferred to philatelically inspired ones.

3.2 With entires it is important to avoid unduly uniform arrangements.
0.5 AEROPHILATELIC EXHIBIT GUIDELINES

Article 1 Competitive Exhibits
1.1 An aerophilatelic exhibit is composed essentially of postal documents transmitted by air bearing evidence of having been flown. The transportation of mail by air may be shown in several ways: by adhesive stamps, vignettes (with and without face value), labels, cancellations, cachets, transit, route and other explanatory markings, written endorsements, backstamps and relevant signatures. Material that does not show any treatment by an organized postal service should be restricted to a minimum.

1.2 Exhibition management may decide to have either an Astrophilately Section or accept these exhibits as 'Rocketmail' in the Aerophilatelic Class. The Guidelines for Astrophilately are given at the end of this document.

Article 2 Principles of Exhibit Composition
2.1 Aerophilately exhibit represents a study of the development, operation or other defined scope of airmail services, presenting directly relevant items and documenting the treatment and analysis of the aerophilatelic material. An aerophilatelic exhibit has therefore as basic contents:

2.1.1. Postal Documents Dispatched By Air: Mail such as envelopes (covers), postcards, stationery, newspapers wrappers, etc. which have been transported by air and which usually bear dates and indications of the mode of their transportation. Items prepared to be flown but not flown for a legitimate reason, may be included. The study of routes, postal rates and markings are frequently relevant to the development of the subject. Maps and drawings may be included if they highlight a route or flight, but maps should be restricted in number and used only if relevant to the documentation. The contents of a cover may be included, if they enhance the understanding of the theme or confirm the authenticity of the subject.

2.1.2. Official And Semi-Official Stamps: Issues for use especially on Airmail, in mint or used, but principally on cover, even when used for other postal purposes. Postal stationery, including aerograms and airmail postcards, issued specifically for airmail use. An exhibit may also include related material, such as essays and proofs (subject to restrictions, if any, imposed by India Post from time to time), a study of printing methods or reconstruction of printing or overprinting plates, and a study of paper varieties, watermarks, perforations, or printing/overprinting errors.

2.1.3. All Types Of Postal And Other Marks, Vignettes And Labels: Vignettes or labels relating to aerial transport used on flown covers may also be included, but these should not dominate an exhibit.

2.1.4. Items Connected With A Particular Means Of Aerial Transport: Items not conveyed through a postal service but deemed important to the development of airmail documenting the pioneer period, such as air-forwarded forerunners to regular air postal services or early airmail flown by other carriers where postal services were not available, are considered important to the development of airmail services and therefore to aerophilately. Non-postal material should be completely described and must be directly related and important to the development of airmail services. Some examples are entrusted mail from the besieged cities, private and flown mail from pioneer and/or
survey flights, flown military mail from pre-World War II period, and the pigeon-flown mail of Orissa State Police Department.

2.1.5. Leaflets, Messages And Newspapers Dropped From The Air: Items containing a message dropped from the air as a way of normal postal delivery or on the occasion of postal services interrupted by unforeseen events are included within the scope.

2.1.6. Mail Recovered From Aircraft Accidents And Incidents. Recovered (crash) mail has special standards for documentation and condition. The documentation should describe the postal aspects of the incident, the amount of mail saved (e.g., number of covers saved), and applicable postal markings.

2.2 The arrangement of an aerophilatelic exhibit derives directly from its structure following a basic pattern. This article suggests patterns for the intended structure. It is not a comprehensive list. It is the responsibility of the exhibitor to define and demonstrate the aerophilatelic nature of the exhibit.

2.2.1 Chronological Development Of Airmail
A pioneer period up to 1918
A development period 1918-1945
A modern period after 1945

2.2.2 Development of airmail in a geographic area
Country or associated group of countries
Route
Airline
Service (e.g., army, navy)
Aircraft manufacturer

2.2.3 Development of airmail by means of transport
Pigeon
Lighter than air (balloon, dirigible)
Heavier than air (parachute, glider, aircraft)
Rocket

2.3 Aerophilatelic exhibits may include ancillary items, such as maps, photographs, timetables and the like as long as they are considered vital to illustrate, and draw the attention to a particular point or situation. They should not overpower the material and accompanying text on display. Any supporting material used should relate to a particular detail that, although important, cannot be otherwise represented. Memorabilia such as menus or the like may not be used.

Article 3 Criteria for Evaluating Exhibits
3.1 Rarity is directly related to the items shown and the relative scarcity of material of the type shown, and in particular to the aerophilatelic rarity. As condition varies for aerophilatelic items, jurors should consider the quality obtainable. In general, good condition, clear legible markings and cachets, and a good general appearance should be rewarded, while poor quality should be penalized. Crash covers are an exception to the general rule on condition. However, the postal markings applied to salvaged covers should be as clear as possible.
05a. ASTROPHILATELIC EXHIBIT GUIDELINES

Article 1 Competitive Exhibits
An astrophilatelic exhibit is built up on historical, technical and scientific aspects related to space research and space programs. It comprises philatelic material related to space exploration. It does not develop a theme, it is a philatelic study of the scientific and technical progress achieved in conquest of space, including stratosphere research, early rocketry and the precursors to the various types of spacecraft, chronologically recording the relative events within the different programs.

Article 2 Principles of Exhibit Composition
2.1. The appropriate philatelic material of an astrophilatelic exhibit includes the documents handed over by a postal administration for dispatch by stratosphere balloons, rockets, spaceships, rocket planes, recovery ships, rescue helicopters and other supporting aircraft or vice versa.

2.2. The appropriate philatelic material also include the stamps, leaflets and vignettes related to rocketmail, postal stationery, Mailgrams and special envelopes and cards of relevance to the different parts of the space program including: the related precursors; the launch, the flight and landing of space travelling objects; and the participating tracking stations, ships and supporting aircraft. The exhibit may include varieties of stamps such as perforation, error in colour, overprints, as well as essays and proofs (subject to restrictions, if any, imposed by India Post from time to time) of stamps. Mailgrams transmitted by satellites, covers carried around and on the Moon, stratosphere mail and space mail, and messages dispatched by rockets, may also be included. Special postmarks for anniversaries of space events should be avoided except when no original event postal marking is available.

2.3. Among the special characteristics of astrophilately are envelopes and cards cancelled by the post office at the place and on the exact date of the special events. Special attention should be given to the origin of the postmarks and the date and time related to the different space events. Also of importance is the philatelic knowledge of the different types of postmarks applied for the same event.

2.4. An astrophilatelic exhibit may encompass all aspects or relate to a self contained section only to the following:
   a) From the period of pioneers to conquest of space
   b) Rocket Mail
   c) Space programs of India, USSR/CIS, USA, Europe, and other countries
   d) Unmanned space programs
   e) Manned space programs

2.5. The text should cover all aspects of the exact technical data, the dates, the place and the purpose or mission of the space objects, including the special activities of the astronauts and cosmonauts involved.

Article 3 Criteria for Evaluating Exhibits
3.1 Special value is attached to the exact technical evolution of the events.

3.2 A high degree of knowledge is also required on precursors related to space exploration and space flight.
06. THEMATIC PHILATELY EXHIBIT GUIDELINES

Article 1 Competitive Exhibits
1.1 A thematic exhibit develops a theme according to a plan, demonstrating thematic and philatelic knowledge through the items chosen. Such knowledge should result in the best possible selection and arrangement of the material and the accuracy of the relevant thematic and philatelic text.

Article 2 Principles of Exhibit Composition
2.1. Appropriate Philatelic Material
2.1.1. A thematic exhibit uses the widest range of appropriate postal philatelic material.
2.1.2. Each item must be connected to the chosen theme and present its thematic information in the clearest and most effective way.

2.2. Thematic Treatment
The treatment of a thematic exhibit comprises the structure of the work (title and plan) and the elaboration of each point of that structure (development).
2.2.1 Title and Plan:
The title with any subtitle defines the scope of the exhibit. The plan defines the structure of the exhibit and its subdivisions and covers all major aspects relevant to the title. It should be entirely structured according to thematic criteria. The order of the main chapters and their subdivisions should demonstrate the development of the plan rather than list its main aspects.

2.2.2. Development
The development means the elaboration of the theme in depth, aiming to achieve an arrangement of the material fully compliant with the plan. The elaboration utilizes only the thematic information, postally authorized, available from the purpose of issue or use of the item, the primary and secondary elements of the design of the item, and other postal characteristics. Such elaboration requires a thorough knowledge of the chosen theme, a high degree of philatelic knowledge, a thematic text to ensure the necessary thematic links and to provide thematic details, whenever needed.

