

Postman Higher Grade Training Course Materials 1965

This PDF consists of the materials from a course for the position of Postman Higher Grade (PHG) carried out at the Harrogate Postal Training School in 1965. There are three sections in this file:

1. Introductory letters and directions sent to the trainee.
2. The complete set of Trainees' Notes provided.
3. Various postal forms that appear to have been used as part of the training, and a couple of "quizzes" that were filled in by the trainee.

An example of a piece of coursework with Postage Dues with "training school bars" from 1959 has been added at the end to show what these looked like.

N.E. Region Postal Training Centre
Spur D2, Block 7,
Government Buildings,
St. Georges Road,
HARROGATE,
Yorkshire.

30 SEP 1965

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Dear Mr Kearney

I understand that you have been selected to attend a Course at the Regional Postal Training Centre, Harrogate, and I am writing this letter to welcome you and to let you have some advance information.

The course you are to attend is known as the P.H.S. Course and lasts for 2 weeks. A copy of the Course programme is attached.

During your time at the Training Centre your Instructor will be Mr A. Potter and he will meet you at 8.45 am on the first day of the Course.

Detailed joining instructions are also enclosed which I hope will answer all your queries. If you need any further assistance, please do not hesitate to contact us.

Yours sincerely,

L.D. Carter
L.D. CARTER
Officer in Charge

Tel: HARROGATE 68772 Ext. 355

HARROGATE TRAINING SCHOOL (POSTAL)

Drq No. NE 4040/19A
 N. E. REGION. G.P.O.
 LEEDS 13 2 62
 Amended 26/15.11.63

DIRECTIONS FOR STUDENTS

STUDENTS ARRIVING BY TRAIN OR BUS

(EXCEPT FROM LEEDS & BRADFORD DIRECTIONS.)

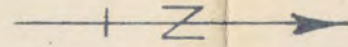
TAKE A 4^D FARE ON ONE OF THE FOLLOWING BUSES

FROM THE BUS STATION & ALIGHT AT SOUTH DRIVE

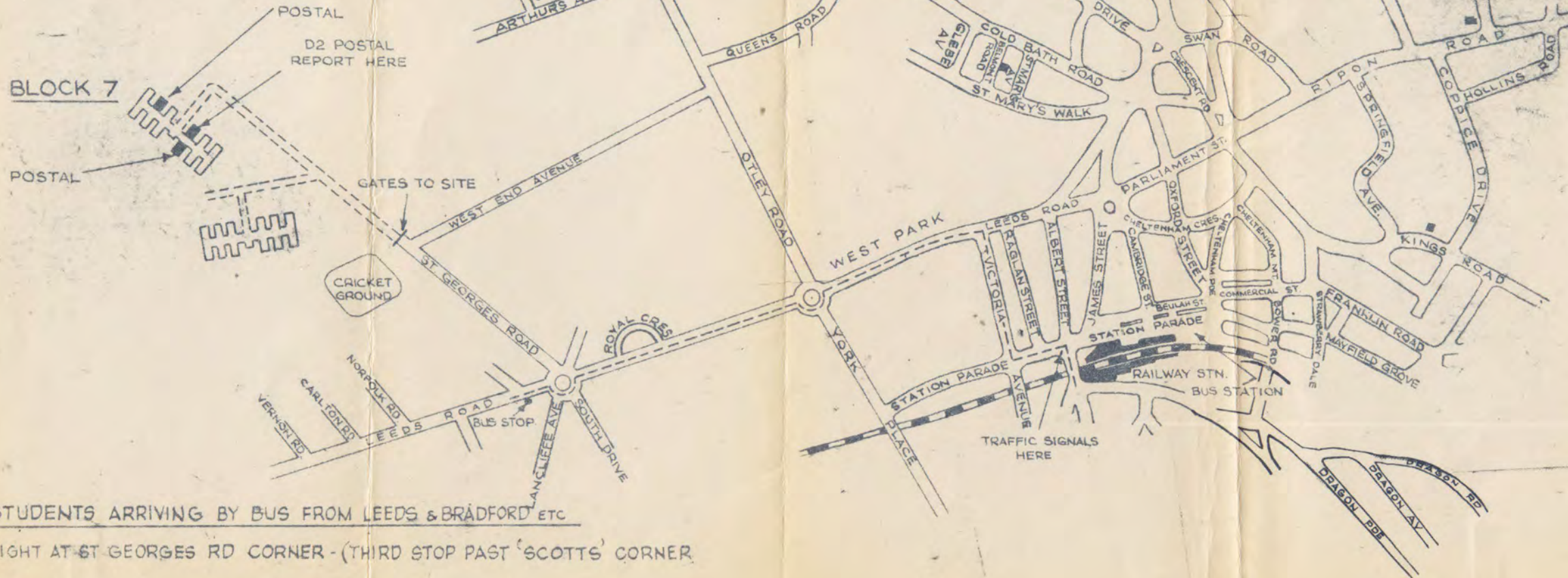
NO 9 LOCAL OATLANDS ROUTE } LEAVING FROM
 NO 36 LEEDS } STAND NO 1

NO 51 BRADFORD } LEAVING FROM

NO 53 BRADFORD } STAND NO 2



Scale 6" = 1 Mile (Approx)



STUDENTS ARRIVING BY BUS FROM LEEDS & BRADFORD ETC

ALIGHT AT ST GEORGES RD CORNER - (THIRD STOP PAST 'SCOTT'S' CORNER)

M. J. F. ~~_____~~

REGIONAL POSTAL TRAINING CENTRE
JOINING INSTRUCTIONS

You have been selected to attend a Course at the Regional Postal Training Centre, Harrogate. The following details are for your information and guidance:

1. DURATION OF COURSE:

The Course will commence at 8.45am on Monday ^{11th October}
and will end at 4.15pm on Friday ^{22nd October}
The hours of attendance will be 8.45am - 5.30pm with a break for lunch, Monday to Friday.

2. ADDRESS OF TRAINING CENTRE:

Spur D2, Block 7,
Government Buildings,
St. Georges Road,
HARROGATE, Yorkshire.

The attached map will help you to find the Centre.
You should report to Room No. ⁴⁶ not later than 8.45am on the first day of your Course.

3. ACCOMMODATION:

It is understood that you will travel daily between your home and the Training Centre.

You will occupy the accommodation which you have obtained with:

Accommodation has been reserved for you with:

Mrs Ramsey, 7 St Mary's Avenue, Harrogate

You should now communicate direct with your prospective landlady, confirming the arrangements made and notifying her of time of arrival. You should plan to arrive in Harrogate between 6.30pm and 10.0pm. Any subsistence costs incurred if you voluntarily travel earlier than required are your own responsibility. The landlady frequently has trainees to stay with her and is accustomed to their general requirements. It is usual for trainees to bring with them their own soap and towel.

Parents of young trainees may inspect the accommodation if they wish to do so.

4. TRAVEL:

A travel warrant is usually issued by your Head Postmaster for the journey to and from Harrogate at the beginning and end of the course. If a travel warrant is given to you, please keep a note of its serial number.

5. CORRESPONDENCE:

Private correspondence must be addressed C/o your Landlady and not to the Training Centre.

6. MEALS:

Because of the time factor it is not usual for trainees to return to lodgings for a midday meal, but excellent canteen facilities are available at the Training Centre and a hot meal can be obtained there for about 2/6d.

7. WEEKEND:

Trainees attending courses which last longer than a week are free from 4.15pm Friday to 8.45am Monday and will normally be expected to return home during that period. Travelling expenses will be paid in accordance with normal regulations.

8. MEDICAL CARD:

You should bring your medical card with you, as this will be needed if you have to have medical or dental treatment while you are in Harrogate.

9. SUBSISTENCE ALLOWANCE:

No travelling or Subsistence Allowance will be paid from this centre. Trainees attending courses of up to two weeks three days duration may draw an advance of subsistence from their parent office before departure to the training centre.

Trainees attending courses lasting longer than two weeks three days may make arrangements at their parent office to receive a further advance of subsistence by Service Money Order timed to reach them 1st post on the third Thursday of the Course.

NOTE: Trainees are reminded that they will not be permitted to encash M.O's on behalf of other students:

10. PAY:

Before leaving for Harrogate you should make arrangements with the Wages Branch about payment of your wages/salary while you are away. The nearest Money Order Office is Leeds Road, T.S.O. as an alternative to Harrogate Head Office.

11. ANNUAL LEAVE:

No annual leave or leave in lieu of Bank Holidays can be allowed for the duration of the course.

12. RECREATIONAL and OTHER FACILITIES:

The following facilities are available at the Training Centre site: Table Tennis: Billiards: Lawn Tennis: Football (Association), Lending Library: Photographic Club: Post Office Christian Association, etc.

13. GENERAL:

The training you will receive at Harrogate is costly and we wish you to receive the maximum benefit from it. If, therefore, you encounter any difficulty with the training curriculum, with accommodation or domestically, please let either your Instructor or the Officer in Charge know about it so that you may be helped in any way possible.

14. IDENTITY:

You should bring with you an identity certificate P652X obtainable from your parent office.

F.

PROGRAMME: P.H.G. COURSE

<u>WEEK 1</u>	AM	<u>INTRODUCTION:</u>
<u>Monday:</u>	PM	Classes of Correspondence: Film Strip: Printed Paper: Sorting Office Organisation: Films: Night Mail - 'How to use the Telephone' Tick Duties:
	AM	Bag Opening: Practical Work in Sorting Office: Irregularities:
<u>Tuesday:</u>	PM	Sorting and Circulation: Practical Work in Sorting Office: Surcharge Assessment: Marking and Recordings:
	AM	Despatching Letters: Registered Enclosure Work: Visit to Sorting Office: Remittance Work:
<u>Wednesday:</u>	PM	Continuation of Mornings Work: Business Reply and Posted forward Parcel Service: Surcharge Collection:
	AM	Parcels General: Sorting and Despatching: Registered Enclosure Work: Practical Work in Sorting Office:
<u>Thursday:</u>	PM	Continuation of Mornings Work: Redirection: Surcharge Collection: Undeliverable Correspondence:
	AM	Inland C.O.D. Foreign C.O.D.
<u>Friday:</u>	PM	Continuation of Mornings Work: Broken Packets: Damage Reports:
<u>WEEK 2</u>		
<u>Monday:</u>	AM PM	Sorting Office: All Practical Work:
<u>Tuesday:</u>	AM PM	-ditto- -ditto-
<u>Wednesday:</u>	AM PM	Lesson: Special Items: Sorting Office: All Practical Work:
<u>Thursday:</u>	AM PM	-ditto- -ditto-
<u>Friday:</u>	AM PM	-ditto- -ditto- Preparation of Subsistence Forms: General Recap on Course: Officer in Charge:

Postmen Higher Grade WorkTrainees' Notes

The notes are arranged as a series of subjects in lesson order, with KEY POINTS, and RULE BOOK, etc. REFERENCES, where applicable.

The sheets are numbered in sequence, for easy reference, and an Index is provided.

The notes do not supersede the rule and reference books which are provided for guidance, and which must be consulted in conjunction with these notes.

NOTE

Ensure that all entries you make on forms, docketts etc., are clear. Illegible or ambiguous writing or figuring causes many difficulties and unnecessary work.

There is no need to change all your style of writing, but make certain that each character is clear and definite.

Remember that in dealing with any enquiries from the public you are the local representative of the Postmaster General, and that members of the public will tend to judge the entire service by your personal conduct and efficiency.

Try to maintain a courteous, tactful and helpful manner.

Postmen Higher Grade WorkList of Rule Books and summary of contents of the
various books used in the CourseP.O. Rules, Section 'B' - Treatment of Postal Packets

- B.1. COUNTER RULES applicable generally to all Offices.
- B.1a. ADDITIONAL COUNTER RULES to B.1. for offices which accept:-
- British Commonwealth and Foreign Parcels
 - ~~Jury Summons~~
 - Parliamentary Notices
 - Postage Prepaid in Money
- B.2. RULES OTHER THAN COUNTER RULES applicable generally to all offices dealing with:-
- Damaged and articles found loose
 - Postal Packets which infringe the regulations
- B.2a. ADDITIONAL RULES TO B.2. for offices despatching:-
- British Commonwealth & Foreign parcels
 - ~~Jury Summons~~
 - Packets Prepaid in Money
 - Parliamentary Notices
- B.3. RULES FOR FORWARDING AND DELIVERY OFFICES dealing with:-
- Delivery
 - British Commonwealth and Foreign C.O.D's.
 - Receipt of Mails & Irregularities
 - Redirection
 - Surcharges
 - Undeliverable Correspondence
- B.3a. RULES APPLICABLE TO SALARIED SUB OFFICES:
- Treatment of Undeliverable Correspondence
- B.4. RULES FOR INDEPENDENT SUB OFFICES AND HEAD OFFICES:
- Despatch of Mails
 - Parcel Mails
 - Treatment of REGISTERED correspondence
(Receipt, Date Stamps and Date Stamping, Distribution,
Despatch & Balance Forms)
- B.5. RULES APPLICABLE TO HEAD OFFICES ONLY:
- Treatment of UNDELIVERABLE Correspondence

Postmen Higher Grade Work

B.6 RULES RESPECTING:
Express Services
Railway Letters (inc. Railex)
Railway Parcels

B.6a INSTRUCTIONS TO OFFICERS AT AUXILIARY EXPRESS OFFICES:-
Express Services

B.7 INLAND C.O.D. SERVICE

Rg. SERIES

Rg.4 INLAND PRINTED PAPER RATE

Rg.54 HIGH VALUE PACKETS (PROVINCIAL OFFICES)

CARE OF BOOKS OF REFERENCE

Constant use of Post Office Rules and Reference Books necessitates careful handling.

Books must be returned to correct place after use, any damage must be brought under notice for early repair.

Great care is necessary when making corrections.

