

Mr. Atkin

LIST OF ABBREVIATIONS OF TITLES IN COMMON USE IN THE POST OFFICE

This list is not intended to be comprehensive, but is confined to abbreviations in common use in the PO. It does not preclude the use of abbreviations for other terms in use in restricted fields, for example many engineering abbreviations which are given in EIs. Where abbreviations in this list have an alternative and generally recognised use (either inside or outside the Post Office) they may continue to be used in this way provided always that the alternative use would not give rise to any risk of confusion.

Section 1—Grade and duty titles

In this Section, the prefixes "Assistant", "Chief", "Deputy" and "Senior" are shown in the case of the more common titles; in some other cases the basic title only is given but the prefixes "A", "C", "D" and "S" may be used where appropriate.

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|-------------------------------------|-------------|----------------------------------|-----------|
| Area Engineer | AreaE | Director of Inland Telecommuni- | DIT |
| Assistant Accountant General ... | AAG | cations | |
| Assistant Controller | AC | Director of Overseas Telecom- | DOT |
| Assistant Engineer | AE | munications | |
| Assistant Inspector | AI | Director of Personnel and Ac- | DPA |
| Assistant Postal Controller I or II | APC I or II | commodation | |
| Assistant Postmaster | APmr | Director of Postal Services ... | DPS |
| Assistant Postmaster General ... | APMG | Director of Savings | DS |
| Assistant Staff Engineer | ASE | Director of the Post Office, | DPO/N |
| Assistant Superintendent | ASupt | Northern Ireland | Ireland |
| Assistant Supervisor | ASupr | Director of the Post Office, | DPO/ |
| Assistant Telecommunications | ATC I or II | Scotland | Scotland |
| Controller I or II | | Director of the Post Office, | DPO/Wales |
| Assistant Traffic Superintendent | ATS | Wales and Border Counties | and BC |
| Chief Clerk | CC | Doorkeeper | Dkpr |
| Chief Executive Officer | CEO | Draughtsman | Dman |
| Chief Inspector | CI | Engineer-in-Chief | EinC |
| Chief Motor Transport Officer ... | CMTO | Executive Engineer | EE |
| Chief Regional Engineer | CRE | Executive Officer | EO |
| Chief Sales Superintendent | CSS | Head Postmaster | HPmr |
| Chief Superintendent | CS | Headquarters Inspector of | HQICE |
| Chief Supervisor | CSupr | Clerical Establishments | |
| Chief Traffic Superintendent ... | CTS | Higher Clerical Officer | HCO |
| Cleaner | Clnr | Higher Executive Officer ... | HEO |
| Clerical Assistant | CA | Inspector | Inspr |
| Clerical Officer | CO | Inspector of Clerical Establish- | ICE |
| Comptroller and Accountant | C&AG | ments | |
| General | | Inspector of Postal Services ... | IPS |
| Controller of Office Services ... | COS | Inspector of Telegraphs and | ITT |
| Deputy Director General | DDG | Telephones | |
| Deputy Regional Director | DRD | Inspector of Wireless Telegraphy | IWT |
| Deputy Telephone Manager | DTM | Investigation Officer | IO |
| Deputy Treasury Medical | DTMA | Leading Draughtsman | LDman |
| Adviser | | Machine Assistant | MA |
| Director General | DG | Machine Operator | MO |
| Director of Army Postal Services | DAPS | Mechanic | Mech |
| Director of Contracts | DC | Mechanic in Charge | Mech i/c |
| Director of Establishments and | DEO | Motor Mail Driver | MMD |
| Organisation | | Overseer | Ovsr |
| Director, External Telecommuni- | DETE | Personal Assistant | PA |
| cations Executive | | Postal Controller | PC |
| | | Postal and Telegraph Officer ... | P&TO |