2.2.3 Innovation
The introduction of new themes, or new aspects of an established or known theme, or new approaches for known themes, or new application of material show innovation. Innovation may refer to all components of Treatment.

2.3 Qualification of Philatelic Material
The connection between the philatelic material and the theme must be clearly demonstrated, when it is not obvious.

Article 3 Criteria for Evaluation
3.1 The criteria, as specified in General Rules of the Philatelic Award System, are adapted to the peculiarities of the thematic class.

3.2. Thematic Treatment
Treatment will be evaluated according to the title and the plan, the development, and the innovation shown in the exhibit.
3.2.1. The title and the plan will be evaluated considering the:
consistency between the plan and the title
presence of the plan page
adequacy of the plan page
correct, logical and balanced structure (divisions and subdivisions)
coverage of all major aspects necessary to develop the theme.

3.2.2. The development will be evaluated considering the:
correct assembly and positioning of the items in conformity with the plan
connection between the items and the thematic text
depth, shown through connections, cross references, ramifications, causes and effects
balance, by giving to each thematic point the importance corresponding to its
significance within the theme
elaboration of all aspects of the plan.

3.3. Knowledge, Personal Study and Research
The criterion for Knowledge, Personal Study and Research requires the evaluation of
the thematic and philatelic aspects of the exhibit.

3.3.1 Thematic Knowledge, and its related Personal Study and Research will be
evaluated considering the
appropriateness, conciseness and correctness of thematic text
correct thematic use of the material
presence of new thematic findings for the theme.

3.3.2 Philatelic Knowledge, Personal Study and Research be evaluated considering the
full compliance with the rules of postal philately
presence of the widest possible range of postal philatelic material and its balanced use
appropriateness of postal documents
appropriateness and correctness of philatelic text, when required
presence of philatelic studies and related skilful use of important philatelic material.

Article 4 Judging of Exhibits
4.1. For thematic exhibits, the following relative terms are presented to lead the Jury to a
balanced evaluation.

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07. MAXIMAPHILY EXHIBIT GUIDELINES

Article 1 Competitive Exhibits
1.1 The Maximaphily items should conform to the principles of maximum possible concordance between the postage stamp, the picture postcard and postmark.

1.2. A Maximaphily exhibit is composed exclusively of maximum cards.

Article 2 Principles of Exhibit Composition
2.1 The quality of the constituent elements and the concordance between these elements give the maximum card the qualification of "appropriate philatelic material".

2.2 The constituent elements of a maximum card should conform to the following characteristics:
2.2.1. The postage stamp should be postally valid and affixed only on the view side of the picture postcard. (postage due, pre-cancel, fiscals and stamps violating the "Code of Ethics of the UPU" are not admissible, as well as official stamps, except those which are at the disposal of the public. The postage stamp must be in perfect state. Only one stamp should be affixed on the view side of the picture postcard. In case a stamp has multiple, secondary or partial subjects, each subject must be dealt with separately. The use of illustrated labels out of automatic vending machines, affixed on the view side of the postcard, is allowed.

2.2.2. The picture postcard's dimensions must conform to universal postal convention. Chapter 1 Article 19 para 1 (max. 105 X 148 mm. min. 90 X 140 mm). At least 75% of its area must be used for the picture and the illustration should show the best possible concordance with the subject of the stamp or with one of them, if there are several. Picture postcards with mere reproduction of the stamps are forbidden. The picture postcard should be as far as possible on sale before the issue of the stamp, or, if it has been published specially, it should reproduce an existing document. Paste ups, cutting outs, and private photographs and drawings cannot be used for maximum cards.

2.2.3. The pictorial design of the postmark and the place of cancellation (name of the Post office) should have a close and direct connection with the subject of the stamp and of the picture postcard, and should be dated within the validity of the stamp and as close as possible to the date of its issue. The cancellation giving the name of the post office as well as the date has to be readable and has to be struck completely on the unity stamp/postcard. This applies also to special postmarks.

2.3. Maximaphily exhibits can be classified by:
a) Country or group of countries
The exhibits by country or group of countries include maximum cards realized with stamps issued by one country or by a group of countries having geographical, historical or cultural bonds. Generally the chronological order of the issues should be avoided.
b) Specialty or study
The specialised exhibit and/or study will be based, according to the exhibitor's choice, either on the constituent elements of the maximum card, or on the different concordances, or on both, or on a specific period.
c) Theme
The thematic exhibits include maximum cards related to a theme. They are limited neither in space nor in time. In these three types of exhibits so called "variants" can be simultaneously shown, e.g. maximum cards with the same stamp on different postcards and with different cancellations, but always observing the rules of concordance.

Article 3 Criteria for Evaluating Exhibits
3.1 For Maximaphily exhibits, special significance is given to the philatelic and related knowledge and to the maximum possible concordance shown.

3.2 The treatment and the development of an exhibit deals with a good concordance between the title, the plan and the contents of the exhibit, a logical and judicious classification of the maximum cards, well adapted to the plan. The written explanations should be concise, and give some supplementary information about the elements and/or the concordances.

3.3 The exhibitor being judged by the way he has selected the maximum cards of his exhibit, his presentation has to show his knowledge for the chosen theme, on philately, on cancellations and on picture postcards when necessary. The philatelic knowledge will be judged according to the interest of the comments (aim and date of issue, type, impression, variety, etc.). The knowledge on cancellations covers the types of cancels, the period, the place and the justification of the use of the postmark. The knowledge of picture postcard will be judged according to its concordance with the subject of the stamp, to its quality and to the rarity of the edition.

3.4 The research in Maximaphily bases on the observance of the three concordances: of subject, of place and of time. The concordance of subject is the most important condition to characterize a maximum card, e.g. the best concordance between the subject of the stamp and the illustration of the picture postcard. The concordance of place requires a connection between the name of the place or the locality written in the postmark and the subject of the stamp and the card. The "first day cancellation" can only be used when it is in accordance with the above-mentioned condition.

3.5 For monuments, landscapes and sites the only place giving the required concordance is the one where the monument, the landscape or the site is located. When the subject is a famous personality of the stamp issuing country, the postmark of the place related to the commemorated event should be chosen: birth, death, work or aspect of his activity. In case the stamp commemorates an event, the cancellation should be made in a place related to it. When the stamp shows for instance a plane, a train or a ship, the postmark will be made in a place where there is an airport, a railway station, a harbor or a post office on board related to the subject. The maximum cards showing sports activities should be cancelled in places where these sports are practiced. The maximum cards showing works of art such as paintings, sculptures, mosaics, enamels, leaded glass windows, fresco, tapestry works, and, generally, all objects in museums or art collections, can be cancelled either in the place where they are to be found, or in the place where they were created.

3.6 Nevertheless, in judging exhibits about "works of art", considering their universal character, and in case of stamps showing subjects located in another country than the issuing one such as famous personalities or to themes related to cosmos, the jury can
admit the cancellation of the issuing country. In case the same work of art is shown on stamps of different countries, the maximum card with the cancellation of the country where this work of art is to be found will be rated higher. The cancellation should be made in the locality of the stamp issuing country where eventually a manifestation related to the aim of the issue has been organized. When the stamp commemorates an event or shows a landscape or a monument of another country, the realization of maximum cards is impossible as there is a total lack of the concordance of place. Nevertheless a card showing a work of art about one of these subjects can be used for a maximum card in the stamp issuing country. The cancellations by post offices of a country established abroad (for instances on occasion of philatelic exhibitions or other) can be accepted.

3.7 The cancellation is especially interesting as it completes the unity stamp/card by its illustration or its text, and whether it has been used for a more or less long time. The concordance of time is defined by the date of the postmark, in the period of postal validity of the stamp.

3.8 The rarity of a maximum card depends on the relative rarity of one the three elements in its scope the difficulty of realizing it and/or the date of the realization.
08. REVENUES EXHIBIT GUIDELINES

Article 1 Competitive Exhibits
1.1 A Revenue exhibit comprises imprinted, including embossed, and/or adhesive issues for tax, fee or credit by or under the originating authority of a state or municipal or intermediate government. Such exhibit will display one or more such type of issues, and explain and will make suitable reference to, the reasons for and the regulations relating to the services, transaction or other relevant matters.