KEEP RULES UP TO DATE.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESClasses of Correspondence

Subject	Reference etc	Notes
	P.O. Guide Rules B R.G. 4	<u>IT IS ESSENTIAL FOR A P.H.G. TO POSSESS A SOUND KNOWLEDGE OF THE VARIOUS CLASSES OF CORRESPONDENCE: GET TO KNOW YOUR P.O. GUIDE</u>
<u>Prohibited Articles:</u>	Rules B2 II 6 P.O. Guide	Hand to Supervising Officer if detected in transit.
<u>Embarrassing Packets:</u>	P.O. Guide Rules B2 II 6	Embarrassment may be caused by method of address, position of stamp, colour, size and shape of envelope, etc. Reported on P159.
<u>Window envelope Trap envelopes Limits of size weight, etc.</u>	P.O. Guide Rules B2 II 6 P.O. Guide	Limits vary according to the class of correspondence.
<u>Make-up</u>	P.O. Guide Rules B	Regulations vary according to the class of correspondence.
<u>Printed papers:</u>	P.O. Guide R.G. 4 P. 386 W.	Make certain you know what is <u>writing</u> and what is <u>printing</u> .
<u>Articles in Imitation of Typewriting</u>	P. 241 B P.O. Guide R.G. 4	Must be specially posted, together with form P.241B at a Post Office. Minimum number 20 identical packets.
<u>Registration</u>	P.O. Guide P. 1022 B Rules B1 IV	Anything intended for registration must be handed to an officer of the P.O. and a receipt obtained.
<u>Special Marking:</u>	Rules B1. IV 10	Items must be marked with rectangular blue lines.
<u>Registration Labels</u>	Rules B1. IV 8	Label bears designation and Registration number.
<u>Make-up</u>	P.O. Guide Rules B1 IV 4	Must be made up in reasonably strong cover appropriate to contents, fastened with wax, or other adhesive matter. If secured with string, knots must be sealed with wax etc.
<u>Recorded Delivery</u>	A & PRD Circ. 1/61 P.O.G. P2297	Items must be handed to an officer of the post office for checking, date-stamping and initialling of receipt. No special handling until delivery stage.
<u>Postage Forward Parcels</u>	A & PRD Circ 111/61 P.2265	Accepting Officer will assess Postage and insert amount on P.F.P.S. label.

/Date-Stamping

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESClasses of Correspondence (continued)

Subject	Reference etc.	Notes
<u>Date-stamping</u>	Rules B1 IV 17 Rules B1 IV 5 Rules B1 IV 24 P.87H	Loose coin prohibited. Form P.87H must be attached to item with string tied cross-wise.
<u>Parcels:</u>	Rules B1 III P.O. Guide	See relative rules for rates of postage, size and weight limits, etc.
<u>Parcels for Abroad: Channel Isles: Irish Republic</u>	P.O. Guide Rules B1a II B1 III 10 PP 69 B PP48 B PP 70 B	Correct Customs declaration forms must accompany.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESCollections and Date-Stamping

Subject	Reference etc	Notes
	H.O. WINDOW Notice P 542G	<u>TIME OF COLLECTION CONTROLS TIME OF DELIVERY AND/OR DESPATCH.</u> <u>LEARN ALL YOU CAN ABOUT YOUR OWN LOCAL TIMES OF COLLECTION, ETC.</u>
<u>Return of Postmen from collection:</u>	Man. O XVII 12. 13. 14. RG13A VIII 7 P.2024W	
<u>Special & regular collections:</u>	P.O. Guide Man. P. VII 4	
<u>Date-stamping:</u>	Rules B1. 11. 7 B4 II B4 II Man.O. XVIII P.423B, etc B1. II 7(c)	Postage stamps must be obliterated effectively without defacing address. Make sure that a clear impression has been made and certified on form P.423B, etc. before any date stamp is brought into use. Correct ink must be used. On no account must violet ink be used with date-stamps.
<u>Custody of Date-stamps:</u>	Man. O. XVIII 3	Date-stamps and type must always be properly safeguarded when not in use.
<u>Circulars in Imitation of Typewriting:</u>	Rules B4 II 16 P.241B	Circulars in Imitation of Typewriting cancelled by means of the triangular stamp. Circulars must be examined in S.O. before stamping, and certificate on form P.241B must be signed by examining officer.
<u>Prepaid in Cash etc. postings:</u>	Rules B2(a) 4 Man.O. XIII. 1 P.1031 L P.1034 L	Correspondence prepaid in cash etc. must be examined in the S.O. and certificate on form P.1031L/P.1034L must be signed by examining officer. Cancelled by means of "Paid" stamp in red ink.

/Postage

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESCollections and Date-Stamping (cont'd)

Subject	Reference etc	Notes
<u>Postage Meter Franked Correspondence</u>	B8 V 1+2 P. 387H P.662H	Postings examined in S.O. to ensure compliance with conditions of licence .x. Correspondence not date-stamped unless incorrectly dated. Despatch posting dockets to Accounts duty daily.
<u>Record of Postings:</u>	Man.W.VIII 7 P.726G P.167G	Where letters, etc. machine-stamped by machines with counting device number of items posted recorded on form P.726G. Counting device checked weekly.
<u>Abnormal batched posted or delivered:</u>	Man.W.VIII. 9 P.671E P.791G P.794G .x.	Records must be accurately maintained. Examined to see that correspondence is securely tied up in bundles, arranged with addresses facing same way. Segregated according to class, correctly date stamped. All irregularities must be reported on form P.387
<u>Bulk Postings</u>	A & P.R.D. 248/61 P.2362. P.892.	All bulk postings to be recorded, rebate postings must be checked and part 3 of form P.892 completed.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESTick Duties - Inward Letters

Subject	Reference etc	Notes
<u>Record of Inward Letter Mails:</u>	Rules B3. II. 2 P. 2298 E	<u>REPORT ALL IRREGULARITIES TO YOUR SUPERVISING OFFICER</u> Record maintained on "Tick" list, prepared in alphabetical and chronological order. <u>Actual</u> time of arrival must be shown. Method generally as for outward mails.
<u>Failure of letter bag to arrive:</u>	Rules B3. II 2(d) B3. II 2(b) Man.0. XVI 19	Enter on irregularities sheet in tick list. Make enquiries if bag not received by two subsequent trains. Telephone or telegraph to despatching office. Special attention <u>must</u> be drawn to non-arrival of mails marked with an asterisk.
<u>Receipt of outstanding bags (letter and parcel):</u>	Man.0.XVI 14	When outstanding bag received indicate time of arrival in proper place on tick list and on irregularities sheet.
<u>Letter bag received, not due:</u>	Rules B3 II. 7	If whole of contents intended for another office prepare special despatch. Endorse bill and enclose in special despatch.
<u>Through letter mails</u>	Rules B3 II 7 P96W	Record on P. 96 W through mails received too late for connection.
<u>Defective condition of bags on receipt</u>	Rules B3. II 8	Report in connection with imperfect sealing must be accompanied by string and seal.
<u>Irregularities: (General)</u>	Rules B3	Report <u>all</u> irregularities to supervising officer.

/Cross Ticking

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESTick Duties - Inward Letters (Cont'd)

Subject	Reference etc	Notes
<u>Cross Ticking:</u>	PP. 11 B	Bills returned to tick duty by bag opener. Scrutinise to see if bill proper to office, that mail complete, and that proper discharge given for entries. File bills, according to local arrangements, with PP. 11 B

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESBag opening - Letters

Subject	Reference etc.	Notes
<p><u>Record of bags due to be opened</u></p> <p><u>Examination before opening:</u></p> <p><u>Order of Opening</u></p> <p><u>Method of Opening</u></p> <p><u>Salvage of label, string and seal:</u></p> <p><u>Transfer of Registered Items</u></p>	<p>Rules B3. II 2(b)</p> <p>Rules B3 II 3</p>	<p><u>ATTEND FOR BAG-OPENING AT THE PROPER TIME</u> <u>DON'T WAIT TO BE CALLED.</u></p> <p>If mail opened by other than scheduled officer record maintained.</p> <p><u>Examine neck label, string, seal and bag.</u> <u>Report immediately any irregularity.</u></p> <p>"Express" and "Air Mail" first, others in order of arrival.</p> <p>Bags must not be opened until recorded. Make sure that the bag opening table clear. Cut string with the scissors provided. Tip contents of bag on to the table. <u>Turn bag inside out.</u> Bags must be examined thoroughly to ensure all items disposed and bag completely empty. Retain until examination of mail completed. <u>Check bill and entries. Place registered items in receptacle provided.</u> Sign bill in ink or indelible copy-ink pencil. Fold and stack bag neatly. Bundles and enclosure bags as arranged locally.</p> <p>Dispose of into receptacle provided.</p> <p><u>Transfer to registered enclosure officer against signature at frequent intervals.</u></p>

/Transfer

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESBag Opening - Letters (Cont'd)

Subject	Reference etc	Notes
<u>Transfer of other items entered on bill.</u>		Transfer according to local arrangements.
<u>Air Mail correspondence</u>	B4 XI 10 P. 25	Ensure all air mail correspondence disposed of immediately on arrival. Failure to do so may cause considerable delay in delivery of these items. Transmission by letter post at all times.
<u>Transfer of bill</u>	Rules B3. III 5A	Transfer to Inward Tick duty.
<u>Irregularities</u>	Rules B3 III. 4	Report <u>all</u> irregularities to Supervising Officer. ALL REGISTERED ITEMS MUST BE ADEQUATELY SAFEGUARDED. THE HAND TO HAND CHECK MUST ALWAYS BE MAINTAINED.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESIrregularities - Bills and Registered Items

Subject	Reference etc	Notes
<u>Irregularities:</u>	Rules B3 II 4 - 10 B3. III 4 - 10 P. 102H P. 397G Service Telegram Form P. 29H	<u>REPORT IRREGULARITIES TO YOUR SUPERVISING OFFICER AT ONCE</u> The various irregularities cover a very wide field. See appropriate rules.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESSorting and Circulation

Subject	Reference etc	Notes
	P. 738G	<u>CORRESPONDENCE MUST BE FED TO THE SORTERS IN PROPER SEQUENCE.</u>
<u>Primary Sorting</u>	Man.0. V 1-6	Object of Primary Sorting is to dispose of as much correspondence as possible with one handling. Items which cannot be disposed of at Primary stage sorted to Secondary stage (Road).
<u>Separate Selections:</u>	P. 766G Man.0. V 1-6	Separate selections provided when 20 or more items are available.
<u>Secondary Sorting:</u>	P. 766G	Correspondence which cannot be disposed of at Primary Stage sorted to Secondary Stage (Road). Each Road consists of geographical groups of counties, which vary according to position of office and amount of correspondence
<u>Missorting and Missending</u>	Man.0 IX P. 40 G P. 1190 P. 1191 P. 1193	Careful sorting essential. Special care London and Glasgow district initials and numbers, and towns of like names,
<u>Circulation:</u>	Man. 0. II	Standards justifying various types of mail laid down in Manual 'O' Direct Mails Distributing Offices. General Forwarding Offices Travelling Post Offices Circulation for each office laid down in Head Postmasters Main Circulation Record.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESSurcharges - assessment

Subject	Reference etc	Notes
	P.O. Guide	<u>AN UNDETECTED SURCHARGE MAY RESULT IN LOSS OF REVENUE.</u>
<u>British Postage Stamps inland Unregistered Packets (except Parcels:</u>	Rules B2 II 5 Rules B3 VI 1 Rules B3 VI 1	Items bearing overprinted British postage stamps must not be surcharged. Postage stamp issues of Queen Victoria and King Edward VII are not now valid. Surcharge double the deficiency.
<u>Printed papers newspapers and samples:</u>	Rules B3 VI 2 Rules B3 VI 2(b) PP 10 G	Printed papers, etc. which do not comply with regulations must be transferred to the post for which they are admissible. Surcharge double deficiency unless article transferred to parcel post. If transferred to parcel post surcharge deficient postage plus 3d fine.
<u>Lightweight Forces Letters</u>		Items received without postage stamps are not liable to surcharge.
<u>Registered Packets (except parcels)</u>	Rules B3 VI 5 P. 116 G	If registered packet insufficiently prepaid prepare P. 116 G
<u>Parcels posted contrary to regulations</u>	Rules B3 VI 7	Transfer to post for which admissible.
<u>Compulsorily registered packets</u>	Rules B1 IV 21 B2 III 1 B3 VI 8 P.O. Guide	Charge 1/6d. less excess postage.
<u>Franked Postal Packets</u>	B 8 - VI - 2(b)	Faulty Meter. Franked mail should be surcharged when the value part of the impression and the machine details are missing or incomplete.
<u>Recorded Delivery</u>	A & P.R.D. Circ.	Only items bearing an R.D. label posted irregularly and insufficiently prepaid are surcharged. Where R.D. fee is deficient, charge at single rate. Other deficiencies charge at twice the deficiency.

/Packets

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESSurcharges - assessment (cont'd)

Subject	Reference etc	Notes
<u>Packets bearing forged, fictitious or previously used stamps:</u>	Rules B2. II 5	Hand to supervising officer.
<u>Packets addressed to Government Departments</u>	Man. O. XX 4(b) Rules B3. VI 12	Surcharges must not be raised on such packets. Record Number of unpaid or insufficiently prepaid packets delivered to Government Departments. Present modified regulations do not apply to Northern Ireland.
<u>Sample packets from abroad:</u>	Rules, B3. VI. 9 P. 417 B	If regulations contravened packets must be forwarded to nearest Customs Depot.