| | | | |
|--|------|--|-------------------|
| Postman | Pmn | Senior Sales Superintendent ... | SSS |
| Postman Higher Grade ... | PHG | Shorthand Typist | ShTyp |
| Postmaster | Pmr | Sorting Clerk and Telegraphist | SC&T |
| Postmaster General | PMG | Staff Controller | SC |
| Postmistress | Pms | Staff Engineer | SE |
| Private Secretary | PS | Sub-Postmaster | SubPmr |
| Public Relations Officer ... | PRO | Sub-Postmistress | SubPms |
| Regional Director | RD | Superintendent | Supt |
| Regional Engineer | RE | Supervisor | Supr |
| Regional Finance Officer ... | RFO | Supervisor Higher Grade ... | SuprHG |
| Regional Inspector of Clerical Establishments | RICE | Technical Assistant I or II ... | TA I or II |
| Regional Motor Transport Officer | RMTO | Technical Officer | TechO, TO* |
| Regional Public Relations Officer | RPRO | Technician I, IIA or IIB ... | TechI, IIA or IIB |
| Regional Training Officer ... | RTO | Telecommunications Controller | TC |
| Regional Welfare Adviser ... | RWA | Telecommunications Service Officer I or II | TSO I or II |
| Sales Representative | SR | Telegraphist | Tgst |
| Sales Superintendent | SS | Telephone Manager | TM |
| Senior Assistant Telecommunications Controller | SATC | Telephonist | Tpst |
| Senior Executive Engineer ... | SEE | Temporary Clerk II or III ... | TC II or III |
| Senior Executive Officer ... | SEO | Traffic Officer | TfcO, TO* |
| | | Traffic Superintendent | TS |
| | | Typist | Typ |

Section II—Departments, units, associations, etc

| | | | |
|---|----------------------|---|--|
| Accountant General's Department | AGD | Administrative and Public Relations Departments | A&PRD |
| Cable and Wireless Branch ... | AGD/CWB | Army Post Office | APO |
| Cashier's Branch | AGD/CB | Association of Post Office Controlling Officers | ACO |
| Contract Payments Branch ... | AGD/CPB | Branch Office | BO |
| Engineering Cash Accounts Branch | AGD/ECAB | Central Office of Information ... | COI |
| Engineering Expense Accounts Branch | AGD/EEAB | Central Telegraph Office ... | CTO |
| General Finance Branch I, II or III | AGD/GFB I, II or III | Civil Service Clerical Association | CSCA |
| Headquarters Establishments Branch | AGD/HQEB | Civil Service Commission (or Commissioners) | CSC |
| Inland and Overseas Telegraph Accounts Branch | AGD/IOTAB | Contracts Department | CD |
| Ledger Branch I, II or III ... | AGD/LBI, II or III | Departmental Whitley Council (or Committee) | DWC† |
| Overseas Mails Branch I or II | AGD/OMB I or II | District Office ... DO | } For use where there is no risk of confusion. |
| Overseas Remittances Branch | AGD/ORB | Drawing Office ... DO | |
| Overseas Telecommunications Branch I or II | AGD/OTB I or II | Engineer-in-Chief's Office ... | EinCO |
| Pensions Branch | AGD/PB | Engineering Department ... | ED |
| Postal Finance Branch ... | AGD/PFB | Establishments and Organisation Department | EOD |
| Postal Remittance Branch I, II or III | AGD/PRB I, II or III | Central Organisation and Methods Branch | EOD/COMB |
| Postmasters' Balances Branch | AGD/PBB | Establishments Branch (Clerical and Allied) | EOD/EBCA |
| Postmasters' Establishments Branch | AGD/PEB | Establishments Branch (General) | EOD/EBG |
| Staff Branch | AGD/SB | Exchequer and Audit Department | EAD |
| Telephone Audit Branch ... | AGD/TAB | External Telecommunications Executive | ETE |
| Telecommunications Finance Branch I or II | AGD/TFB I or II | Engineering Branch | ETE/EB |
| | | Finance Branch | ETE/FB |

* TO optional for use wherever the context makes the meaning clear.

† Use DWCl to indicate the Council, where there is risk of confusion.