1.2 The appropriate material for revenue exhibit include:
1.2.1 Tax Stamps: Issues for the payment of, or for noting matters relating to, the payment of or exemption from a tax, levy or other fiscal imposition or duty.

1.2.2. Fee Stamps: Issues the purpose of which is to record payment of or exemption form a fee for which service is to be or has been rendered.

1.2.3. Credit Stamps: Issues to denote some monetary or fiscal credit in favor of the purchaser or his principal or assignee.

Article 2 Principles of Exhibit Composition
2.1 Generally a revenue exhibit should show unused or used imprinted or adhesive stamps, the date of usage and the date it was withdrawn from use, why and whether it was replaced; essays, proofs of adopted or rejected designs (subject to restrictions, if any, imposed by India Post from time to time), design varieties of all kinds including watermark, perforation, paper, and printing if appropriate to the subject.

2.2 A revenue exhibit may show geographical or chronological development within one country, continent or covering the whole world where the exhibit lays emphasis on the subject matter of the revenue use. Notwithstanding that the stamps come form different counties, there be demonstrated a similar purpose of their issue or the stamps have similar characteristics of design or production.

2.3 The documents with imprinted, embossed or adhesive revenue stamps should be arranged to clearly illustrate the pertinent transactions or services demonstrating and explaining the rules, the sums paid and or the reason for the document as may be appropriate.

2.4 The exhibit may comprise some of the following:
Registration of deeds and other documents
General Revenues
Judicial or Court Fees
Transfers of ownership of movables or immovable
Receipts
Documentary
Public service
Bills
Duty Stamps
Funds
Assurance, Insurance, and policies
Consular services
Inspections
Weights and Measures
Licenses
Postage stamps used as revenue stamps and revenue stamps used for postage

2.5 A revenue exhibit may contain, where it improves its composition: maps, prints, decrees, and similar associated material, and such items must have direct relation to the fiscal services described in the exhibit.

Article 3 Criteria for Evaluating Exhibits
3.1 A revenue exhibit may require different treatment from a postage stamp or postal history exhibit. Postage stamps, with some few exceptions, are issued solely for the prepayment of postal charges, whereas the same revenue stamp may be used for the collection of monies from a variety of different sources and, because of this, there is a wider scope for a revenue exhibit to have an imaginative treatment and this should be expected.

3.2 The exhibits of revenue stamps should be judged more according to their relative philatelic significance than for their completeness.

3.3 Whenever possible, the exhibit should illustrate or at least explain usage. Non revenue stamps material should normally be avoided. Its inclusion will usually be regarded as legitimate only if it advances or enhances the central idea of the exhibit in some clearly discernible manner.

3.4 A revenue exhibit may require or admit of more comments and explanation than a commonplace postal exhibit but this text must be concise and clear.

3.5 Within the narrower fields of specialization, exhibits concerned with the plating of specific stamps or concerned with errors that have arisen during the production of stamps, should be treated in the same way as similar exhibits of postage stamps but should never be considered a thematic exhibit.

3.6 The marks awarded under 'Philatelic and related Knowledge, Personal Study and Research' criteria must depend on the extent of available research material. Without deducting points for lack of research because there may be considerable literature on the subject, the exhibit shall be evaluated on the write-up of each page by reference to what is known and available in the existent literature and what, if any, new information is given. For instance, in a Bills of Exchange display, additional research on the rates relating to values would be a plus. Explanations of the less obvious and a reference to sources, rules and regulation that add to the reason for the transaction or service for which the revenue was paid, will add to the points. But these are not available for all countries.

3.7 Rarity in revenues is a vitally important factor. It seldom has any connection with price or value. Some revenues are expensive to buy but are not rare. On the other hand, many revenue stamps are very common and should not attract points for rarity. Rarity is based on facts, and once the facts are established, condition can be judged in the light of these facts. Many revenue stamps are far rarer than postage stamps, but often by the way they were used they became damaged. When used as a seal such as
Match or Tobacco Excise Duty stamps, they were torn. Others, such as court Fees were mostly punched when applied to documents. Some were cut, even nailed or stapled. For these, fine condition is exceptional. Therefore acceptable damage of used stamps should not be downgraded. They may be very rare or even the only recorded examples.

3.8 When specialized revenues are shown, reference to a catalogue (if one exists and is relevant) may be helpful. The use of the words, "one or two copies recorded" will be acceptable and may be useful especially if the display shows revenues of a country that has little or no literature,
09. FIRST DAY COVER AND SPECIAL COVER EXHIBIT GUIDELINES

Article 1. Competitive Exhibits
1.1 The First Day Cover and Special Cover items (hereafter jointly referred to as ‘Covers’) should confirm to the principles of maximum possible concordance between the postage stamp or stamps, the cachet, and the postmark.

1.2 The quality of the constituent elements and the concordance between these elements give the Cover the qualification of “appropriate philatelic material”

1.3 A Cover exhibit is composed exclusively of First Day Covers and Special Covers.

Article 2. Principles of Exhibit Composition
The constituent elements of a Cover should confirm to the following characteristics:

2.1. The Postage Stamp/s should be postally valid. Stamps violating the "Code of Ethics of the UPU" are not admissible. It must be in perfect state. Covers showing several stamps are tolerated, if one or more of those are concordant with the illustration of the cachet or in the case of a non cacheted cover, forms part of the set. In case a stamp has multiple secondary or partial subjects, each subject may be dealt with separately. The use of illustrated labels out of automatic vending machines is allowed. Repetitious cachets are allowed, but will not score high points except in exceptional circumstances. Non pictorial postmarks are allowed, as are postmarks having no direct or indirect relation to the theme of issue. Such exhibits may not score as highly.

2.2. The Cover may be produced and sold by the Postal Administration, a private cover publisher, a philatelic individual or institution. It need not confirm to any size.

2.3. The Postmark’s pictorial design and the place of cancellation (name of the Post Office) have a direct connection with the subject of the stamp and must have the date of issue of the stamp(s). The cancellation giving the name of the post office as well as the date, has to be readable and has to be struck so that the cancellation ties the stamp or stamps to the cover. This applies also to special postmarks. It must have the date of the stamp issue and all stamps must be postmarked.

2.4. Cover exhibits can be classified by:
(a) Country Or Group Of Countries
The exhibits by country or group of countries include Covers affixed with stamps issued by one country of by a group of countries having geographical, historical or cultural bonds. The covers may be displayed in chronological order, but such exhibits will rarely score high points.

(b) Specialty Or Study
The specialised exhibit and/or study will be based, according to the exhibitor’s choice, either on the constituent elements of the Cover, or on the different concordances, (either of stamp, cachet or cancellation) or on both, or on a specific period.

(c) Theme
An exhibit including Covers related to a theme is limited neither in space nor in time. In these three types of exhibits, so called “variants” can be simultaneously shown such as
Covers with the same stamp on different covers and with different cancellations and the study of variants of the cancellations.

**Article 3: Criteria for Evaluation Exhibits**

3.1 For Cover exhibits, special significance is given to the philatelic and related knowledge and the maximum possible concordance. A good concordance between the title, the plan and the contents of the exhibit, a logical and judicious classification of the Covers adapted to the real thread of the plan. The written explanations should be concise, and give some supplementary information about the elements and/or the concordances.

3.2 Full sets of stamps are allowed, notwithstanding a lack of concordance with the cachet.

3.3 No exhibit shall be downgraded for want of cachet or lack of address or correct postal rate.

3.4 The exhibitor will be judged by the way s/he has selected the Covers of the exhibit. His/her presentation has to show his/her knowledge for the chosen theme, on philately, on cancellations and on the cachets. The philatelic knowledge will be judged according to the interest of the comments (aim and date of issue, type, impression, variety etc...). The knowledge on cancellations covers the types of cancels, the period, the place and the justification of the use of the postmark.

3.5 The knowledge of cachet will be judged according to its concordance with the subject of the stamp, to its quality and to the rarity of the edition.

3.6 The research in Covers should be based on the observance of the three concordances: of subject, of place and of time. But no exhibit will lose marks if the cachet is generic only.

3.7 The concordance of place requires a connection between the name of the place or the locality shown on the postmark and the subject of the stamp and the cover. Lack of concordance should be avoided. The greater the connection between the topic or design of the issued stamp and the place of postmarking will be considered of greater importance.

3.8 The cancellations by post offices of a country established abroad (for instances on occasion of philatelic exhibitions or other events) can be accepted.