P.H.G. 9(T)
Issue 7Surcharges - Marking, Record

<u>MARKING</u> <u>Unregistered</u> <u>Packets (except parcels):</u>	P. 1111G Rules B3 V 2	<u>THE NUMBER AND AMOUNT OF SURCHARGES RAISED MUST BE RECORDED IN BOOK P.1111G.</u> Indicate amount of surcharge in green ink on cover or label, and initial. State reason for surcharge.
<u>RECORD:</u> <u>Record of</u> <u>Surcharges</u> <u>raised:</u>	Rules B3. V. 3 Man. O XX 4(a) (i)	Enter in record P.1111G either at time of main despatch or for each period of duty. Do not record parcels.
<u>Despatch of</u> <u>Surcharged</u> <u>items:</u>	Rules B3. V. 4	Tie with ordinary correspondence. Make separate labelled bundle or enclosure bag, if warranted. Avoid delay; ensure due course circulation maintained.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESDespatch Work - Letters 1

Subject	Reference etc	Notes
<u>Special Circulation Instructions:</u>	P 542 G Man O. XVI 2 Man. O. XX 1(6)	<p><u>KNOWLEDGE OF CONNECTION TIMES ESSENTIAL INCOMING MAILS AND COLLECTIONS DUE TO CONNECT WITH DESPATCHES SHOWN ON FORM P 542 G ALL FAILURES TO SECURE DUE CONNECTION MUST BE RECORDED.</u></p> <p>Inspect 'Mails' Order Book and/or "Road" book before taking up duty <u>daily</u>.</p> <p>DO NOT ALTER SORTING LIST, BAGGING-OFF LIST, etc REPORT ERRORS, IF ANY, TO SUPERVISING OFFICER.</p>
<u>Separate Labelled Bundles</u>	Man. O. XVI 3.6 Rules B4 IV 1 P 738 G	<p>Separate labelled bundles save handling at intermediate offices. Make up a labelled bundle whenever practicable. USE THE APPROPRIATE BUNDLE LABEL.</p> <p>TIE WITH "DAVEY" KNOT. AVOID DOUBLE BUNDLES.</p>
<u>Bagging Off:</u>	P 331 G Man. O. XVI 10	<p>Make certain that you "bag off" into the correct bag. A missent or missorted bundle may cause delay to all the letters involved.</p> <p>Despatching officer should ensure that all bundles are enclosed.</p>
<u>Tidiness:</u>		<p>Keep your fitting tidy. Place loose string, labels, etc. in the receptacles provided.</p>

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESDespatching - Letters II

Subject	Reference etc	Notes
	Rules B4 - XI - 1(a) B4 - VI - 1(c)	<u>ALL MAILS MUST BE DESPATCHED PROMPTLY. ANY POSSIBILITY OF FAILURE MUST BE REPORTED TO THE SUPERVISING OFFICE.</u>
<u>Mail Bags:</u>	Rules B4 - IX - 5	Make sure that all bags used are in good conditions - no holes or tears.
<u>Weight of Bags:</u>	B4 IX - 7	Do not exceed limits of weight, the handling of over-weight mails is likely to be a cause of injury.
<u>Scheduled Despatches:</u>	P. 331 - G Rules B4 - X - 1	Despatches are PRE-ARRANGED and must be made up whether or not any correspondence is available.
<u>Transfer Bags</u>		Bags due for transfer to another "Road" must be transferred promptly.
<u>Letter Despatches:</u>	Rules B4 - X - 1	Standard despatch consists of one bag. Additional bags made up known as "EXTRA BAGS".
<u>Extra Bags:</u>	Rules B4 - X - 6 P. 526 C A & P.R.D. Circ. 71/61.	"Extra bags" identified by means of distinctive tag P. 526C. If extra bag made up, original bag must bear particulars of total bags despatched.
<u>Divisional Bags:</u>	P. 534 C P. 471 C Rules B4 - X - 3	Divisional bags assist intermediate and receiving offices. Ensure correct neck labels used.
<u>Enclosure Bags:</u>	P. 331 G B4 - X - 5	Ensure correct labels used and that bag duly enclosed in mail according to "Bagging Off" list.
<u>Routing of Despatches:</u>	B4 - IX - 10	Essential that each mail is forwarded according to its prearranged route. Correct route shown in "Bagging Off" list and in Outward Tick Lists.
<u>Correctly printed Labels:</u>	Rules B4 - IX - 10(b) P. 2017E	Any necessary manuscript entries must be bold and legible. PRINT details in full, NO ABBREVIATIONS. Use black indelible pencil.
<u>Combined Despatches:</u>	Rules B4 - XII	If number of parcels excessive, prepare Extra parcel bag.

/Advice

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESDespatching Letters II - (Cont'd)

Subject	Reference etc	Notes
<u>Advice of Extra bags:</u>	Rules B4 - X - 6-10 P. 299 H	Officer who makes up extra bags must record them on Docket P299.
<u>Letter Bill:</u>	Rules B4 - X - 1 & 15 P. 430B B4 - V - 5 B4 - VI - 3	Letter Bill must be enclosed even if NO CORRESPONDENCE available. Ensure that bills:- Date-stamped. Bear name of 'Office From' and 'Office To' Time of Despatch. Always use ink or indelible copy ink pencil.
<u>Football Pool Traffic</u>	Rules B4 - XIII HPM O XII 2,3	These items are proper to be sorted on separate fittings away from other correspondence and must be checked after sortation. Unless there are insuperable difficulties the checking officer must be an officer other than the Postman who actually sorted the items.
		<u>BAGGING-OFF - LABELLED BUNDLES</u> The Postman, Higher Grade bagging-off should sign both the bundle label on <u>each</u> bundle and the enclosure bag label in the spaces provided. In addition the bagging-off of labelled bundles <u>must</u> be subjected, wherever possible, to a special check by a second Postman Higher Grade, who should also sign the Bag label. 'Q' MAILS TO BE MADE UP WHEREVER PRACTICABLE
	SPECIAL LABEL	Unsealed enclosure bags addressed to firms when 100 or more items are normally available.
		<u>MIS-DELIVERY - A SERIOUS PROBLEM</u> Mis-delivery of items to Pool firms is mainly due to:- 1. Inaccurate sorting 2. Indifferent checking 3. Incorrect Bagging-off 4. Wrong labelling of bundles and enclosure bags

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESDespatching Letters II - (Cont'd)

Subject	Reference etc	Notes
<u>Racing Correspondence</u>		<p>5. Inclusion of Non-Pool items such as:- Unpaid, Insufficiently Prepaid, Business Reply, Mail Order and Racing items.</p> <p>STRICT COMPLIANCE WITH THE RULES AND THE UTMOST ACCURACY IS OF VITAL IMPORTANCE.</p> <p>ACCURATE SORTING</p> <p>TIME-DATE STAMPING - CLEAR IMPRESSION.</p>
<u>Check of Fittings:</u>	P. 331 G	Check your sorting fittings before mail despatched to ensure that no items overlooked.
<u>Tying of Bags:</u>	Rules B4 IX 13	Use old string to tie enclosure and unsealed bags. Use "CLOVE HITCH" on ALL SEALED BAGS.
<u>Sealing of bags</u>		<p>Make certain that the lead seal bears good, clear impression. Cut string ends as CLOSE AS POSSIBLE TO THE KNOT, which should be inside the seal.</p> <p>Once a bag has been sealed it must not be opened without authority.</p>

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESTick Duties - Outward Letters

Subject	Reference etc	Notes
<u>Recording of Mails:</u>	Rules B4 IX 16	<u>ALWAYS SHOW THE ACTUAL TIME OF DESPATCH IN THE TICK LIST.</u> EACH MAIL must be recorded before despatch
<u>Prompt despatch:</u>	Rules B4 IX 16	Essential that mails despatched at times shown in Tick List. Time must not be altered without authority. Tick Sheet arranged in chronological and alphabetical order.
<u>Extra Bags</u>	P 299 H	Extra bags ticked out on Tick List. Maintain Cross-check on form Verify extra parcel bags duly despatched.
<u>Enclosure Bags.</u>	P. 331 G	Verify inclusion of all enclosure bags proper to each mail.
<u>Failures:</u>	Rules B4 IX 20 & 21	If letter bill omitted, or bag liable to fail despatch, inform supervising officer immediately.
<u>Tick Sheet Entries:</u>	Man. 0. XVI 14 P. 2298 E	All entries must be accurate and neat to avoid confusion. Always use ink or copying ink, indelible pencil. Memorise the correct symbols.
<u>Check of Sealing Presses:</u>	Man. 0 XVI 12	Keep in registered enclosure or locked receptacle when not in use. Sealing presses examined at least once daily. Signature of examining officer usually given on Tick List.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESRegistered Enclosure Working - General

Subject	Reference etc	Notes
	Rules B1.IV.22	<u>NEVER PART WITH A REGISTERED ARTICLE WITHOUT GETTING A WRITTEN ACKNOWLEDGEMENT.</u> <u>NEVER ACCEPT ONE WITHOUT GIVING A WRITTEN ACKNOWLEDGEMENT.</u> <u>THE HAND-TO-HAND CHECK MUST ALWAYS BE OBSERVED</u>
<u>Safeguarding:</u>	B4 VI	Never leave registered items lying about. ALWAYS LOCK THEM UP
<u>Examination of registered items</u>	P 116G	Scrutinise registered items for defects affecting safety of contents. Verify whether properly date-stamped, blue-lined and prepaid.
<u>Balance Check:</u>	Rules B4 VI 6 & 7 P. 574 G P. 575 H P. 630 G P.1041 G	Balance check must be maintained by every officer other than accepting Counter Clerk and bag openers. Balance form provides records of receipt and disposal of registered items. All entries must be made at the time of transfer. Alterations forbidden.
	Rules B4 VI 6(c)	HAND YOUR COMPLETED BALANCE SHEET TO YOUR SUPERVISING OFFICER BEFORE YOU GO OFF DUTY.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESRegistered Enclosure Working - Acceptance

Subject	Reference etc	Notes
		<p><u>REMEMBER THAT REGISTERED ITEMS MUST ALWAYS BE SAFEGUARDED.</u></p>
<u>Taking Over From Predecessor:</u>	Rules B4 VI 6(C)	COUNT items handed to you when you take over. Give discharge on predecessor's balance. <u>ENTER ON YOUR OWN BALANCE.</u>
<u>Acceptance of registered items from counter:</u>	Rules B4 VI 8(b) P. 1022B	Count items Acknowledge on last counterfoil.
<u>Collections from BO's & TSO's</u>	Rules B4 VI 8(c) P. 435 B	Compare entries on bill with items and count. Sign bill in proper place, and return to collecting Postman.
<u>Despatches from SO's</u>	Rules B4 VI 8(a) P. 432 B	Count items. Sign bill in proper place.
<u>Despatches from SO's</u>	Rules B4 VI 8(a) P. 432 B	Count items. Sign bill in proper place.
<u>Despatches from other offices advised in detail:</u>	P. 430 B	Count items, sign bill in proper place.
<u>Despatches from other offices advised in bulk</u>	P. 430 B	Registered bag advised on bill. Examine bag and sign bill in proper place Remember to check:- Neck label String Seal Bag.
	Rules B3. III 2	Make sure that your table is clear. Cut string with the scissors provided.

/Tip

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESRegistered Enclosure Working - Acceptance (cont'd)

Subject	Reference etc	Notes
<u>Despatches from other offices advised in bulk (continued)</u>	Rules B3 III 2 P.1160B/P1161B Rules B4 V I 8 RG 111. 7(aA)	Tip contents of bag on to the table <u>Turn bag inside out.</u> Retain until examination completed. Check advice list P1160/61B against items and count items. Sign advice list in proper place. Fold and stack bag neatly. Dispose of label, string and seal for salvage in the receptacles provided.
<u>Despatches from Other Offices Advised in detail on list</u>	Rules B.4 VI 8 P. 1166B P. 406B	Count the items Sign the bill in the proper place. Ensure that bag-opener has signed the list.
<u>Irregularities:</u>	Rules B3. III. 4 - 10	See the appropriate rules.
<u>Disposal of Bills and lists</u>	Rules B. 4 VI 8 B. 4	Return bills immediately to Bag-opener, for transfer to the Inward Tick duty. Lists must subsequently be transferred to the appropriate duty.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESRegistered Enclosure Working - Preparation for Outward Despatch

Subject	Reference etc	Notes
		<p><u>REMEMBER THAT THE HAND-TO-HAND CHECK MUST ALWAYS BE OBSERVED AND THAT INK, OR COPYING-INK INDELIBLE PENCIL MUST ALWAYS BE USED.</u></p>
<u>Prompt Despatch</u>	B4 VI 1 (c)	Enclosure officer responsible for bills and entry items being ready to time. Notify your supervising officer if any danger of failures.
<u>Preparation of Bills</u>	Rules B4 VI 1	Bills normally prepared in advance by addressograph process. Ensure that each bill date-stamped with correct date.
<u>Advice in detail</u>	Rules B4 VIII	<p>Registered packets must be advised on the letter-bill in detail unless registered enclosure bag made up. Entry consists of designation of the office of posting followed by the serial number as shown on the registration label. Use only significant figures e.g. "0030" should be entered "30". Ordinary abbreviations may be used.</p> <p>When advising two or more registered packets posted at the same office the word "ditto" or "do" may be used - see Rules B4 VIII 4(d). For the actual despatch, tie the registered article with the bill in the order of entry.</p> <p>DON'T FORGET TO ENTER THE NUMBER OF ARTICLES DESPATCHED ON YOUR BALANCE FORM.</p>
<u>Advice by total number</u>	Rules B4 VII 7 P. 1160 B P. 1161 B	<p>When six or more registered articles are available for despatch the articles must be advised by TOTAL NUMBER on form P 1160B (or form P 1161B). The total number must be advised in words and figures.</p> <p>The number of Express Registered, and Remittance etc. letters must be shown separately AS DIRECTED ON THE FORM.</p>

/Registered

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESRegistered Enclosure Working - Preparation for Outward Despatch (cont'd)

Subject	Reference etc	Notes
<u>Registered letter enclosure bag</u>	Rules B4 VII 9 Rules B4 VII 8	<p>The Advice list P1160/61B together with the Registered articles must be enclosed in a registered letter enclosure bag of suitable size, tied by means of the "clove hitch" knot and sealed.</p> <p>Make sure that you make a good, clear, date stamp impression on BOTH TOP AND BOTTOM copies of form P1160/61B. Do not date-stamp through the carbon paper.</p> <p>A registered enclosure bag must also be made up when there are less than 6 registered articles for despatch IF THEIR SIZE AND SHAPE MAKES THE USE OF A BAG DESIRABLE, and when a standard bag is indicated on your despatch list.</p>
<u>Advice of registered letter bag</u>	Rules B4 VII 9	<p>The registered letter enclosure bag must be advised on the letter bill thus:- "one bag", and the bill should normally be tied to the bag by means of the loose ends of string beyond the lead seal.</p>
<u>Address labels of bags containing air parcels</u>	P25H	<p>Affix label P25H to neck label used on each bag.</p>
<u>Despatches to London E.C.D.O. London Foreign Section London Inland Section</u>	Rules B4 VIII 1-3 P406B P1166B	<p>When making despatches to these offices, unless a registered enclosure bag is made up, the registered articles must be advised in detail on list P1166B, or P406B as directed in the relative rule.</p> <p>The number of articles advised on the list must also be advised in the letter bill thus:- "Two on list" etc.</p> <p>For despatch, the registered articles, the list and the letter bill must be tied together.</p> <p style="text-align: right;">/Advice</p>