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| External Telecommunications Executive— <i>contd.</i> | | Personnel and Accommodation | PAD |
| Operations and Planning | ETE/OPB | Department | |
| Branch | | Appointments Branch ... | PAD/AB |
| Overseas Relations Division... | ETE/ORD | Buildings and Supplies Branch | PAD/BSB |
| Services and Tariffs Division | ETE/STD | Investigation Branch ... | PAD/IB |
| Staff and Buildings Branch ... | ETE/SBB | Recruitment and Superannua- tion Branch | PAD/RSB |
| Factories Department ... | FD | Staff Branch ... | PAD/SB |
| Head Office ... | HO | Training and Welfare Branch | PAD/TWB |
| Head Post Office ... | HPO | Postal Services Department ... | PSD |
| Headquarters ... | HQ | Home Mails Branch ... | PSD/HMB |
| Her Majesty's Stationery Office | HMSO | Operations Branch ... | PSD/OB |
| Home Counties Region ... | HCR | Overseas Mails Branch ... | PSD/OMB |
| Inland Revenue Department ... | IRD | Post Office Engineering Union ... | POEU |
| Inland Telecommunications | ITD | Post Office Insurance Society ... | POIS |
| Department | | Post Office Relief Fund ... | PORF |
| Operations and Organisation | ITD/OB | Public Relations Department ... | PRD |
| Branch | | Regional Director's Office ... | RDO |
| Planning Branch ... | ITD/PB | Engineering Branch ... | EB |
| Subscribers' Services Branch | ITD/SSB | Finance Branch ... | FB |
| Telegraph Branch ... | ITD/TB | Postal Branch ... | PB |
| Institute of Post Office Electrical Engineers | IPOEE | Staff and Buildings Branch (Buildings Div) ... | SBB/B |
| Institution of Professional Civil Servants | IPCS | (Staff Div) ... | SBB/S |
| International Telecommunication Union | ITU | Telecommunications Branch... | TB |
| Joint Production Council (or Committee) | JPC† | Regional Headquarters ... | RHQ |
| London Postal Region ... | LPR | Returned Letter Branch ... | RLB |
| London Telecommunications | LTR | Royal Engineers (Postal Section) | RE(PS) |
| Region | | Rural Call Office ... | RCO |
| Midland Region ... | MR | Salaried Sub Office ... | SSO |
| Ministry of Health ... | MOH | Savings Department ... | SvgD, SD* |
| Ministry of National Insurance | MNI | Scale Payment Sub Office ... | SPSO |
| Ministry of Works ... | MOW | Society of Civil Servants ... | SCS |
| Motor Transport Workshop ... | MTW | Society of Post Office Engineers | SPOE |
| National Association of Women Civil Servants | NAWCS | Society of Technical Civil Servants | STCS |
| National Federation of Sub Postmasters | NFSP | Society of Telecommunications | STACO |
| National Guild of Telephonists | NGT | Administrative and Controlling Officers | |
| North Eastern Region ... | NER | Society of Telecommunication Engineers | STE |
| Northern Ireland ... | NI | South Western Region ... | SWR |
| North Western Region ... | NWR | Standing Factories Advisory Committee | SFAC |
| Overseas Telecommunications | OTD | Standing Postal Estimates Com- mittee | SPEC |
| Department | | Standing Telecommunications Advisory Committee | STAC |
| Broadcasting Branch ... | OTD/BB | Sub Office ... | SO |
| Radio Branch ... | OTD/RB | Supplies Department ... | SupD, SD* |
| Wireless Telegraph Section ... | OTD/WTS | Telecommunications Traffic Association | TTA |

† Use JPCcl to indicate the Council where there is risk of confusion

* Optional for internal use and wherever the context makes the meaning clear.

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|-----------------------------------|------|-------------------------------------|-----|
| Telephone Exchange | TE | Town Sub Office | TSO |
| Telephone Manager's Office | TMO | Travelling Post Office | TPO |
| Clerical Division | CDiv | Union of Post Office Workers | UPW |
| Engineering Division | EDiv | Universal Postal Union | UPU |
| Sales Division | SDiv | Wales and Border Counties | WBC |
| Traffic Division | TDiv | | |

Section III—Publications

| | | | |
|--|-------|---|------|
| Engineering Department Letter | EDL | Post Office Guide | PCG |
| Engineering Instructions | EI | Post Office Magazine | POM |
| Engineering Notes | EN | Post Office Rules | POR |
| Exchange Service Regulations | ESR | Post Office Telecommunications Journal | POTJ |
| Head Postmasters' Manual | HPM | Post Office War Instructions | POWI |
| Post Office Circular | POC | Regulations | Rg |
| Post Office Electrical Engineers' Journal | POEEJ | Telegraph Service Instructions | TgSI |
| | | Telephone Service Instructions... | TpSI |