3.9 The cancellation is especially interesting as it completes the unity of the stamp to the cover by its illustration or its text.

3.10 The rarity of Covers depends on the relative rarity of one of the three elements in its scope and the difficulty of realizing it.
10. MODERN PHILATELY EXHIBIT GUIDELINES

Article 1 Competitive Exhibits
1.1 The exhibit shall consist of the philatelic material issued within past 15 years only.

1.2 The period shall be calculated from the date of issue in case of unused items and from the date of usage in case of used items.

1.3 There are no restriction as to philatelic class, except for Youth and Publications.

Article 2 Principles of Exhibit Composition
2.1 The principles defined in the guidelines of various competitive classes are, in general, also valid for Modern Philately exhibits.

Article 3 Criteria for Evaluating Exhibits
3.1 The jury group for the relevant philatelic class will judge the entries using all the normal criteria.
11. FRUGAL PHILATELY EXHIBIT GUIDELINES

Article 1 Competitive Exhibits
1.1 The purpose is to provide an opportunity for collectors to display interesting items and enhance their philatelic skills rather than blunt their chequebooks and to encourage those who are put off exhibiting by the alleged high cost of items needed to compete in other classes.

1.2 The entry size is restricted to three to five frames (less would be unrepresentative of the subject: More would suggest an ability to enter a normal class.)

1.3 There are no restriction as to philatelic class, except for Youth and Publications.

1.4 Normal Retail valuation of the exhibit shall not exceed Rs. 2,000 per frame.

Article 2 Principles of Exhibit Composition
2.1 The principles defined in the guidelines of various competitive classes are, in general, also valid for Frugal Philately exhibits.

Article 3 Criteria for Evaluation
3.1 There are limiting criteria with respect to the value of items included that will be carried out in two stages. The results of each stage will not be revealed to the judging teams until both stages are complete.

3.2 First the exhibit will be assessed as to its value being carried out by a team of three jurors, well versed in philatelic valuations and, normally drawn from the philatelic trade with at least five years standing. The results of this phase will be to provide a market value. This valuation will be available to the exhibitor.

3.3 Jurors will assess the normal market value rather than any enhanced value accruing to the exhibit because of the skills of the exhibitor.

3.4 In cases where the valuation exceeds the limit then penalties will apply. The decision of the Valuation Group shall be final in this regard.

3.5 The jury group for the relevant philatelic class will judge the entries using all the normal criteria.

Article 4 Judging of Exhibits
4.1 There will be reconciliation where the assessed value exceeds Rs. 2,000 per frame. It will be in the form of marks deducted from the philatelic score on the following scale:
Rs. 50 - 250 - loss of one mark for each Rs. 20 or part thereof;
Rs. 251 - 500 - loss of one mark for each Rs. 10 or part thereof;
Rs. 501 - 999 - loss of one mark for each Rs. 5 or part thereof,
Rs. 1000 and upwards - the exhibit will be disqualified.
12. SOCIAL PHILATELY EXHIBIT GUIDELINES

Article 1: Competitive Exhibits
1.1 A Social Philately collection, of which the exhibit is a part, develops a social theme using philatelic and non-philatelic but related material.

1.2 Social Philately represents a study of the development of social systems and products derived from the operation of postal systems.

1.3 The dynamic and imaginative application of such knowledge results in the best possible selection and arrangement of the material and accuracy of the relevant social text and the philatelic text.

1.4 Because of the nature of the material that falls within the scope of Social Philately it may be necessary to display an exhibit using a method other than display frames. In such cases the exhibitor must decide on the appropriate method of display and provide such display systems provided there is agreement on the method chosen with the organizing committee of the relevant exhibition. Should there be no agreement then the exhibit will not be accepted as an entry in the relevant exhibition.

Article 2: Principles of Exhibit Composition
2.1 A Social Philately exhibit consists of material which can be included in other classes of philately as well as non philatelic items which are directly related to the operations and products of a postal system either as post office equipment or as material developed by commerce to use or reflect post office services and products. This non-philatelic material must have an intimate connection with the operation or the objective of a postal system or the paraphernalia of postage stamps and philately or be part of the physical make-up of the subject being exhibited. The non-philatelic material includes advertising covers, vignettes, picture postcards, numismatic items, telephone cards, credit cards, documents, pictures, photographs, drawings, and newspaper clippings.

2.2 A Social Philately exhibit, by analysis of the philatelic and social objects within it, should show and explain the development, or operation, of a social need dependent on the postal system or deriving from it; the practical application of postal systems to a social need and the study and classification of the use of such social and postal (including all aspects of philatelic material) to illustrate the main subject of the exhibit.

2.3 It is possible to show the interaction between the postal service and the social environment in which it operated, to show the operation of the postal service bureaucracy and its impedimenta and to show products developed by commercial or private interests as a direct result of the operation of a postal service and its products and services.

2.4 A Social Philately exhibit may contain a wide range of material linked to the postal system. Some material may be included which is not directly related to the postal system but which is an integral part of a social system (for example medals awarded to trade fair participants where the medal was often posted but where the connection is more with the social story).

2.5 This material should be arranged so as to illustrate a balanced plan as a whole or to develop any aspect of Social Philately. Exhibits may be planned chronologically,
geographically, by type of artifact, or by social custom, or by any other way that the exhibitor may employ.

2.6 The development or the elaboration of the theme in depth, aiming to achieve a creative and/or original elaboration of the same in compliance with the introductory page. Creativity, the personal development of new themes and originality, the introduction of new aspects or approaches are key elements of Social Philately exhibits.

2.7 A general rule should be that a Social Philately exhibit should show philatelically and socially related interesting material to the best advantage, and not appear to be a manuscript for a monograph or a loose collection of social interesting items.

2.8 a list of possible subjects for a Social Philately exhibit; these are, however, not a limitation on the permissible subjects. Examples of Social Philately include:
1. Telegram Services.
2. Greeting Cards including Valentines.
3. Illustrated and Pictorial Envelopes (including Patriotic Covers).
5. Philatelic History other than literature (including albums hinges, perforation gauges etc, the impedimenta of philately).
7. Officially issued documents bearing illustrations of postage stamps.
8. PHQ Cards -objects associated with postage stamps and their use.
9. Aspects of the affect of the postal system on commerce or industry.
10. Locality studies based on postal and social history using the materials of Social Philately.
11. Objects associated with postage stamps and their use (letter balances, stamp boxes, model post office impediments etc).
12. Post Office equipment (mailbags, uniforms, postal tools etc).

And any other subject that fits the definition in 2.1.

Article 3: Criteria for Evaluating

3.1 Non-philatelic material can be included but should not comprise more than 50% of the exhibit. The material has to be directly linked to a postal system: non-philatelic material not linked to the postal system can be included provided it is directly linked (and of importance to the theme) to the social aspects of the exhibit but should not comprise more than 10% of the material.

3.2 Where the exhibit is concerned with the impedimenta of the post office, or of philately, or of the use of the postage stamp then the total exhibit may be of non-philatelic material.

3.3 The plan or introductory page and the development represent the two aspects of an interlinked process, based on the personal study and research by the collector on both the social theme and the material. A deeper knowledge of theme enables one to increase the number of facts and details and to look for additional items to illustrate them; a deeper knowledge of the material allows one to identify new pieces that often must be justified through further study of the theme.
3.4 The depth of development of the theme is demonstrated by the representation of connections, cross-references, ramifications and effects within the framework of the selected theme, as well as through the display of unusual or totally unknown material related to the theme.

3.5 The social aspects of the theme and appropriateness of the material must be clearly demonstrated.

3.6 Originality refers to the successful elaboration of new themes (or indeed new concepts) or new aspects or new approaches to known themes.

3.7 A thorough knowledge of both the theme and the appropriate material is a prerequisite for the best possible social philatelic development.

3.8 The development uses the social information directly represented by the appearance or purpose of the production of the items. The social information should provide the main thread of the story. Philatelic information should be included where appropriate so that philatelic knowledge and personal study can be demonstrated. It is advisable to keep the social and philatelic information separated or at least easily distinguishable one from another.

3.9 In the case of Social Philately, an exhibit may be presented without using frames, because of the nature of the items and material necessary to illustrate the subject chosen. In such cases, judges should include in their evaluation of presentation judgment as to the applicability of the chosen display method and the success or otherwise of such a method.
13. ONE-FRAME EXHIBIT GUIDELINES

Article 1: Competitive Exhibits
1.1 There are two distinct concepts applying to One-Frame exhibits, namely New Exhibitors, who must be encouraged and, Narrow Subjects, which could not be expanded beyond One Frame.