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESRegistered Enclosure Working - Preparation for Outward Despatch (cont'd)

Subject	Reference etc	Notes
<u>Advice of unregistered Express letters, Telegrams Dockets C etc.</u>	Rules B6 X 1 B4 X 15	The number of such articles forwarded must be entered in the appropriate space on the bill. For despatch, such articles must not be included in a registered letter enclosure bag (if used). Tie the items with the bill.
<u>Amendments to entries on bills, lists etc</u>	B4 VI 3	Never make any alteration. ALWAYS cross through, and initial the amendment.
<u>Despatching</u>	B4 IX 1(K)	Examine label and seal of outer bag. Ensure that when the bill etc. has been placed in the bag NO OTHER OFFICER HAS ACCESS TO THE CONTENTS OF THE BAG WHILST IT REMAINS UNSEALED. Need for economy in use of balance forms, labels, etc.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESRegistered Enclosure Working - Preparation for Delivery

Subject	Reference etc	Notes
<u>Despatches to Sub Offices</u>	Rules B4 VII 1-2 P 432B Rules B3. XI 7	<p><u>REMEMBER THAT A COPYING INK, INDELIBLE PENCIL OR INK MUST ALWAYS BE USED IN REGISTERED WORK</u></p> <p>Use Bill P. 432 B. Bill designed for use in two directions. OUTWARD - sub office INWARD - to Head Office.</p> <p>Method of entry of registered items on bill determined by whether delivery receipts prepared at Head Office or at the Sub-Office.</p> <p>Delivery receipts NORMALLY PREPARED AT H.O. If delivery receipts prepared at Sub-Office, method of entry of registered items for despatch is EXACTLY AS ENTRY FOR DESPATCH TO OTHER HEAD OFFICES.</p>
<u>Sealed Bags</u>	Rules B4 VII 2 P 1037 B etc. - P 1160/1B	
<u>Preparation for Despatch</u>	Rules B3. XI 7 P 1040 B etc.	Enter in delivery receipt book in duplicate. Ensure no ambiguity by abbreviations used, or omissions.
<u>Date-stamping of delivery receipt forms for delivery (from Head or Sub-Office)</u>	Rules B3. XI 7	<p>Date stamp the <u>TOP</u> copy of the delivery receipt form with the date stamp of the day on which the registered packet dealt with. <u>Local authority may be given to date-stamp only the first top copy on each page and the last top copy for each delivery.</u></p> <p>The delivery receipt form itself (i.e. the under-copy) must bear the actual date of delivery. <u>Watch this point carefully when entering registered items after the last delivery of the day, and at weekends etc.</u></p> <p>Where the delivery receipt forms are prepared at the Head Office for packets to be delivered from a Sub-Office the delivery receipt forms should be forwarded unstamped to the Sub-Office.</p>

/Entry

POSTMAN HIGHER GRADE WORKTRAINEES' NOTESRegistered Enclosure Working - Preparation for Delivery (cont'd)

Subject	Reference etc	Notes
<u>Entry on bill</u> <u>P. 432B</u>	B4 VIII 9	Enter the total number of articles forwarded in proper place. Enter the serial numbers of the delivery receipt forms as indicated in rule. If registered letter enclosure bag made up advise by total number on form P1160/1B and use tabbed receipt forms P1037B etc. The delivery receipt forms are subsequently returned to the Head Office for filing.
<u>Registered items for Town Delivery</u>	Rules B3 XI 7 P.1040B etc.	Enter for delivery on delivery receipt forms P.1040B etc., (with or without "Tabs")
<u>Registered items for Town Delivery Entered on Lists</u>	Man.0 XI 6. P.1167/8B	If use of delivery lists authorised enter registered articles addressed to a particular firm on a delivery list P.1167/8B. The tab attached to the list is signed by the Postman who takes over the articles, and the list itself by the addressee's representative on delivery.
<u>Registered packets delivered in a sealed bag</u>	Rules B3 XI 12 P.1167B P.1168B P.1075B	
<u>Transfer of Registered items for delivery to Officer-in-Charge of the delivery section</u>	Rules B4 IV-6(c) P.630B.etc	Transfer the articles in bulk, together with the delivery receipt forms. Obtain discharge on balance, according to rule.
<u>Distribution of Registered items to Postmen</u>	Man.0.XI.5	System of distribution decided according to local circumstances. Normally distribution from enclosure. Postmen called up to accept packets in definite order. Hand registered items to Postmen in exchange for signed tabs.

/Delivery

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESRegistered Enclosure Working - Preparation for Delivery (cont'd)

Subject	Reference etc	Notes
<u>Delivery to Callers</u>	P 81 B3. XI. 13 P 739	Personal application at delivery office Production of P739 or P81 Proof of identity.
<u>Filing of Delivery Receipt Forms</u>	Rules B3. XI. 14 P. 538. H	Bundle tabs and envelope, unsorted. Envelope should be suitably marked for filing. Receipts normally filed at the office where prepared. Receipts filed in one of two ways at Head Postmaster's discretion:- (i) By carefully attaching each receipt to the relative top copy, (ii) By arranging them in numerical order and tying in bundles daily.
<u>Check of delivery receipt forms</u>	Rules B3.XI. 14(c) Man. O.XI. 7 P. 809H P. 126G	Daily examination made. Check should be completed within 24 hours of delivery. Prompt enquiry must be made if receipt form missing. If delivery receipt form still missing after search obtain addressee's signature on duplicate receipt. Use form P.126G if enquiry at Sub-Office necessary If missing receipt refers to remittance letter inform your supervising officer immediately.
<u>Undelivered registered packets</u>	Rules B.3 XI. 9 P.1022/3B	Give Postmen a discharge either on the delivery receipt form or in book P.1022/3B depending on the method in used at your office. A fresh delivery receipt must be prepared, and cross-entry references made on the delivery receipt so that the course of the packet can be readily traced.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESRegistered Enclosure Workings Remittance Letters

Subject	Reference etc	Notes
<u>Acceptance (at Posting Stage)</u>	Rules B4 VI 9-11 P.1022B P.1027B P.1028B	<u>ALL REMITTANCE LETTERS TRANSFERRED FROM OFFICER-TO-OFFICER OR DUTY TO DUTY MUST BE INCLUDED IN THE TOTALS ON THE BALANCE SHEET</u>
<u>Acceptance from Previous Officer</u>	Rules B4 VI 6-8 P.1022B P.1028B P.1007W	
<u>Make-up of Remittance Letters for despatch to Accounts</u>	P.1167B P.1168B P.1007W	<u>Inward</u> remittance letters must INVARIABLY be entered in delivery lists, P.1167/8B, or on form P.1007W.
<u>Acceptance of Remittance letters in sealed bag for despatch following day</u>	Rules B4. VI 9 P.1022B P.1027B	Accepting officer must give discharge on C.O.P. Book P.1022B The opening officer must check the particulars of each packet against the relative entry on list P.1027B.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESParcels Work (General)

Subject	Reference etc	Notes
	Rules B1. 111. 1	<u>PARCELS MUST BE HANDLED CAREFULLY.</u> <u>NEVER LIFT BY MEANS OF THE STRING OR TIE-ON LABEL.</u>
<u>Posting (Unregistered):</u>	Rules B3. VI. 7 PP. 10G	Parcels which are not handed to an officer of the Post Office or presented at a counter must be treated as "Posted Out of Course". "Posted-Out-Course" Parcels must be transferred to post for which admissible and a fine of 3d less any excess postage raised.
<u>Parcels posted out of course</u>	PP.6	Affix PP.6 or impress parcel post label, date stamp, write weight of parcel on cover, affix PP.10.
<u>Marking of parcels due to be charged</u>	B3. VI. 7	Enter amount of charge on PP.10 and affix as near as possible to the address. Write letter "C" across each address in red or blue pencil.
<u>Special and Regular Collections:</u>	PO Guide Man. P.VII 4	
<u>Certificates of Posting</u>	Man. P. VIII 2 Rules B1. 111. 17 PP. 32B PP. 27B PP. 28B	Return without delay any certificates of posting relating to parcels posted by Firms direct into Sorting Office. Sender completes forms which may be supplied by Post Office or by private firm. Forms must be date-stamped and initialled by accepting officer.
<u>Modified Check of Large Postings:</u>	Man. P. VIII 3 PP. 9W	The Usual counting and checking procedure sometimes waived in the case of firms of good standing who prepare reliable posting lists. Check of postings made when claims considered to be above the average.
<u>Abbreviated entries on Lists</u>	Man. P. VIII 4	

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESParcels Work (General) (Cont'd)

Subject	Reference etc	Notes
<u>Errors on Postings Lists</u>	Man.P.VIII. 1 P. 982W P983X P.817X	If address details differ on parcel and on list, alter address on list to that shown on parcel. No need to communicate with the sender. Special forms available for other main discrepancies.
<u>Receipt of Inward Parcel Mails:</u>	B4. XIII. 4	"A" Mail and bill bags in "Normal" mails ticked in "B" Mail Total bag only recorded.
<u>Failure of Parcel Bag to Arrive</u>	B3. 11. 2 P2332	Enquiries may be delayed up to 48 hours. Initial enquiry made on P 2332
<u>Bag Opening Parcels</u>	B3. II. 11	Generally as for letters except:- (i) Bags open on <u>clear</u> floor (ii) Bill should be found in pocket inside bag. (iii) Bag should be held open and searched not turned inside out.
<u>Oversize Overweight and Insufficiently prepaid parcels:</u>	P.116G Rules B1. 11. 2(vi) B2 II 9 - 10	Prepare form P. 116G. <u>Read instructions on form.</u>
<u>Packing of Parcels:</u>	PP 24X PO Guide Rules B1 111	Parcels must be properly packed.
<u>Parcels which infringe regulations:</u>	Rules B2.	Regulations cover a very wide field - see appropriate rules.
<u>Damaged Parcels</u>	Rules B2 IV 4	Report damaged parcel on Form P.66 B Detain the parcel which caused the damage if possible. Prepare separate P.66 B

/Parcels

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESParcels Work (General) (cont'd)

Subject	Reference etc	Notes
<u>Parcels for Abroad</u>	PO Guide Rules B1A. II. 8 B1A. II. 9 PP. 69B PP. 70B PP. 48B PP. 17G P.1029B Form 125A	Parcels for abroad must bear appropriate customs documents. Such parcels collected from firms must be examined and all postage, documents, etc. checked and date-stamped. Affix origin number labels as necessary.
<u>Attachment of Non-adhesive customs documents:</u>	Rules B1A 11 9 B2A. 11 3	It is very important that non-adhesive documents are <u>securely</u> attached by means of the brace clip. Examine before despatch. Treat parcels received without the appropriate documents, or loose documents, according to rule.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESParcels Sorting and Despatch

Subject	Reference etc	Notes
<u>Despatch Lists</u>	Rules BI III I Rules B3 X I	<u>PARCELS MUST NOT BE THROWN FROM A DISTANCE</u> Watch that large letter-packets and official pouches are not mistreated as parcels. PARCEL MAILS ARE PRE-ARRANGED and must be made up promptly. Parcels due for inclusion in combined mails must be transferred promptly.
<u>Despatching</u>	Rules B4 XI	The date and time of despatch must be shown on the neck-labels. Use Label P529C on bags containing fragile parcels forwarded without special protection.
<u>Parcel Bill</u>	PP. 5B	A parcel bill <u>MUST</u> be enclosed in EVERY BAG WHICH CONTAINS OR IS LIABLE TO CONTAIN REGISTERED AND/OR UNREGISTERED ENTRY ITEMS. Never alter or rub out entries. COPYING INK INDELIBLE PENCIL OR INK MUST BE USED.
<u>Advice of unregistered entry items</u>	B4. IX	
<u>Normal Mails:</u>	B4 XI 4	Pre-arranged. Mails consist of registered and unregistered parcels. Registered items must be advised in <u>DETAIL</u> significant figures only, sealed registered enclosure bags NOT to be made up.
<u>Types of segregated Parcel Mail</u>	Man. O. 111. 13	"A" Mails "B" Mails Remember that regulations in PO Rules, series "B" amplified by HQ and Regional Circulars.
<u>Weight of Bags</u>	B4 IX 7	Do not exceed limits of weight, the handling of overweight bags is likely to be a cause of injury.