1.3 There are no restriction as to philatelic class, except for Youth and Publications.

Article 2: Principles of Exhibit Composition
2.1 The principles defined in the guidelines of various competitive classes are, in general, also valid for one-frame exhibits. Though narrow in scope, the depth of treatment in one frame exhibits should be on par with any other class. Similarly, the coverage of the subject should be as complete as possible.

2.2 One frame exhibits fall into two categories.
(a) Novice exhibits either from a first time exhibitor or an exhibitor exhibiting for first time in the one frame class and exhibiting any of the following: Traditional, Postal History, Postal Stationery, Aerophilately, Thematics, Maximaphily, Revenues, First Day Covers, Modern Philately, and Social Philately.

(b) Exhibiting a subject that would find a greater degree of difficulty to expand beyond one frame without there being unnecessary duplication of philatelic items, but which narrates a complete story of an aspect of either a value, issue, country, era, reign, geographic locality, theme or other specific distinctiveness.

Article 3 Criteria for Evaluation
3.1 The jury group for the relevant philatelic class will judge the entries using all the normal criteria.

3.2 Exhibits entered in the One Frame Class, which were an excerpt from, or a compressed / abridged exhibit from a larger exhibit would be penalized for Treatment.
14. PHILATELIC PUBLICATIONS EXHIBIT GUIDELINES

Article 1 Competitive Exhibits
1.1 While the majority of the principles in exhibiting philatelic publications are identical to those that apply to other philatelic classes as well, there are certain distinct differences.

1.2 The significance and importance of a publication cannot be seen from the outside. Publication must be judged by its content, and obviously the jurors have to be familiar with that content before the start of the exhibition. While the time available for judging will allow the opportunity for review and some reading, it in no way suffices for each judge to read each entry thoroughly. Therefore the Exhibition Management shall make its best efforts to circulate to the juries the copies of philatelic publications entries for evaluation prior to the exhibition.

1.3 The publications exhibits cannot be taken apart and improved from one show to the next. In many cases, the exhibit represents a lifetime of research and effort that will serve philately for years to come. For this reason, the exhibiting of philatelic publications must be looked at primarily as a means of encouraging and promoting such literary efforts, and only secondarily as a competition for various levels of awards.

1.4 It follows that the public must be able to examine the publications. A glance at a row of books in a locked case gives little information, and is a disservice to the reader and the exhibitor. It is the content that is of interest, not the covers. Hence, a supervised reading area for the visitors shall be a required part at all exhibitions.

1.5 Philatelic publications include all communications available to collectors, in any media, related to postage stamps, postal history, and their collecting, and to any of the specialized fields connected therewith.

1.6 The author, compiler, editor, publisher, sponsoring organization or society, or any other individual holding proprietary rights may exhibit publications.

1.7 In addition to the other information needed by the Exhibition Management, the exhibitor should also provide the publication date, publisher, number of pages, frequency of publication (for periodicals), and means of ordering the publication (address, price). It shall be published in the Catalog of Exhibits of the exhibition.

1.8 The exhibitor shall provide two copies of each publications exhibit: one copy for judging, and the other for a reading room for the visitors. Following the exhibition one copy shall be sent to the DDG(Philately) for the India Post library and the other shall go to a library designated by the Exhibition Management, following the exhibition.

1.9 The entry fee for a publications exhibit shall be equivalent to the price of one frame in the general competition class of the same exhibition.

Article 2 Principles of Exhibit Composition
2.1 Handbooks and special studies must have been published not earlier than 5 years prior to the exhibition year. For all other entries the publication date should be not earlier than 2 years prior to the exhibition year. For multi-volume works, the date of publication of each volume shall govern. Revised editions will be considered as new publications.
For periodicals, the most recent complete volume or year shall be exhibited. A selection of at least ten different newspaper articles is required for exhibition.

2.10 Philatelic publications will be subdivided as follows:
1) Handbooks and Special Studies
   a) Handbooks
   b) Monographs
   c) Specialized research articles
   d) Bibliographies and similar special works
   e) Exhibition catalogues
   f) Specialized catalogues which besides philatelic issues of one or more countries treat varieties, cancellations or other specialized aspects.
   g) Transcripts of philatelic lectures presented to the public (including radio, television, film and slide show scripts).
   h) Similar special works.

2) General Catalogues
Worldwide, regional and single area catalogues whose depth of coverage does not qualify them as specialized catalogues.

3) Philatelic Periodicals
Philatelic journals and newspapers, society organs, house organs, yearbooks and similar publications.

4) Articles
Articles of a general nature, in philatelic or non-philatelic publications.

Article 3 Criteria for Evaluating Exhibits
3.1 Publications exhibits will be evaluated according to the following criteria:
   Treatment of contents
   Originality, significance and depth of research
   Technical matters
   Presentation

3.2 The criterion "treatment of contents" requires an evaluation of the literary style, clarity, and skill in communication shown in the exhibit.

3.3 The criterion "originality, significance, and depth of research" requires an evaluation of the overall significance of the subject matter presented in the exhibit, as well as the degree to which the exhibit displays original discoveries, research, analysis or approaches to a comprehensive understanding of the subject matter.

3.4 The criterion "technical matters" requires an evaluation of such aspects as title page and imprint, pagination, credits, bibliography, index, and use of illustrations.

3.5 The criterion "presentation" requires an evaluation of the effect of binding, typography, and similar production factor on the usability of the publication. To avoid the impact of purely commercial aspects, this criterion will only be evaluated to the degree that it represents a negative factor.
3.6 All evaluations have to be made on a comparative basis with respect to what else has been published on that subject, how well similar matters are handled in other publications, even such questions as how significant a given publication may be for one country or language group as compared with others. These comparative factors can all change from one year or one exhibition to another, and it's conceivable that such changes may affect the evaluation of an exhibit. 

Article 4 Judging of Exhibits

5.1 For publications exhibits, the following relative terms are presented to lead the Jury to a balanced evaluation (ref. GREV. Article 5.2):

<table>
<thead>
<tr>
<th>Term</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment of contents</td>
<td>40</td>
</tr>
<tr>
<td>Originality, significance and depth of research</td>
<td>40</td>
</tr>
<tr>
<td>Technical matters</td>
<td>15</td>
</tr>
<tr>
<td>Presentation</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

5.2 Medals in the publications class will bear the word "Publication" either abbreviated or in full. Literature entries are also eligible for special awards and Jury's felicitations.
15. YOUTH EXHIBIT GUIDELINES

Article 1 Competitive Exhibitions
1.1 Young exhibitors, individuals or collective presentations, aged up to 18 years belong to the category of young philatelists.

1.2 Exhibits from young philatelists will be assigned to one of the four age classes A, B, C and D according to the age:
A Exhibitors aged 11 and 12 years
B Exhibitors aged 13 and 14 years
C Exhibitors aged 15 and 16 years
D Exhibitors aged 17 and 18 years
E School Collections

1.3 The age of the exhibitor as on the commencement of the exhibition shall be taken in the account for the participation. The age attained on 1st day of the exhibition, decides the relevant class as above.

1.4 Collective exhibits prepared by several students of a Section, Class, and School shall be included in Age class C.

1.5 Each exhibit shall be allocated the following number of frames:

<table>
<thead>
<tr>
<th>Class</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1 Frame</td>
<td>2 Frames</td>
</tr>
<tr>
<td>B</td>
<td>2 Frames</td>
<td>3 Frames</td>
</tr>
<tr>
<td>C</td>
<td>3 Frames</td>
<td>4 Frames</td>
</tr>
<tr>
<td>D</td>
<td>4 Frames</td>
<td>5 Frames</td>
</tr>
<tr>
<td>E</td>
<td>5 Frames</td>
<td>10 Frames</td>
</tr>
</tbody>
</table>

1.6 Young philatelists are exempted from entry fees.

1.7 Entries from Exhibitors younger than 13 years of age will be considered only on a written recommendation of their Class Teachers.

1.8 Collectors in Age Group "D" who have obtained a Silver Medal qualify for Senior Classes without the required re-examination.

Article 2 Principles of Exhibit Composition
2.1 The principles defined in the guidelines of various competitive classes are, in general, also valid for young philatelists' exhibits

Article 3 Criteria for Evaluating Exhibits
3.1 The jury group for the relevant philatelic class will judge the entries using all the normal criteria modified to comply with the conditions for youth.

Article 4 Judging of Exhibits
4.1. For the evaluation of youth exhibits concerning traditional philately, postal history, postal stationery, aerophilately, maximaphily, revenue, and First Day Covers the following marks will be allocated for the criteria mentioned in the various age classes:
Criteria

79
<table>
<thead>
<tr>
<th>Criteria</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment</td>
<td>29</td>
<td>31</td>
<td>33</td>
<td>35</td>
</tr>
<tr>
<td>Knowledge</td>
<td>26</td>
<td>29</td>
<td>32</td>
<td>35</td>
</tr>
<tr>
<td>Material</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Presentation</td>
<td>25</td>
<td>20</td>
<td>15</td>
<td>10</td>
</tr>
</tbody>
</table>

4.2 For the evaluation of youth exhibits concerning thematic philately, the following marks will be allocated for the criteria mentioned in the various age classes:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan</td>
<td>19</td>
<td>21</td>
<td>23</td>
<td>25</td>
</tr>
<tr>
<td>Development</td>
<td>19</td>
<td>21</td>
<td>23</td>
<td>25</td>
</tr>
<tr>
<td>Philatelic and related Knowledge</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>Material</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Presentation</td>
<td>25</td>
<td>20</td>
<td>15</td>
<td>10</td>
</tr>
</tbody>
</table>

4.2 The allocation of marks for the various criteria in the respective age classes corresponds to the philatelic degree of advancement of young philatelists and takes into consideration their progress.

4.3 The medals, diplomas, and certificates of participation in the youth class will bear the word "Youth".

4.4. Felicitations of the Jury may be expressed to the deserving exhibits.

4.5 Special prizes may be awarded to exhibits that have obtained at least a Silver medal.
# MARKSHEET
For all Classes except Thematic, Youth, and Publications

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment</td>
<td>35</td>
</tr>
<tr>
<td>Degree of advancement in terms of the material exhibited</td>
<td>-5</td>
</tr>
<tr>
<td>Creativity of Approach or Interpretation</td>
<td>-5</td>
</tr>
<tr>
<td>conventional, unusual, or original</td>
<td></td>
</tr>
<tr>
<td>Extent of Coverage and development of the subject</td>
<td>-10</td>
</tr>
<tr>
<td>Proper balance of the exhibit in the space available</td>
<td>-5</td>
</tr>
<tr>
<td>The Title and the Plan</td>
<td>-10</td>
</tr>
<tr>
<td>Knowledge, Personal Study and Research</td>
<td>30</td>
</tr>
<tr>
<td>Knowledge, Accuracy, Relevance, Clarity, Brevity</td>
<td>-10</td>
</tr>
<tr>
<td>Proper analysis of the items chosen for display</td>
<td>-10</td>
</tr>
<tr>
<td>Usage of published information and new conclusions</td>
<td>-10</td>
</tr>
<tr>
<td>Condition and Rarity</td>
<td>30</td>
</tr>
<tr>
<td>Quality of displayed material</td>
<td>-10</td>
</tr>
<tr>
<td>Challenge Factor, the Relative difficulty of acquisition</td>
<td>-10</td>
</tr>
<tr>
<td>Exceptional presence of rarities</td>
<td>-10</td>
</tr>
<tr>
<td>Presentation</td>
<td>5</td>
</tr>
<tr>
<td>Overall aesthetic appearance of the exhibit</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Medal Levels: Gold – 90, Silver – 75, Bronze – 60, Diploma – 50
Medal Awarded
Additional Award

**Critique**

**Assessed by**
Signature of the Jury Team Leader
INDIA POST
PHILATELIC JURORS PROGRAM (IP-PJP)

Preliminary
The basic premise and the operating philosophy of this program is that it would provide an opportunity for philatelists to give something back to the hobby that they have enjoyed so much. One certainly does not become a philatelic juror for the glory, a profit motive, or the simplicity of the task. It is a difficult challenge, and not everyone is suited to it.

Although jurors are accorded a certain elementary respect, the level is basic and a solid reputation as a good juror must be earned. It lasts only as long as performance at a high level is maintained. Being a philatelic juror is a little like being a cricket umpire in that everything a juror does and says is subject to being second guessed and often is. An ability to evaluate criticism, understanding its source and motivation, learning from it if it is valid, and letting it roll off the back when it is not, are among the essential requirements.

Achieving accreditation is not the end of the education of a juror. It is only the beginning. One of the reasons for becoming a juror is that it forces a philatelist to learn more about the breadth and depth of a wonderful hobby. The era when the philatelic expert knew it all is long past. An active juror that does a proper job of preparation for the task and a fair job of studying exhibits in the frames will develop an excellent knowledge of philately, a healthy respect for what exhibitors can do to develop the chosen specific areas, and a sense of humility about how little one person can ever know.

Article 1 Introduction
1.1. India Post envisages the development of qualified philatelic jurors who shall be able to judge objectively in closed as well as open session, perform consistently, can justify marks awarded, and more importantly, guide the exhibitor how he/she can improve the exhibit for better results under the Philatelic Awards System.

1.2 These general instructions cover the administrative procedures for the implementation of the India Post's Program for Jurors at the philatelic exhibitions organized under the Patronage, Recognition or Support of India Post.

1.3 Philately Division of India Post manages this program and maintains the level-wise List of Accredited Jurors, qualified Jury Chairpersons, Jury Secretaries, Team Leaders, and Experts. The list is updated on annual basis. It is objective of India Post to broad base the hobby of philately in the country. It is therefore essential to widen the base of qualified Jurors also. Keeping this in view, Accredited Jurors of a higher level will not be considered as Jury for exhibitions of a lower level organized or patronized by India Post. For example, a Juror accredited for National-level exhibitions will not be eligible for consideration for inclusion in the Jury for a State/Zonal exhibition.

1.4 Until sufficient number of Jurors has been accredited for each discipline, Jury members shall be approved and appointed by the India Post on an adhoc basis.
1.5 Apprentice Jurors are appointed by India Post in accordance with Article 2 of IP-PJP.

**Article 2 Requirements for Apprentice Juror**

2.1 To serve as an Apprentice Juror, the candidate shall:

a) Have been an exhibitor in a recognized exhibition at the same level as seeking to serve as an apprentice juror and must have received at least a Silver Medal in any Competitive Class excluding Youth, within last two years;

b) Have served as a juror in at least two exhibitions at previous level, (Not applicable for accreditation at district level)

c) Have proficiency in Hindi (or any one of the scheduled languages in the Constitution of India) and English

d) Have attended and actively participated in at least an India Post approved judging Seminar for the desired classification before applying for the apprenticeship.

e) Have an understanding of all of the recognized branches of philately.

f) Be fully conversant with the General Rules and Guidelines of Philatelic Awards System and be prepared to implement them.

2.2 There are no age requirements and cut offs, but the jurors are expected to spend most of their time on his/her feet, and therefore should be physically fit.

2.3 The DDG(Philately) has the discretion to waive one or more of these requirements.

2.4 India Post may appoint suitable philately administrators from its fold as apprentice jurors, if a need is felt for the same.

**Article 3 Apprenticeship Procedures**

3.1 A recognized philatelic organization may nominate a Juror apprentice in prescribed registration form (Annex – 01) to the DDG(Philately).

3.2 The Apprentice must serve successfully at a minimum of two shows at a level inducted in to this program.

3.3 Having served at a minimum of two shows as an Accredited Jury, the candidate shall be eligible to apply for Apprentice Juror at the next level shows.

3.4 A maximum of one Jury Apprentice may be attached to each judging team but normally only one apprentice will be attached to each classes.

**Article 4. Accreditation of Apprentice Jurors**

4.1 Apprentices can only be accredited initially in the class in which they have obtained their qualifying medal, except Youth and Literature Class. A juror initially accredited in Youth or Literature who wishes to qualify in another philatelic class must first apprentice and seek the qualification only in that class in which the original qualifying medal has been received.

4.2 The Team Leader will assign to the applicant at least three exhibits to judge independently and the apprentice will be required to justify his point and medal level conclusions.
4.3 The team leader will closely observe the performance of the apprentice juror during
the jury activities.

4.4 The Jury Chairperson or his nominee will subject the apprentice to an oral
examination as to assess his/her general knowledge of the rules and guidelines.