/"A"

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESParcels Sorting and Despatch (Cont'd)

Subject	Reference etc	Notes
<u>"A" Mails</u>	B4 XI 2	<p>"A" Mails are pre-arranged. Mails consist of REGISTERED PARCELS and UNREGISTERED ENTRY PARCELS ONLY. REGISTERED PARCELS MUST ALWAYS BE ADVISED IN BULK i.e. number of items in WORDS AND FIGURES. LETTER "A" must be shown against office of despatch and office of receipt on neck label and on parcel bill. Bill enclosed in each bag of a despatch.</p>
<u>"B" Mails:</u>	<p>B4 XI 3</p> <p>PP. 50 C PP. 51 C</p>	<p>"B" Mails pre-arranged. Mails consist of UNREGISTERED Parcels <u>ONLY</u>. Letter 'B' must be shown on neck label against office of despatch and office of receipt. No parcel bill enclosed. Special neck labels PP. 50C/PP. 51C.</p> <p>EMPTY Parcel bag must be placed in parcel mail bag despatched containing NO PARCELS.</p> <p>Parcel bill, if used, MUST be placed in the pocket INSIDE bag.</p> <p>Parcel mail bags must be tied with CLOVE HITCH, sealed and recorded before despatch. STRING ENDS MUST BE TRIMMED.</p>

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESTick Duties - Parcels Outward

Subject	Reference etc	Notes
<u>Recording of Mails</u>	B4 IX 16 Rules B4 IX - 16	<u>INFORM YOUR SUPERVISING OFFICER IMMEDIATELY IF BAG FAILS DESPATCH OR BILL OMITTED FROM "A" OR "NORMAL" DESPATCH.</u> Each mail must be "ticket out" before despatch. Actual time of despatch must be shown. Prompt despatch essential. Times must not be altered without authority.
<u>Method of</u>	P. 2298 E B4 XIII. 4. Man. O. XVI. 14	Number of bag "called off" indicated on tick list by standard symbols. "A" and bill bags of normal mails recorded. "B" Mail - Total bag only recorded.
<u>General</u>	B4. XI. 2-4	When there are no entry items for inclusion in the final bag of a normal or "A" Mail PP 5 should be forwarded immediately by Letter Post to office of destination of the mail. The number of the last bag despatched being recorded in the space "total number of bags despatched".
<u>Neck labels bearing an orange flash</u>	AGD 58/58 Form P476	At office of receipt the relative bag must be selected at the "inward tick" stage for special treatment together with the next bag to hand, and the necessary information recorded on form P476.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESCharges - Collection

Subject	Reference etc	Notes
<u>COLLECTION:</u> <u>Customs Dues:</u>	Rules B3. VI. 9 B3. VII. 1 PP. 10 G OE. 84 OE. 88 Rules B3 VII 3 B3. VIII	Amount due for collection on letter packets indicated on cover: amount due for collection on parcels indicated on adhesive label PP. 10G, or OE.84 or on tie-on label OE.88 Amounts under 30/- collected by means of Postage Due labels. Amounts over 30/- accompanied by Docket 'C'
<u>Postage due and To Pay labels:</u>	Rules B3. V. 4 B3. VII. 3 Man. O. XVII - 5 P.1154H Rules B3. VII. 3 P.565	Stock of Postage Due/To Pay labels held by officer responsible for distributing surcharged items. Stock balanced and transferred on P1154H. Affix Postage Due/To Pay labels to item before delivery. Do not obscure address etc. Datestamp labels immediately affixed. Alternatively use of P565 for undelivered printed papers, samples etc.
<u>Cancellation of uncollected charges:</u>	Rules B3. VII. 5 P. 129 H P. 890G	Delivering postman pays cash for amounts up to 1/-; amounts over 1/- recorded on P. 129H, or P.890G. See PHG. 25(T) page 43

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESCharges Collection

Subject	Reference etc	Notes
Dockets 'C'	Rules B3 VIII B5 Appendix OE 64 OE 105 OE 36	<p>Dockets 'C' prepared at Office of Exchange Customs dues exceeding 10/- indicated on label OE.105 or OE.36.* If Docket 'C' relates to:-</p> <p>(i) A parcel (ordinary or insured), it is sent by Letter Post, to the office to which addressed.</p> <p>(ii) An unregistered letter or packet, it is sent advised on and attached to the bill of the mail in which the corresponding letter or packet is due to be forwarded.</p> <p>(iii) A registered or insured letter packet or box, it is forwarded, attached to the relative item and not advised on the bill.*</p> <p>For treatment of irregularities in receipt and delivery see appropriate rules.</p>
<u>Record</u>	Rules B.3 VIII P.2352H Rules B.3 VIII. 3 P.1018G Rules B.3 VIII. 6 O.E. 64.	<p>At delivery office Docket 'C' recorded in register P.1018G.</p> <p>Discharge for parcel, and receipt for cash given in register P.1018G. (except in Inner London where discharge given on Docket 'C') Docket 'C'.</p>
<u>Accounting</u>	Rules B.3 VIII. 8 P.11018G	<p>Docket 'C'. , cash and register P.1018G must be forwarded daily to Accounts Duty. Study local arrangements.</p> <p>*For parcels, and on labels O.E. 89 or O.E. 90 for letters.</p> <p>* docket C. prepared at office of exchange. customs dues exceeding 30/- indicated on charge letters on OE 95 or OE 107 . OE 109 for Parcels</p>

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESBusiness Reply

Subject	Reference etc	Notes
	P.O. Guide Man. P V	<u>BUSINESS REPLY CARD, ENVELOPE, FOLDER OR GUMMED LABEL PRINTED TO SPECIAL PATTERN MAY BE USED.</u>
<u>Licence:</u>	P. 792 W PO Guide	Service may be used <u>only under licence</u> issued through Head Postmaster. Printed proofs of card, etc. must be approved by Head Postmaster before issue licence.
<u>Conditions of Posting</u>	PO Guide	General regulations of post used apply.
<u>Treatment</u>	Rules B3. XI. 15(a) PO Guide	<u>Ensure all items are datestamped</u> Postage assessed according to post used. Additional charge 1d per item made
<u>Preparation for delivery:</u>	Rules B3. XI. 15(b) P.1047L P.989B	
<u>Record of licence holders:</u>	Man. P. V. 6	Record of licence holders maintained by Head Postmaster. Additions and amendments to list notified to delivery section.
<u>Packets coming to hand after account closed:</u>	Man. P.V. 12	<i>treated as unpaid & surcharged</i>
<u>Redirection</u>	PO Guide	Business Reply packets cannot be redirected after delivery at business reply address. If re-transmitted must be enclosed in fresh cover and postage prepaid. May be redirected officially for a period not exceeding 3 months.

/Postage

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESBusiness Reply (Cont'd)

Subject	Reference etc	Notes
<u>Postage Forward Parcels</u>	A & PRD Circ. 111/61 B3. XI - 27	Service operates for parcels as Business Reply does for letters.
<u>Conditions of Posting</u>	P.O. Guide	General regulations apply.
<u>Preparation for delivery</u>	P.1051 L P.989	Items entered on docket P.1051.
<u>Packets coming to hand after account closed and redirection</u>	Man. P. XXVI	As for Business Reply Service.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESRedirection

Subject	Reference etc	Notes
		<u>ANY POSTAL PACKET MAY BE REDIRECTED TO THE SAME ADDRESSEE EITHER BY A MEMBER OF THE PUBLIC OR BY THE POST OFFICE.</u>
<u>Redirection by Public (except parcels):</u>	P.O. Guide	
<u>Redirection by PO (except Parcels):</u>	Rules B3. XIII. 1 P.944B P.342G P.688G	Request to be in writing preferably on form P.944B. Redirection not undertaken in certain circumstances.
<u>Redirection of Parcels</u>	Rules B1. III. 19 B3. XIII. 6 PO Guide P. 944 B PP. 6B PP. 10G	Generally as for letters, but see rules for exceptions, endorsements, etc.
<u>Authentication:</u>	Rules B3. XIII. 2 P. 944 B	Every notification of removal must be authenticated.
<u>Redirection Fees:</u>	PO Guide	
<u>Method of recording redirection instructions</u>	RG. 13 AV 10	Card P.553B to be used.
<u>Recorded Delivery Official Redirection</u>	A & PRD Circ. 1/61	New address entered on item and in "other particulars" column of receipt book. Item then into due course of circulation.
<u>Redirection after delivery</u>		If item handed back not later than one day after delivery (Sundays and Bank Holidays excluded) items accepted free. If later than one day fresh fees must be paid. Original number cancelled. fresh one affixed new C.O.P. issued endorsed with details of original office and number.

POSTMAN HIGHER GRADE WORKTRAINEES' NOTESRedirection (cont'd)

Subject	Reference etc	Notes
<u>Check and filing of redirection instructions:</u>	Man.O. XVII. 4 P.148H RG.13 AV. 12 B3 XIII 3 P148W	P.148W is sent out at least 10 days before expiry of relative period, in all cases of permanent removal, whether items being received or not. Cancel record if no reply after 10 days. File completed P.148H in alphabetical order, in batches, covering calendar months for easy check against P.553B, etc. Withdraw redirection cards after expiry of period. Report to Head Postmaster if correspondence continues to arrive or if any reason for thinking that continuation of redirection is desired. Enter on receipt form - date and time. Amendment also of any AR form - Section 1.
<u>Redirection of Registered and Insured items:</u>	Rules B3. XII 2 B3. XIII 12(b)	
<u>Redirection of surcharged items</u>	Rules B3. XIII. 13	
<u>Redirection of COD Packets (Inland)</u>	Rules B7, VII. 4	General redirection rules apply If redirected outside same town delivery area amend address on packet and both parts of Trade Charge form.
<u>Redirection of COD Packets (Originating abroad):</u>	B3. XIII.6(g)(h) P.1018G	As for Inland except:- (1) New address must be noted in delivery register P. 1018G (2) Trade Charge Card <u>must not be amended under any circumstances.</u>
<u>Redirection of charged parcels from abroad</u>	Rules B3. XIII. 6 PO Guide O.E. 64	

POSTMAN HIGHER GRADE WORKTRAINEES' NOTESUndelivered Correspondence

Subject	Reference etc	Notes
		<p><u>POSTMEN HIGHER GRADE NORMALLY DEAL WITH UNDELIVERED CORRESPONDENCE WHICH CAN BE DISPOSED OF WITHOUT OPENING</u></p>
<u>Endorsements:</u>	Rules B3. XVII 1 RG-13-AV-5	Reason for non-delivery must be shown on the front of the item. Initials of delivery Postmen.
<u>Scrutiny of undelivered correspondence:</u>	Rules B5-III-3 B3. XIV. 3	Make sure that the item has been (1) tendered to proper office of delivery: (2) retained for proper period and: (3) correctly endorsed. Wrongly or insufficiently addressed correspondence marked "not known". Use of directories etc. Correction of addresses if known.
<u>Division of Undelivered Correspondence:</u>	Man. W. IV. 6	Divided the articles into 5 classes. (i) Fully paid letters marked for return and bearing outwardly the address of the sender. (ii) Fully paid letters not bearing outwardly an address for return. (iii) Fully paid printed papers, etc. bearing a request for return. (iv) Fully paid printed papers, etc. not bearing a request for return. (v) Surcharged letters, printed papers, etc. whether or not marked for return and bearing outwardly the address of the sender.
<u>Treatment: (groups (ii) & (v)).</u>	Man. W. IV. 6	Transfer to P & TO on Returned Letter duty.
<u>Treatment: (Group (i)).</u>	Rules B5. VI 2 B3. XVII. 4	Indicate disposal of registered items on delivery receipt.

/Disposal

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESUndelivered Correspondence (continued)

Subject	Reference etc	Notes
	Rules B5.IV. 3(c) R.L.B. label	Disposal of letters posted in Irish Republic or abroad, or addressed to Titled persons, as indicated in rule.
<u>Treatment newspapers, printed papers & samples (Inland) (groups (iii) & (iv))</u>	Rules B5. IV. 16 PO Guide	<u>Packets with postage exceeding 2¹/₂d</u> If sender's name and address on outside treatment as for group (i) (letters). If sender's name and address not on outside ascertain from contents, if possible. If sender's name and address not available forward to R.L.B. If packet contains newspapers only, treat as waste.
	Rules B5. IV. 17	<u>Packets with postage not exceeding 2¹/₂d.</u> <u>returned to sender only if bearing request for return on the outside</u> There are certain exceptions to this, (e.g. National Insurance Cards) but see the relative rule. Return postage charged if returned to sender. If no request for return on outside treat as waste, but see relative rule.
<u>Treatment of printed papers commercial papers, and samples from abroad: (groups (iii) & (iv)).</u>	Rules B5. IV. 18	
<u>Treatment of Recorded Delivery items</u>	A&PRD Circ. 1/61	Undeliverable R.D. items should be dealt with in the same way as undeliverable unregistered items, except that a record of their disposal must be kept.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESUndelivered Correspondence (cont'd)

Subject	Reference etc	Notes
<u>Treatment</u> <u>Surcharged</u> <u>items</u> (group V)	Rules B5. VI. 6 P. 429 H	Postage due/To pay labels affixed to undelivered surcharged items must be cancelled and the amount claimed on P. 429H
<u>Treatment</u> <u>of Parcels</u> <u>(Inland)</u>	Rules B5. V. 1 B5. Appendix B3. XVII 3 P.2025W PP 38G PP 40G PP 6 B	Enter all undelivered parcels in P.2025W. Return forthwith if return address shown on outside. Parcels posted in Channel Islands or Irish Republic bearing an uncollected charge or "Free of Charge" label returned to Office of Exchange. Transfer to the P & TO performing RLB duty undelivered parcels not bearing return address on outside.
<u>Treatment</u> <u>(Undelivered</u> <u>parcels from</u> <u>abroad</u>	Rules B5. V. 10 B5. Appendix PO Guide PP. 1002 G	If no alternative address return to Office of Exchange after retention for proper period.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESC.O.D.

Subject	Reference etc	Notes
		<u>C.O.D. PARCELS MAY BE REGISTERED OR UNREGISTERED.</u> <u>C.O.D. LETTERS MUST BE REGISTERED.</u>
<u>Special Marking</u>	Rules B7. IV. 1.3 P. 187 B P.P. 18G	
<u>Trade Charge</u> <u>Forms:</u>	Rules B7. IV. 2	Prepared at Posting stage by sender. Top copy known as Trade Charge Money Order. Under copy known as Debit Note.
<u>Transmission</u> <u>(unregistered)</u>	Rules, B7, V. 1	Treat as ordinary parcels, Trade Charge forms attached to, and advised on the LETTER bill.
<u>Transmission</u> <u>(registered):</u>		Treat as registered items. Letters, attach Trade Charge Forms. Parcels, advise Trade Charge Forms on letter bill.
<u>Receipt</u> <u>(Parcels)</u>	Rules B7. VI. 1.2	Hand Trade Charge Forms to registered enclosure officer at delivery office.
<u>Receipt</u> <u>(Registered</u> <u>Letter packets)</u>	Rules B7. VI. 2(b)	Treat as for unregistered parcels, except that the Trade Charge forms must be checked against particulars shown on the packet, and that the Debit Note must remain with the packet. At small offices arrangements modified to suit local conditions.
<u>Delivery:</u>	Rules B7. VI. 2(d) Rules B7. VI. 3	When accepting a Debit Note satisfy yourself that: (i) The relative item has been received. (ii) That the particulars on the Debit Note and the item agree. Maximum amount of Trade Charge collected on any one packet by delivering Postman £20. If amount exceeds £20 send form P.259H.

/Trade

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESC.O.D. (cont'd)

Subject	Reference etc	Notes
<u>Trade Charge Form not received</u>	Rules B7. IX. 1 P.2104G P357 G P.1174/5H	
<u>Unregistered COD parcel not received:</u>	Rules B7. IX. 4 P. 2104G P. 92W	
<u>Discrepancy between details on Trade Charge Forms and items:</u>	Rules B7. IX. 6 P.2104G P. 92 W P. 1174/5H	
<u>Record & Disposal of Trade Charge Forms & Cash</u>	RG. 13 AIV 6(b) Rules B7 VIII. 7 P. 1174/5H	Officer who accepts money must initial Debit Note or register <u>in ink</u> in presence of delivering Postman. Record of delivered COD items, and transfer of cash maintained on form P.1174 or P. 1175H Cash and forms must be transferred same day money handed in.
<u>Undelivered COD items</u>	Rules B7. VII. 1	Distinguish between items: (i) Definitely refused (ii) Neither accepted nor definitely refused. (iii) Not accepted owing to lack of change. Watch for correct endorsement.
<u>Disposal of Trade Charge Forms and Cash at Non-Money Order Sub-Offices</u>	P 201 P 172 B7 - VIII - 3 B7 - VIII - 5b.	The Trade Charge Forms and Cash must be accompanied by a completed P 201 when transmitted to Head Office.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESC.O.D. (cont'd)

Subject	Reference etc	Notes
<u>Treatment of undelivered C.O.D. items:</u>	Rules B7. VII. 2	
<u>Redirection:</u>	Rules B7. VII. 4	General rules apply
<u>C.O.D. items originating abroad:</u>	Rules B3. IX P. 1018G P.P. 72 B	Record in book P.1018G
<u>C.O.D. items originating abroad delivered from Non-money order Sub-office</u>	P 201 P 172 B3 - VIII - 8 B3 - IX - 10	Trade charge card and cash must be accompanied by a completed P 201 when transmitted to Head Office.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESDamaged Parcels Packets etc.

Subject	Reference etc	Notes
Damaged Parcels	Rules B2. IV 2(c) P. 66 P. 15	Report damaged parcel on P 66. DETAIN THE PARCEL WHICH CAUSED THE DAMAGE, IF POSSIBLE. Prepare separate P 66.
<u>Broken Packets</u>	P. 48 P.144 B.2 IV 3	PACKETS REPAIRED WITH ADHESIVE LABEL STRIP P. 48 or P. 144. DATE STAMPED AND INITIALLED BY FINDING AND REPAIRING OFFICER CHECK OF CONTENTS ENTRY MADE IN MEMO BOOK REGISTERED ITEMS CHECK BY TWO OFFICERS
<u>Articles found loose</u>	B2 V B5. 1. 4. 5.	Articles found loose sent to RLB COVERS LABELS ETC DATE STAMPED, ENDORSED "Found loose or empty" and INITIALLED DELIVERED TO ADDRESSEE

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESHigh Value Packets - General

Subject	Reference etc	Notes
	RG 54 - 1	<u>HIGH VALUE PACKETS MUST NOT BE INCLUDED IN THE REGISTERED LETTER BALANCE</u>
<u>Definition</u>	RG 54. 1 P 844 B	
<u>Treatment</u>	RG 54 1 8(a)	High Value Packets must be kept apart from all other correspondence and must always be advised in detail.
<u>Safeguarding</u>	RG 54 3	Lock in a SAFE if one is available, otherwise in a registered locker or guillotine fitting a High Value Packet that has to be retained for any length of time. THE KEY OF THE REGISTERED LOCKER ETC., OR SAFE MUST BE IN THE SOLE CUSTODY OF THE OFFICER WHO HAS CHARGE OF THE PACKET.
<u>Hand to Hand Check</u>	RG 54 6 and 9 P.1116G, para 1.	Book P.1116G. used for recording receipt, despatch, delivery, and transfer for H.V.P's. Read the Instructions in para. 1. inside the front cover. INDIVIDUAL DISCHARGE MUST BE OBTAINED.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESHigh Value Packets - Acceptance and Receipt

Subject	Reference etc	Notes
<u>Collection from the Counter</u>	RG 54 - 6	<p><u>DON'T FORGET TO KEEP YOUR SAFE KEY, OR REGISTERED LOCKER KEY, ON YOUR PERSON.</u></p> <p>As collecting officer check H.V.P. against entry in C.O.P. book and P.1116G Individual discharge in right hand margin of under copy of C.O.P. book must be given. Time of transfer must be shown. Entries in book P.1116G must be made in ink.</p>
<u>Direct posting into Sorting Office</u>	RG 54 - 5 P. 844 B Rules B1. IV. 12-15	
<u>Accepting from another officer</u>		Scrutinise H.V.P. in order to detect any signs of tampering etc. CHECK registration and address details from columns 2 and 3 of book P.1116G. Give discharge in column 5, 6, 7 or 8 in ink.
<u>Received in Inward Mails</u>	Man. O. X. 14 RG 54 9A	Bags which normally contain H.V.P. must invariably be opened immediately on arrival. H.V.P. despatched in enclosure bags contained in registered letter enclosure bags.
	Rules B3. III 2	OPEN REGISTERED LETTER ENCLOSURE BAG AS LAID DOWN viz:- Check:- Neck label String Seal Bag Make sure that your table is clear. Cut the string with scissors provided.
	P. 1160 B	Find advice, list P.1160B H.V. enclosure bag (if any) should be advised in part B of P.1160B.

/Received

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESHigh Value Packets - Acceptance and Receipt (cont'd)

Subject	Reference etc	Notes
<u>Received in Inward Mails (cont'd)</u>	RG 54 - 10 P. 1116 G	Carefully examine the seal, and check the particulars of the neck label against the entries on the advice form P.1160B. Initial the entry or entries on P.1160B Enter details of the bag in columns 1 - 3 of book P. 1116G
<u>Opening of H.V. enclosure bags</u>	RG 54 - 10 P.1116G para 6 P.1098G P.1116G para 6 RG 54 - 10	Examine before opening as already laid down for registered letter enclosure bags. Make sure that your table is clear, cut the string with scissors provided. Find advice list P.1098G. Carefully check particulars of each packet enclosed against the corresponding entry on list P.1098G and initial against each entry on list and also as "bag opener" at the foot of the form. Complete the entry referring to receipt of the bag in book P1116G columns 1-3 according to paragraph 6 (inside cover) of P.1116G. Immediately below this enter the packets in accordance with their individual particulars in book P.1116G and obtain a discharge in the book for each packet transferred. Dispose of lead seals in the containers provided Retain circular disc seals, with labels, for 3 days.
<u>Check of Lists P1160B/P1098G</u>	RG 54 - 11	Hand Lists P1160B/P1098G to Officer-in-Charge, or according to local arrangements.
<u>Periodic check of P.1116G</u>	RG 54 11 P.1116G para 7	Checking officers examine book P.1116G, and forms P.1160B/P.1098G periodically and must initial columns 4 and/or 13 as necessary.

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESHigh Value Packets - Despatch

Subject	Reference etc	Notes
<u>Circulation</u>	RG 54 - 8 (d) Man. O. X	<p><u>ALL INSTRUCTIONS REFERRING TO THE CIRCULATION OF HIGH VALUE PACKETS ARE STRICTLY CONFIDENTIAL AND MUST NOT BE MENTIONED UNOFFICIALLY.</u></p> <p>Special circulation instructions will be available to the Registered letter Officer and H.V.P. must be circulated in accordance with those instructions.</p> <p>If a packet comes to hand for a destination not covered in the special instructions, the packet should be disposed of by the ordinary circulation for registered letters and a report must be made to the Head Postmaster seeking instructions for the future.</p> <p>IF THERE IS A SUPERVISING OFFICER ON DUTY REPORT THE MATTER AND SEEK DISPOSAL INSTRUCTIONS.</p>
<u>Despatch</u>	RG 54 - 8 (a) P. 1098G Rules B4 IX - 13 P. 49C P.509C	<p>H.V.P. enclosed in a green enclosure bag FROM WHICH ALL OTHER PACKETS HAVE BEEN EXCLUDED.</p> <p>H.V.P. must be advised in detail on form P.1098G, which must be enclosed in the bag.</p> <p>MAKE A SEPARATE ENTRY IN RESPECT OF EACH PACKET. DOUBLE SIDED CARBON PAPER AND COPYING INK INDELIBLE PENCIL MUST BE USED.</p> <p>The high Value enclosure bag must be tied by means of the "clove-hitch" knot, and sealed. Neck labels P.49C, or P.509C must be used. If P.509C used it must be an unused label and the letters "H.V.P." must be written at the top right hand corner of the label.</p> <p>The High Value enclosure bag must be enclosed in a registered letter enclosure bag and advised in section B of form P.1160B or P.1161B.</p>

/The

POSTMEN HIGHER GRADE WORKTRAINEES' NOTESHigh Value Packets - Despatch (cont'd)

Subject	Reference etc	Notes
<u>Despatch (cont'd)</u>	RG 54 - 8 (c)	The advice must be by total number and individually. Registered letters for despatch in the mail must be advised in part A of form P.1160B or P.1161B. A DOUBLE SIDED CARBON PAPER AND COPYING INK INDELIBLE PENCIL MUST BE USED.
	Rules B4 IX - 13	Remember that the registered letter enclosure bag must be tied by means of the "clove hitch" knot and sealed.
<u>Address to be shown on neck labels.</u>	RG 54 8 (d) P.49C P.509C	
<u>Entry in record P.1116G</u>	P.1116G para. 5.	Complete columns 9 - 12 in INK.
<u>Maximum number of H.V.P. despatched in one mail</u>	RG 54 8 (i)	
<u>Spreadover Outlets</u>		For full information refer to your circulation instructions.
<u>Advice and numbering of lists etc. when more than one H.V. enclosure bag forwarded in the same mail</u>	RG 54 8 (c)	When only one High Value enclosure bag is made up for a particular office do not number the advice form P.1098G, and the neck label; when more than one High Value enclosure bag is made up for a particular office by the same despatch, advise and number the advice forms P.1098G and the neck labels as indicated in the rule.
<u>Transfer of H.V.P. to or from office on T.P.O. route.</u>	Man. O. X 8 P. 1137G P. 734 H	Strict hand to hand check maintained. The messenger must be supplied with card P.734 H. Bags to be transferred entered individually on form P.1137.

POSTMEN HIGHER GRADE WORKTrainees' NotesHigh Value Packets - Preparation for Delivery

Subject	Reference etc	Notes
	RG 54 14 (a)	<u>A HIGH VALUE PACKET MUST NOT BE DELIVERED BY POSTMAN. IT MUST BE COLLECTED AT THE POST OFFICE BY THE BANK'S REPRESENTATIVE.</u>
<u>Preparation of Delivery Receipt</u>	RG 54 14 (b) P. 104OB etc	At most offices a separate receipt book is used for High Value Packets. The letters H.V.P. must be clearly written in front of the address on the delivery receipt. If a delivery list is used it must be clearly marked to show that it relates to High Value Packets.
<u>Delivery</u>	RG 54 14 (c) P. 246B.	When a High Value packet is addressed to a bank which normally accepts delivery of registered items by Postman, prepare a form P. 246B and put it in course for delivery to the bank. <u>THE FORM P. 246B MUST STATE THAT A REGISTERED PACKET AWAITS COLLECTION. DO NOT REFER ON THE FORM TO A HIGH VALUE PACKET.</u> If the bank normally accepts delivery of its registered packets by means of a private box or Private Box and Bag service a form P. 246B must not be sent.
<u>Arrangements for identifying bank representative</u>	Rules B1. VII. 3(b) 4 RG 54 14(d) P. 449X	Check card P.449X must be produced before a High Value packet is handed to a Bank Messenger, except in the case of a Bank which receives a High Value packet for the first time. In this circumstance the packet may be handed over on PRODUCTION OF THE RELATIVE FORM P. 246B AND PROVIDED THAT THE BANK'S REPRESENTATIVE IS KNOWN PERSONALLY TO THE COUNTER OFFICER OR PROPER IDENTIFICATION IS PROVED.
<u>Delivery Receipts and lists</u>	RG 54 14 (d)	The signature of the Bank agent or messenger must be obtained for EACH packet and where a delivery list is prepared INDIVIDUAL SIGNATURE MUST BE OBTAINED FOR EACH PACKET.
<u>Completion of record on P.1116G</u>	P.1116 G para 5	

POSTMEN HIGHER GRADE WORKPoints to watch when despatching Registered Letters

ITEM	TREATMENT
1. Less than 6 reg. letters for despatch to a Head Office	Advise in detail on letter bill P430B
2. Less than 6 reg. letters for despatch to London E.C.D.O., F.S., and I.S.	Advise on list P1166B or on form P406B and enter on letter bill thus:- "Three on list".
3. When standard reg. bag shown on despatch list.	Make up a registered bag whatever the number of registered items for despatch.
4. When 6 or more reg. letters for despatch to a Head Office.	Make up a registered bag. Advise the registered items on P1160B. Enclose the top copy of P1160B in the bag.
5. Less than 6 reg. letters for despatch to a Sub-Office.	<p>(a) <u>If delivery receipts are prepared at the Sub-Office</u> Advise registered items in detail (on bill P432B) as for despatch to a Head Office</p> <p>(b) <u>If delivery receipts are prepared at the Head Office</u></p> <p>Enter the registered items in a delivery receipt book and advise on P432B by delivery receipt numbers.</p>
6. When 6 or more reg. letters for despatch to a Sub-Office.	<p><u>If as (a) above:-</u> Make up a registered bag as for despatch to a Head Office</p> <p><u>If as (b) above:-</u> Enter the regs. in a "tabbed" delivery receipt book and make up a registered bag as for a despatch to a Head Office.</p>

NOTE A registered bag may be made up when there are less than 6 registered items for despatch if they are of an awkward size and shape and cannot conveniently be tied with the Bill.

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N.B.—This Form must be enclosed in an envelope and sent to the Head Postmaster of the district in which the irregularity occurred.

Name of Despatching Office Wakefield

Description of Mail (Letter, Parcel, or combined)

Despatch date 11/10 1965 Time 10.30 ^{a.m.} ~~p.m.~~ No.

Name or Initials of Despatching Officer

Date and Time of Arrival of Bag 12/10 1965 11 ^{a.m.} ~~p.m.~~

Nature of irregularity (to be clearly described) Letter Bill not enclosed

Office of Posting ; and No. (if any) of Postal Packet No.

Full address of Postal Packet, Bag, etc., irregularly treated

Steps taken to rectify error S.V. sent & this report Stamp of

Signature of Reporting Officer [Signature] Reporting Office

Mr. Local No.