4.5 An Apprentice Juror Assessment Report (proforma at Annex – 02) will be prepared
by the team leader, submitted to the Jury Chairperson and reviewed by the DDG-
Philately.

4.6 The apprentice must ultimately be approved by the DDG(Philately) for acceptance
as an accredited juror.

4.7 A positive assessment as apprentice is a prerequisite for his/her inclusion in the List
of the Accredited Jurors in the next annual update

**Article 5 Newly Accredited Jurors**

5.1 A report by the Team Leader endorsed by the Jury Chairperson shall be submitted
on the first occasion a newly accredited juror serves as a full member of a jury. This
shall cover the competence and diligence of the juror.

**Article 6. Accreditation In Additional Disciplines**

6.1 Any juror, already accredited in one or more of philatelic disciplines, and who has
served as an accredited juror at least twice subsequent to original accreditation, may
qualify in another specified disciplines.

6.2 Applications for additional accreditation shall be dealt with as new apprenticeships
and subject to same requirements, other than youth and literature class.

6.3 Applicants for accreditation in youth or literature classification need not have
competed as a youth philatelists or in any literature competitions.

6.4 For accreditation in additional disciplines the juror shall be required to undergo
apprenticeship only once.

6.5 An Accredited Juror cannot be accredited in more than five disciplines.

6.6 Service in a different jury group to that in which he/she is accredited does not
automatically qualify a juror in that discipline.

**Article 7 Period of Service for Accredited Jurors**

7.1 Jurors shall remain on the accredited list for a period of eight years after which they
shall be reassessed unless they have been approved as a Team Leader or they have
served at least twice in the previous four years

7.2 Reassessment shall be carried out by the Chief of Philately Division of India Post
[(DDG(Philately)) or his/her delegated alternative and shall ensure that the juror is
familiar with current rules and guidelines for the discipline/s in which he/she is qualified
and, may be asked to judge selected exhibits.
Article 8 Delisting of Jurors
8.1 A Juror may seek retirement for personal and health reasons.

8.2 A Juror who fails in reassessment shall be delisted

8.3 A Juror who does not serve in a period of five years shall be delisted

8.4 Unexcused failure to attend the Critique session by a Juror will cause suspension of accreditation for up to two calendar years.

8.5 The failure to notify the Exhibition Management promptly of the inability to attend after accepting an assignment will cause suspension for up to two calendar years.

8.6 Serving as an Apprentice Juror may only reinstate a juror who has been delisted.

Article 9 Juror Emeritus
9.1 The senior jurors, who have served a minimum of 12 times, may apply to be placed on the Emeritus list. Such Juror Emeritus would not be considered for service as full jury members but may serve as Senior Consultants. This is considered to be an honor and shall not be granted automatically. DDG(Philately) may nominate jurors who have not served the minimum number of times for this distinction, if so demanded by exigencies.

Article 10 Disciplinary Measures
10.1 A Juror who breaks the confidentiality requirement shall be automatically delisted. This applies to any information on jury deliberations given while the jury is in session.

10.2 A Juror who reveals the nature of discussions during jury sessions subsequent to the end of jury work may be delisted.

10.3 Jurors who take part in the Critique Session, which are mandatory feature of exhibitions, should take care not to reveal disagreements or other matters confidential to the working of the jury.

10.4 Appeals against disciplinary measures must be accompanied by mitigating information. A panel appointed by the Director General of India Post will hear the appeal.

Article 11 Responsibilities
11.1 All jury members are required to respect the confidential nature of jury deliberations and decisions at closed session. The judging results must be kept secret until the Exhibition Management announces them

11.2 The Apprentice Jurors have no voting rights. However, they will be expected to participate in team and group deliberations just as regular jury members.

11.3 The jury reserves the right to reassign incorrectly or ambiguously described entries.

11.4 The Jury can disqualify any exhibit manifesting an obvious breach of these Regulations and or Philatelic Awards System from competition.
11.5 The jury is not permitted to combine various exhibits from one exhibitor for the purpose of judging. Each exhibit accepted by the Exhibition Management must be separately judged.

11.6 Each jury group may consult members of other groups and, with the concurrence of the Jury Chairperson, may consult specialists who may not be a member of the Jury.

11.7 All jurors shall train apprentice jurors and shall report on their judging credentials.

Article 12 Privileges
12.1 The Exhibition Management shall provide each jury member and, also, the apprentice jurors with the following at no charge:
Two admission tickets for the entire period of the exhibition, one of them for a family member, to allow easy access during crowded conditions; Prior to the beginning of jury work, at least two exhibition catalogues; Two copies of the jury report, and Two invitations to the Awards Banquet and to all official exhibition events, one of them for a family member.

12.2 Regular jury members are entitled to reimbursement of all traveling expenses to and from their place of residence and the exhibition site. The Exhibition Management shall inform the jury members whether they shall be reimbursed for travel by rail (1st class) or by air (cheapest fare).

12.3 The Exhibition Management shall provide each regular jury member with a hotel room with bath or shower for up to two persons, from one day prior to the opening of the exhibition until the end of the exhibition.

12.4 The Exhibition Management shall pay each regular jury member an appropriate sum for daily expenses for the period of actual number of days present.

12.5 The Exhibition Management shall make suitable arrangement for local travel.

Article 13 Limitations
13.1 The apprentice jurors are not entitled to reimbursement or payment of traveling expenses, hotel expenses, and a sum for daily expenses.

13.2 Unless they are also regular members of the jury, jurors seeking additional accreditation shall have no rights or privileges under these regulations.

13.3 Regular jury members shall stay in the hotel provided for them by the Exhibition Management. If they wish to stay elsewhere, they will not be entitled to reimbursement of the cost of accommodation.

Article 14 Team Leaders
14.1 Team leaders shall be responsible for, inter alia:
Ensuring that all members of the team participate fully in judging
Meeting the deadlines set by the Jury President and Secretary
Training and evaluation of apprentice jurors attached to the team
Reporting on the performance of first time jurors
Ensuring that the results of judging by the team are correctly entered in the awards list
Participating, if invited, in the appraisal of exhibits in the Championship
Presentation of candidates for Grand Awards
Security of jury materials issued to team members

14.2 The DDG(Philately) together with the Coordinator will choose among the Accredited Jurors those who may be in considered suitable to act as Team Leaders. Approved Team Leaders (based on performance in earlier exhibitions) will get preference, subject to the discretion of the DDG(Philately) and the Coordinator.

14.3 In order to be selected as a possible Team Leader, an accredited Juror must have acted at least in four opportunities as a Juror in the category in which he is accredited and have participated in courses organized for Team Leaders in different Classes of Competition. Such candidates can be considered as Apprentice Team Leaders.

14.4 The candidate should be recommended in writing by at least two approved Team Leaders.

14.5 The Apprentice Team Leader must be a member of the exhibition jury. In the specified exhibition, he should present by himself to the Team Leader in which he has been designated. The proforma at Annex – 03 gives the Apprentice Team Leader application. The Team Leader will examine him and give him the different activities he should carry out.

14.6 The Jury Chairperson together with the Team Leader will evaluate the selected person and shall submit the results to the DDG(Philately) to approve or not for the accreditation to act as Team Leader in the future. In case he is approved, his name will be added to the official list of qualified Team Leaders that is annually updated.

14.7 Service as an acting Team Leader does not automatically qualify a jury member to become an approved Team leader.

Article 15 Jury Secretary
15.1 The Jury Secretary shall be responsible for
Checking that exhibits are properly qualified for the frames and classes for which they have entered
Ensuring that the equipment necessary for jury work has been provided
Producing a timetable for jury activity
Organizing the jury groups in collaboration with the Coordinator and Jury Chairperson
Arranging for entry of results into the awards file
Liaising with the Expert Group to ensure that their report is available when required by the jury
Liaising with Exhibition management as necessary
Managing the plenary sessions of the jury presided by the Jury Chairperson
Managing, with the Organizing Committee the presentation of the awards.
Checking that all necessary paperwork and program files have been transferred to the office of the DDG(Philately) at the end of the exhibition
15.2 The DDG(Philately) in consultation with the Coordinator will choose among the accredited jurors, persons that they consider having the skills for being Secretary in the future.

15.3 In order to be selected as a possible Secretary of the Jury, the Accredited Juror must:
Have acted in at least in five opportunities as a Juror.
Have participated in courses or seminars that have been organized for this purpose
Know very well all the Rules, procedures and guidelines.