Rank. Your attention is drawn to the major irregularity shown above. You should sign below in acknowledgment of this notification, or, if you wish to do so, furnish an explanation overleaf.

Postmaster 19

Noted. Signature Rank

Reply to be continued on further sheet if necessary

Bill or list returned (or Reporting Office notified of reason for retention)

19

IRREGULARITY REPORT

Office of receipt NERPTC

Information to be furnished in all cases of receipt of a mail when

- (1) the bill, list or advice form is missing;
- (2) any remittance letter, registered article or enclosure bag entered on the bill, list or form is missing or the contents appear to have been tampered with; or
- (3) there is any discrepancy between the particulars entered and the articles received other than the receipt of an article in excess of those advised or an obvious clerical error.

Note—This form must be completed by the Officers concerned as soon as possible after the irregularity is discovered. Post Office rules B3 III, 4; B4 XV, 4(b) refer.

If a special report has to be made under Post Office Rule B4 XV, 4(b), to the Personnel Department (Investigation Branch), or the DPO Scotland (Investigation Branch), this form should be enclosed with the report. If, however, the apparent irregularity is cleared up on enquiry, and no report to the Investigation Branch is necessary, the form should be put with the relative local file.

Section I. To be completed by the Opening Officer

* Letter Combined Parcel } Despatch from Wakefield to NERPTC
 Date 11/10 1965 Time 10:30 ^{a.m.} No. _____
 p.m.

Due at 10:45 ^{a.m.} Date 12/10/65 Actually received at 11 ^{a.m.} Date 12/10/65
 p.m. p.m.

Particulars of loss or discrepancy bill omitted from despatch

- 1. (a) Were the string, bag and seal examined before opening? yes
- (b) Were they apparently in order? yes
- (c) Have the bag, string and seal been preserved? If so, the string and seal should be securely attached to this paper yes
- 2. At what time was the bag opened (i.e., the string cut)? 11:30 AM
- 3. What time elapsed before the contents were turned out on the opening table? none
- 4. Was the bag under your observation during that period? yes
- 5. At which table was the bag opened, and was the table clear? Bag table No 1
- 6. At what time was the loss or discrepancy observed? at once
- 7. Was the bag turned inside out after opening and has it been examined? yes
- 8. At what time was the supervising (or second) officer called to examine the bag and contents? at once
- 9. Were all parcels and bulky packets examined to see whether the missing article, if any, had become enclosed in the folds? yes
- 10. Was the discrepancy promptly reported to the Despatching Office? The service message (if sent) and reply should be attached yes
- 11. If a bill, list or advice form was missing, was a substitute prepared and certified and a duplicate of the substitute filed locally? yes
- 12. Has the irregularity been reported on the appropriate form? yes

Signature [Signature] Rank PM Date 12/10/65

Section II. To be completed by Supervising (or Second) Officer

13. At what time was your attention directed to the matter? at once

14. Are you satisfied that no part of the contents of the bag had been removed before you were called to examine them? yes

15. (a) Have you examined the bag? yes

(b) Was there any hole, tear, or cut, however small, in the bag, and if so, what exactly was the nature and extent of the damage? no

(c) Did the damage appear to have been deliberately caused? -
(If the bag bears indications of having been tampered with, it should be preserved.)

16. Have you so far as possible confirmed the bag opener's answers to Questions 1 to 13? yes

17. State the names and rank of all Officers working adjacent to the bag opener at the time of, or immediately after, the the opening of the bag

.....
.....
.....
.....
.....
.....
.....
.....

Signature..... Rank..... Date.....

BUSINESS REPLY SERVICE

Licence No. XYZ 43

Name of Licensee
The Registrar

Ordinary Postage Rate	No. of Packets	Amount due (in halfpennies)	Docket No. 22
4d	4		$\begin{array}{r} 13 \\ 10 \\ \hline 65 \end{array}$
3d.	2		
2½d.			
2d.			
Total No. of Packets	* 6		Entered by: <i>Jh.</i>
Total Amount due in halfpennies			Priced by:

P1047L * 1d. in respect of each of these packets to be entered in halfpennies in 3rd column.

BUSINESS REPLY SERVICE

Licence No. XYZ 47

Name of Licensee
W.A. Williams Ltd

Ordinary Postage Rate	No. of Packets	Amount due (in halfpennies)	Docket No. 24
3d.	1		$\begin{array}{r} 13 \\ 10 \\ \hline 65 \end{array}$
2½d.			
2d.			
Total No. of Packets	* 1		
Total Amount due in halfpennies			Priced by:

P1047L * 1d. in respect of each of these packets to be entered in halfpennies in 3rd column.

BUSINESS REPLY SERVICE

Licence No. XYZ 93

Name of Licensee
J. A. MOSS & Co

Ordinary Postage Rate	No. of Packets	Amount due (in halfpennies)	Docket No. 23
4d	7		$\begin{array}{r} 13 \\ 10 \\ \hline 65 \end{array}$
3d.			
2½d.			
2d.			
Total No. of Packets	* 7		Entered by: <i>Jh.</i>
Total Amount due in halfpennies			Priced by:

P1047L * 1d. in respect of each of these packets to be entered in halfpennies in 3rd column.

BUSINESS REPLY SERVICE

Licence No. XYZ 93

Name of Licensee
J. A. MOSS & Co

Ordinary Postage Rate	No. of Packets	Amount due (in halfpennies)	Docket No. 26
4d	3		
3d.	2		
2½d.			
2d.			
Total No. of Packets	* 5		Entered by: <i>Jh.</i>
Total Amount due in halfpennies			Priced by:

P1047L * 1d. in respect of each of these packets to be entered in halfpennies in 3rd column.

BUSINESS REPLY SERVICE

Licence No. XYZ 43

Messrs

The Registrar,

are requested to receive the packets as detailed below, and to note that the amount due will be debited to their account. This advice should be retained as no detailed statement will be rendered when renewal of credit is requested. Any representation regarding the accuracy of this advice should be made within 24 hours of receipt.

Ordinary Postage Rate	No. of Packets	In addition to the ordinary postage a fee of 1d. is chargeable in respect of <u>each</u> packet.	Docket No.	
				22
				Date Stamp
				<u>13</u> <u>10</u> <u>65</u>
				Entered by: <u>gh.</u>
4d.	<u>4</u>			
3d.	<u>2</u>			
2½d.				
2d.				
Total No. of Packets	<u>6</u>			

P1047L

BUSINESS REPLY SERVICE

Licence No. XYZ 47

Messrs

W.A. Williams Ltd

are requested to receive the packets as detailed below, and to note that the amount due will be debited to their account. This advice should be retained as no detailed statement will be rendered when renewal of credit is requested. Any representation regarding the accuracy of this advice should be made within 24 hours of receipt.

Ordinary Postage Rate	No. of Packets	In addition to the ordinary postage a fee of 1d. is chargeable in respect of <u>each</u> packet.	Docket No.	
				24
				Date Stamp
				<u>13</u> <u>10</u> <u>65</u>
				Entered by: <u>gh.</u>
3d.	<u>1</u>			
2½d.				
2d.				
Total No. of Packets	<u>1</u>			

P1047L

BUSINESS REPLY SERVICE

Licence No. XYZ 93

Messrs

J. A. MOSS & Co

are requested to receive the packets as detailed below, and to note that the amount due will be debited to their account. This advice should be retained as no detailed statement will be rendered when renewal of credit is requested. Any representation regarding the accuracy of this advice should be made within 24 hours of receipt.

Ordinary Postage Rate	No. of Packets	In addition to the ordinary postage a fee of 1d. is chargeable in respect of <u>each</u> packet.	Docket No.	
				23
				Date Stamp
				<u>13</u> <u>10</u> <u>65</u>
				Entered by: <u>gh.</u>
4d.	<u>7</u>			
3d.				
2½d.				
2d.				
Total No. of Packets	<u>7</u>			

P1047L

BUSINESS REPLY SERVICE

Licence No. XYZ 93

Messrs

J. A. MOSS & Co

are requested to receive the packets as detailed below, and to note that the amount due will be debited to their account. This advice should be retained as no detailed statement will be rendered when renewal of credit is requested. Any representation regarding the accuracy of this advice should be made within 24 hours of receipt.

Ordinary Postage Rate	No. of Packets	In addition to the ordinary postage a fee of 1d. is chargeable in respect of <u>each</u> packet.	Docket No.	
				26
				Date Stamp
				Entered by: <u>gh.</u>
4d.	<u>3</u>			
3d.	<u>2</u>			
2½d.				
2d.				
Total No. of Packets	<u>5</u>			

P1047L

DISTRICT AND SUB-OFFICE LETTER AND PARCEL BILL
(To be used for sealed despatches **OUTWARDS** only)

Despatching Office Stamp.

To (and Authorised Time of Despatch)

Actual time of arrival.....m. (omit at offices where tick sheets are in use)

Total No. of Bags Despatched	Included in Despatch			No. of any Bag also containing Bill
	Parcel Bags	Empty Mail Bags		
		Letter	Parcel	

Registered or Insured Postal Packets, Official Remittances and Registered Letter Bags

Parcel ... Remittance ... Express ... Insured ... Cash on Delivery	P. REM. E. I. C.O.D.	OFFICE OF POSTING	Registration Record or Receipt No.
1		④	A 187
2		<i>as registered</i>	A 188
3		<i>receipt number.</i>	A 189
4			A 190
5			
6			

Received (Number in words)..... Initials of Officer to whom transferred.....

Unregistered and Uninsured Items

Express Letters	Night Callers' and Editors' letters in Red Covers
Express Parcels	Trade Charge Forms (Parcels only)
Telegrams	Overseas Postal Packets with Customs or Trade Charges
Jury Summonses	

Postage Due Labels to the value of £ : s. d., being the amount ascertained to be due at the time of this despatch, are herewith.

Despatching Officer Receiving Officer

(6511) Wt. TY898/33/52222 2,000M 5/56 P.I. Gp. 662-8 P.432B

(Rev'd. 75664/55).

DISTRICT AND SUB-OFFICE LETTER AND PARCEL BILL
(To be used for sealed despatches **INWARDS** only)

Despatching Office Stamp.

To (and Authorised Time of Despatch).

Total No. of Bags Despatched	Included in Despatch			No. of any Bag also containing Bill
	Parcel Bags	Empty Mail Bags		
		Letter	Parcel	

Registered or Insured Postal Packets, Official Remittances and Registered Letter Bags

Parcel ... Remittance ... Express ... Insured ... Cash on Delivery	P. REM. E. I. C.O.D.	OFFICE OF POSTING	Registration Record or Receipt No.
1			
2			
3			
4			
5			
6			

Received (Number in words) { Letters..... Initials of Officer(s) to whom transferred
Parcels.....

Unregistered and Uninsured Items

Express Letters	Night Callers' and Editors' Letters in Red Covers
Express Parcels	Trade Charge Forms (inland parcels only)
Air Parcels—to be enclosed in letter mails only	Jury Summonses

†TRADE CHARGES collected on INLAND C.O.D. packets and Parcels. (For use of non-M.O. offices only)

No. of Form Amounts £ s. d.

TRADE CHARGES ON PARCELS from ABROAD and CUSTOMS DUES over 10s.

No. of Parcel	Trade Charge			Customs Dues		
	£	s.	d.	£	s.	d.
†Cash collected and forwarded herewith.						

Parcels returned

Parcels retained for delivery

Amount due to be sent to Sub-Postmaster with next Bill. £ s. d.

Charges on.....Postal Packets returned herewith to which the Sub-Postmaster has affixed Postage Due Labels

Despatching Officer Receiving Officer

† The money and the relative forms (if any) must be enclosed in a registered cover marked "Charges" which must also be entered in "Registered" Section above.

LETTER AND COMBINED
LETTER AND PARCEL BILL

Despatching Office Stamp

To (and Authorised Time
of Despatch)

13/10/65

MERTPC
TO
LEEDS
11 AM.

Total No. of Bags Despatched	Included in despatch		No. of any bag containing Parcel Bill
	Parcel Bags	Empties	

REGISTERED or INSURED POSTAL PACKETS
OFFICIAL REMITTANCES and REGISTERED
LETTER BAGS

Parcel Remittance Special Delivery and Express Insured Cash on Delivery P. REM. ..E. ..I. } c.o.d.	OFFICE OF POSTING	Registration or Record Number
2	do	3740
3	Newcastle on Tyne (N T) 3	1427
4	London EC 305	3729
5		
6		

Received (Number in words) } Letters _____ Initials of Officer(s) to whom transferred _____
Parcels _____

UNREGISTERED and UNINSURED ITEMS

Special Delivery } Letters and Express	Night Callers and Editors Letters in Red Covers
Special Delivery } Parcels and Express	Trade Charge Forms (Inland Parcels only)
Telegrams	"C" Dockets

Despatching Officer

Receiving Officer

B. & S. Ltd.
51-2644

P430B
(Rev. 19438/64)

LETTER AND COMBINED
LETTER AND PARCEL BILL

Despatching Office Stamp

To (and Authorised Time
of Despatch)

13
10
65

MERTPC
To
LEEDS
11 AM

Total No. of Bags Despatched	Included in despatch		No. of any bag containing Parcel Bill
	Parcel Bags	Empties	

REGISTERED or INSURED POSTAL PACKETS
OFFICIAL REMITTANCES and REGISTERED
LETTER BAGS

Parcel Remittance Special Delivery and Express Insured Cash on Delivery P. REM. ..E. ..I. } c.o.d.	OFFICE OF POSTING	Registration or Record Number
2		
3	One Bag	
4	It is 406 B	
5		
6		

Received (Number in words) } Letters _____ Initials of Officer(s) to whom transferred _____
Parcels _____

UNREGISTERED and UNINSURED ITEMS

Special Delivery } Letters and Express	Night Callers and Editors Letters in Red Covers
Special Delivery } Parcels and Express	Trade Charge Forms (Inland Parcels only)
Telegrams	"C" Dockets

Despatching Officer

Receiving Officer

B. & S. Ltd.
51-2641

P430B
(Rev. 19438/64)

REGISTERED ADVICE

To Leeds

Despatched at 11 A.M.

No of Bag (if more than one).....