15.4 The candidate should be recommended in writing by at least two approved Jury Secretaries.

15.5 The candidate must be a member of the exhibition jury. In the corresponding Exhibition the selected person will act as Apprentice Jury Secretary under the orders of the Chairperson and the Secretary of the Jury who will explain and give him things to do.

15.6 The Jury Chairperson together with the Secretary will evaluate the selected person. This will be informed to the DDG(Philately) so as to approve or to deny the nomination of the selected person in order to act in the future as Secretary of the Jury. In case he is approved his name will be included in the list of qualified Jury Secretaries that India Post each year update.

15.7 Service as Assistant Secretary at a jury shall not qualify a accredited juror as a future Jury Secretary unless he has been previously nominated as Jury Secretary Apprentice and passes the evaluation required or the DDG(Philately) deems him to be suitable to act as Jury Secretary

**Article 16 Jury Chairperson**

16.1 The Jury Chairperson shall
Preside over all plenary sessions of the jury.
Have a casting vote in the vote for Grand Prizes.
Read the Report of the Jury at the Awards Ceremony.
Be responsible for ruling on interpretation of the regulations.
Have the final decision that shall be binding over the jury in cases of dispute.
Evaluate potential Jury Secretaries
Allocate the task of judging to groups of jury members, chosen to reflect their specialized knowledge, appoint the Team Leader, and will determine the number of exhibits to be judged by each group.
Distribute jury apprentices to groups.

16.2 The DDG(Philately) together with the Coordinator will choose among the accredited jurors, persons that they consider having the skills for being Jury Chairperson in the future.

16.3 In order to be selected as a possible Chairperson of the Jury, the Accredited Juror must:
Have acted in at least in eight opportunities as a Juror.
Have participated in courses or seminars that have been organized for this purpose
Know very well all the Regulations, procedures and guidelines.
16.4 The candidate should be recommended in writing by at least two approved Jury Chairman.

16.5 The candidate must be a member of the exhibition jury. In the corresponding Exhibition the selected person will act as Apprentice Jury Chairperson under the orders of the Chairperson the Jury who will explain and give him things to do.

16.6 The Jury Chairperson together will evaluate the selected person. This will be informed to the DDG(Philately) so as to approve or to deny the nomination of the selected person in order to act in the future as Jury Chairperson. In case he is approved his name will be included in the list of qualified Jury Chairmen India Post each year update.

16.7 Service as acting Jury Chairperson shall not qualify an accredited juror as a future Jury Chairperson unless he has been previously nominated as Apprentice Jury Chairperson and passes the evaluation required or the DDG(Philately) deems him to be suitable to act as Jury Chairperson

**Article 17 Honorary Chairperson**
17.1 The Honorary Chairperson of the jury shall be the Director General of India Post or his designated alternative.

**Article 18 Expert Group**
18.1 The DDG(Philately) in consultation with the Coordinator will choose among the Accredited Jurors those who may be suitable to serve on an Expert Group as a regular member.

18.2 Members of the International Association of Philatelic Experts (AEIP) or an India Post recognized National Expertising body, although not an accredited Juror, can be invited by the DDG(Philately) to be part of the list of experts that shall examine at least 1% of exhibits for fakes and forgeries and report to the Jury Chairperson.

18.3 In order to be selected as possible Expert Group member, the accredited Juror should have acted in at least six opportunities as Juror in the category that he is accredited, in case he is not member of the AIEP or a recognized National Expertising body and have attended courses or seminars organized for the purpose.

18.4 The Expert Group Members will have same rights and obligations as a regular juror.

18.5 Service as a member of the Expert Group does not automatically qualify an accredited Jury member as a regular Expert Group member.

18.6 In order to be selected as possible Expert Group assistant, the accredited Juror should have acted in at least three opportunities as Juror in the category that he is accredited, in case he is not member of the AIEP or a recognized National Expertising body, and have attended courses or seminars organized for the purpose.
18.7 The candidate should be recommended in writing by at least two approved experts.

18.8 In the specified exhibition the selected person will present by himself to the Expert Group Team Leader on the first day of work. The Team Leader will explain the things he has to do. He will normally serve as an additional member of the Expert Group.

18.9 The Jury Chairperson together with the Team Leader of the Expert Group will evaluate the selected person including his knowledge. This will be submitted to DDG-Philately so as to approve or to deny the nomination of the selected person to be put on the list from which Expert Group members are drawn. In case he is approved his name will be included in the Expert Group list in the following year.

18.10 The Expert Group Assistants will have the same rights and obligations as an apprentice juror.

18.11 The DDG(Philately) in consultation with the Coordinator will nominate the Expert Group Team Leader.

18.12 The Expert Group team leader shall be responsible for:
- Ensuring that the equipment proposed for the expert group work is appropriate.
- Managing the activities of the Expert Group.
- Collaborating with the Organizing Committee during the opening of frames for further examination of exhibits.
- Collaborating with the Secretary of the Jury in handling the reports submitted by Jury Groups.
- Submitting a recommendation for decision by the jury.
- Appraising the other members of the Expert Group.
- Examining any expert group apprentices which are part of the expert team.
- Submitting a final report on the activities of the Expert Group to the Jury Chairperson.

Article 19 Final Provisions
19.1 The Jury Chairperson, Jury Secretary, Team Leaders and their deputies must not hold a key post in the management of the exhibition.

19.2 These instructions replace all other rules that have been previously promulgated.

19.3 The Coordinator is responsible for ruling on interpretation of these instructions, at the exhibition.

19.4 The DDG(Philately) will take a decision for those cases where there is no ruling provided by these instructions. Exceptions to the provisions of these instructions may only be made by the DDG(Philately).

19.5 India Post reserves the right to amend these Regulations at any time.

19.6 In the event of any discrepancies in the text arising from translation, the English text shall prevail.

19.7 The Philatelic Jurors Program came into force on 1st August 2003.
ANNEX – 01

APPRENTICE JUROR REGISTRATION

Date
Name
Address
Telephone

Birth Date

Email

1. Qualifying Medal
List the Award, Exhibition, level, City, Year, Title and description of the Exhibit

2. Philatelic Discipline for Juror accreditation

3. Name of the Recommending Philatelic Institution

4. Judging Seminar/s Attended
List Seminars, dates, and Place

5. Previous Experience as a Juror, if any, in past five years
List Exhibition, level, City, Year

6. Experience as an Exhibitor in past five years
List Exhibition, level, City, Year, Title and award obtained for all exhibits

7. Contribution as an Author, Editor, and Speaker in past five years
List Philatelic Books, Articles, and Journals

8. Philatelic Specialization
List areas of expertise and proficiency Class wise, and Give Number of Years of Seriously Collecting the same

9. Membership in Philatelic Organizations

10. Language Proficiency
(Mention the languages in which the applicant has fluency in speaking, reading and writing)

11. Additional Information (if any)

UNDERTAKING

I shall perform my duty as a member of the jury in an objective and realistic manner. I will at all times, compatible with personal responsibility, prior commitments, and available transportation, be willing to serve when asked. I will, without fear or favor, render honest and equitable judgment upon the philatelic material presented in all cases to the best of my ability. I will not accept any assignment as a juror where any family member, relation, or staff will exhibit for competition. I will confine my activities as juror to the philatelic discipline specified up on this application.

Signature
APPRENTICE JUROR ASSESSMENT

Name
Exhibition
Apprenticeship History

Date
Philatelic Discipline

1. Extent of Preparation

2. Knowledge
   Juror’s chosen discipline
   Philatelic knowledge of many countries
   Diverse philatelic areas
   Technical philatelic matters
   Philatelic exhibiting

3. Exhibit Ratings
   Efficiency
   Accuracy

4. Jury Deliberations
   Communication
   Contribution
   Analytical Ability
   Compatibility

5. Critique
   Useful suggestions
   Explanations

6. Personal Bias

7. Overall Appraisal of the Apprentice as Future Juror

8. Comments

Team Leader
Jury Chairperson

Fill in the performance to each criterion on a scale of 1 to 5.
1=Unacceptable, 2=Less than acceptable, 3=Acceptable, 4=Proficient, 5=Commendable
ANNEX – 03

APPRENTICE TEAM LEADER APPLICATION

Date
Name
Address
Telephone Email

1. Accredited as a Juror in Philatelic Discipline/s
   List Year of Accreditation for each discipline

2. Experience as an Accredited Juror
   List at least four most recent exhibitions

3. Names of two approved Team Leaders that have recommended

Signature