Despatching Office Stamp

13
10
65

A. Total Number (words and figures) of Registered and Insured Letters

Words	Figures
<u>six</u>	<u>6</u>

including (if any):—

- Remittance Letters
- Special Delivery Registered Letters
- Insured Items (with or without a "C" Docket)
- Other Items with "C" Dockets
- C.O.D. Registered Letters
- Election Writs and Writ Returns (Particulars to be given overleaf)

These Letters to be placed together in front of bundle

B. Total Number and full particulars of High Value Enclosure Bags

H. V. Bag(s)

.....

.....

.....

.....

Officer making up bag	Transfer or Despatching Officer	*Opening Officer
<u>J. [Signature]</u>	<u>J. [Signature]</u>	

*Each High Value Enclosure Bag must also be initialled for against the relative entry. P1161 B

REGISTERED ARTICLES INDIVIDUAL ADVICE

For London 15

Despatched at 11.45 A.M.

Despatching Office Stamp

13
10
65

Parcel ... P. Remittance Rem. ... E. Express ... E. Insured ... I. Cash on Delivery } C.O.D.	OFFICE OF POSTING	Registration or Record Number
1	<u>London EC 305</u>	<u>3740</u>
2	<u>do</u>	<u>3738</u>
3	<u>do</u>	<u>3729</u>
4	<u>Newcastle upon Tyne</u>	<u>1427</u>
5		
6		

TOTAL (in words) four

Registered Enclosure Officer J. [Signature]

Despatching Officer J. [Signature] Receiving Officer [Signature]

72951 2,000M JWM 1/61 999/262 P 406B (Rev'd. 90299/55)

PARCEL MAIL STATISTICS

MARKED BAG (Col. 74—1)

Office of Arrival..... HULL

(Cols. 59-62)

--	--	--	--

(Cols. 63-66)

--	--	--	--

Section 1:

Office of Despatch..... LEEDS

Date of Despatch..... 13/10/65 1965

Time of Despatch..... 6.30 AM a.m./p.m.

(Col. 75)

YES	1	<input checked="" type="checkbox"/>
NO	2	

(Put tick in appropriate space)

Section 2:

Has bag travelled at any stage by rail, railway owned boat or railway instituted road service? If "No" answer Section 5 (b)

Section 3: Type of Bag—Non-Final bag includes an extra bill bag

(Col. 76)

- Final Bag includes:
1. The final bag of an 'A' mail
 2. The final bag of an Ordinary mail
 3. The total bag of a 'B' mail

NON-FINAL BAG	1	
FINAL BAG	2	<input checked="" type="checkbox"/>
EXTRA PARCEL BAG OF A COMBINED LETTER MAIL	3	

(Put tick in appropriate space)

Section 4:

Number of parcels in bag

	FOR DELIVERY IN THE DEPENDENT AREA OF THE OFFICE OF ARRIVAL (includes the delivery areas of all offices which are dependent on the office of arrival)	ALL OTHER PARCELS
	(1) (Cols. 77-78)	(2) (Cols. 79-80)
No. OF PARCELS	<u>7</u>	

Details shown below

Section 5: (Col. 74-3) Details of parcels for delivery (i.e. all parcels which are recorded in Col. (1) of Section 4)

PARCELS	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
(a) Weight in lb./ozs. (Cols 77-78)	<u>2/8</u>	<u>5/-</u>	<u>22/</u>	<u>7/8</u>	<u>6/12</u>	<u>8/4</u>	<u>15/12</u>					
(b) If the answer to Section 2 is NO has the parcel travelled any distance by rail, railway owned boat or railway instituted road service? (Col. 79)												
Answer:— (i) Yes1												
(ii) No.2												
(iii) Not known— write name of office of posting3												
(iv) Date Stamp illegible and no other means of identifying parcel 4												
(c) For each parcel shown in (a) put a tick in the appropriate space (Col. 80)												
(i) Overseas1												
(ii) Irish2												
(iii) Inland3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

NOTES TO SECTION 5— (i) If you do not know whether a parcel has travelled by rail, railway owned boat or railway instituted road service, write the name of the office of posting on the form before sending it to the writing room.

(ii) If there are more than 12 parcels per bag to be dealt with, start a second form, renumbering the cols. 13th, 14th, etc.

PARCEL MAIL STATISTICS

UNMARKED BAG (Col. 74-2)

Section 6:

Office of Arrival..... HULL

(Cols. 59-62)

--	--	--	--

Office of Despatch..... LEEDS

(Cols. 63-66)

--	--	--	--

Date of Despatch..... 13/10.....1965

Time of Despatch..... 6.30.....a.m./p.m.

Section 7: TYPE OF BAG Non-Final bag—includes an extra bill bag

(Col. 76)

- Final bag—includes
1. The final bag of an "A" mail
 2. The final bag of an Ordinary mail
 3. The total bag of a "B" mail

NON-FINAL BAG	1	<input checked="" type="checkbox"/>
FINAL BAG	2	<input type="checkbox"/>
EXTRA PARCEL BAG OF A COMBINED LETTER MAIL	3	<input type="checkbox"/>

(Put tick in appropriate space)

Section 8:

Number of parcels in bag

	FOR DELIVERY IN THE DEPENDENT AREA OF THE OFFICE OF ARRIVAL (includes the delivery areas of all offices which are dependent on the office of arrival)	ALL OTHER PARCELS
	(1) (Cols. 77-78)	(2) (Cols. 79-80)
No. OF PARCELS	<u>5</u>	

Initialed..... [Signature]
(Checking Officer)

Signed.....
(Examining Officer)

THIS FORM WHEN COMPLETED SHOULD BE SENT TO THE HEAD OFFICE.

HEAD OFFICE MUST DESPATCH FORMS TO AGD/PGFB DAILY.

DAMAGE REPORT

P66G

(Rev'd. 30015/61)

NOT TO BE DELIVERED TO THE ADDRESSEE OF THE PACKET TO WHICH IT REFERS.

This form should be prepared in ALL cases of DAMAGE to:—

- (i) INLAND REGISTERED AND RECORDED DELIVERY LETTER PACKETS, except "flat" letters, i.e., letters in ordinary type envelopes.
- (ii) INLAND REGISTERED PARCELS.
- (iii) INLAND UNREGISTERED PARCELS, but only if:
 - (a) the parcel has been packed in accordance with the regulations; or if—
 - (b) the parcel has, in the opinion of the Reporting Officer, been damaged through want of care while in the post; or if—
 - (c) the parcel is in a condition likely to cause, or has caused, damage to other postal packets conveyed with it; or if—
 - (d) the parcel has been damaged by such a parcel as is described in (c).
- (iv) BRITISH COMMONWEALTH OR FOREIGN INSURED LETTERS, BOXES OR PARCELS.
- (v) BRITISH COMMONWEALTH OR FOREIGN UNINSURED PARCELS.

Note. The form must be filled up as far as possible at the office where the damage is observed, and must accompany the packet to the delivering office. If the report can be completed only after delivery of the packet it should be handed to the postman (See Section 13 overleaf), who must complete it after seeing the packet opened at the address.

- 1. Kind of Packet (see above) *inland Unregistered Parcel* Date of Posting *14/10/65*
- 2. Office of Posting *Bradford* Origin No. (if any) */*
- 3. Name and address of addressee *Messes Walsh & Co*
47 High St
Bradford
- 4. Contents of packet
- 5. Extent of damage
- 6. Full description of packing
 - (a) If a box, state kind, i.e., cardboard, wood, metal, etc.; whether strong enough to protect contents; and whether box itself damaged. If cardboard, state how far the lid extended down the sides of the box. If metal, state whether press-in or fit-on lid.
 - (b) If hat or millinery box, state whether protected by external cross-bars of wood
 - (c) If umbrella, walking-stick, fishing-rod, etc., state whether protected by a strip of wood on each side extending full length of article, and whether one, or both, strips are broken.
- 7. Was the cover marked in any way to indicate that the contents were fragile?
If so, how? *yes No Official Label*
- 8. Was an official "Fragile," "Eggs," or "Perishable" label affixed?
- 9. Is any part of the contents thought to be missing? *No*
If so, complete 10 (a) and (b) opposite.
- 10. (a) Weight of packet lb. oz.
(b) Postage prepaid s. d.
- 11. Name and address of sender *Mr J Cannon Hope St. Hall*

cardboard box
strong enough

(In the case of Inland Packets this information need be given only when the packet has damaged another packet, or when liquid or semi-liquid is leaking from a packet which the sender has packed badly. In the case of British Commonwealth or Foreign Packets the information should always be given).

(TURN OVER

Report of Damaged Postal Packet

The Head Postmaster,

ON HER MAJESTY'S SERVICE

12. Has the postal packet referred to overleaf
*damaged
.....another packet?
*been damaged by
If so, complete the space on the right and
prepare a separate form P66G for each
packet.
The packet which caused the damage
should be detained.
* Delete inapplicable words.

Address of damaging packet*/damaged packets :—

.....
.....
.....
.....
.....
.....
.....
.....

13. DELIVERING OFFICER'S INSTRUCTIONS
(To be prepared by the Reporting Officer)
This form should be completed as regards
question(s)

Office Date Stamp

[Empty box for Office Date Stamp]

Date Stamp of

[Empty box for Date Stamp of]


Signature of Reporting Officer

Signature of Delivery Officer
(see below†)

Delivering Office
(When not
Reporting Office)

THIS FORM MUST NOT BE DELIVERED TO THE ADDRESSEE.

† The Delivering Officer should sign this form only if he has to complete any of the Sections. When the addressee wishes to complain of the damage or to claim compensation he should be advised to apply in writing to the Head Postmaster of the District and to retain the packet as nearly as possible in the state in which it was delivered; the supply of information in connexion with this form is **not** regarded as equivalent to such a complaint or claim.

Note.—This form should be retained for a year and if it has to be withdrawn from a file, e.g. in connexion with a claim, a suitable note on a slip should be put in its place.



HEAD POST OFFICE

Telephone:

Post Office reference:

Your reference:

14/10 1965

Dear Sir

The period for which we arranged to redirect mail addressed to you at 117, Foston Grove
EHE Hull.

ends on 13/1/65

If you would like us to go on redirecting mail after that date, I shall be glad to arrange it. The fee for this continued redirection is 5/- and it covers redirection for the next 12 months. The fee has to be paid in advance so please send it by sticking postage stamps for this amount in the space below and returning this letter within ten days.

If you agree to our cancelling the redirection arrangements please do not reply to this letter. We shall then deliver as addressed any mail which may arrive for you at your old address.

Full details about redirection are given in the Post Office Guide which may be consulted at any Post Office counter.

Yours truly

Head Postmaster

Please stick postage stamps here and cancel them in ink with your signature and the date

Renewal recorded

Official date stamp

P 148W

W.A.S. Ltd. 52-4417 7/64

REDIRECTION
RENEWAL

THE OFFICER-IN-CHARGE,
G.P.O. SORTING OFFICE,



ON HER MAJESTY'S SERVICE

ON HER MAJESTY'S SERVICE



117, Foston Gr.

E.H.E.

Hull

Renewal Action Due

Date 3-1-66

Period of Redirection

From 14-10-65

To 13-1-66

Dates inclusive

Form P 148W issued

Date 12-1-66

Fee 5/- paid

Date 13-10-66

Redirection to be continued

From 13-10-

To

Renewed Attention

Date

REDIRECTION

WALK No.

Name and old address:—

Date Stamp

14
10
65

To be redirected to:—

(Full postal address to be shown in BLOCK letters)

P553B

(Rev'd. 16987/61)

(5/64) 11/64 2937 P87817-33/44840 1425M(6) H&S(P)Ltd Gp849

PP5B
(Revd. 68999/58).

Despatching Office Stamp

PARCEL BILL

To (and Authorised time of despatch)

NERPTC

To
Birmingham

11 AM A.

14
10
65

Total No. of bags despatched.	No. of bags containing Empties forwarded with despatch.	Serial No. of Non-final bag containing this Parcel bill.	Serial No(s) of bag(s) also containing Parcel bill.
		1	

**Registered Inland Parcels and Insured
British Commonwealth and Foreign Parcels**

Express E. Insured I. Cash on Delivery } C.O.D.	OFFICE OF POSTING	Registration or Record Number
1		
2	(3)	
3	three	
4		
5		
6		

Received (Number in Words).....	Initials of Officer to whom transferred
---------------------------------	---

Unregistered and Uninsured Items

Express Parcels

Enclosure Bags for R.L.B.

Despatching Officer

Receiving Officer

(90207) Wt. YP86408/33/44419 11,000m 10/64 Hw.

G.P.O.
P.P. 57 C DATE 14/10/65 TIME 11 AM
Train 11.30

FROM TRAINING CENTRE
BIRMINGHAM A

TO

NUMBER OF BAG

1

PP5B
(Rev'd. 68999/58).

Despatching Office Stamp

PARCEL BILL

TO (and Authorised time of despatch)

NERPTC

14
/ 10
/ 65

To
Birmingham

11 AM A

Total No. of bags despatched.	No. of bags containing Empties forwarded with despatch.	Serial No. of Non-final bag containing this Parcel bill.	Serial No(s). of bag(s) also containing Parcel bill.
		2	1

Registered Inland Parcels and Insured British Commonwealth and Foreign Parcels

Express E. Insured I. Cash on Delivery } C.O.D.	OFFICE OF POSTING	Registration or Record Number
1	(3) three.	
2		
3		
4		
5		
6		

Received (Number in Words).....	Initials of Officer to whom transferred
---------------------------------	---

Unregistered and Uninsured Items

Express Parcels	
Enclosure Bags for R.L.B.	

Despatching Officer <i>J. H. [Signature]</i>	Receiving Officer
---	-------------------

(9020) Wt. YP86408/33/44419 11,000M 10/64 Hw.

G.P.O.
P.P. 57 C

DATE 14/10/65 TIME 11 AM

FROM TRAINING CENTRE
TO BIRMINGHAM A

NUMBER OF BAG
2

~~FINAL~~

PP5B
(Rev. 68999/58).

Despatching Office Stamp
14
10
65

PARCEL BILL
TO (and Authorised time of despatch)

NERPTC
to
Birmingham A.
11 AM

Total No. of bags despatched.	No. of bags containing Empties forwarded with despatch.	Serial No. of Non-final bag containing this Parcel bill.	Serial No(s). of bag(s) also containing Parcel bill.
3			1-2

Registered Inland Parcels and Insured British Commonwealth and Foreign Parcels

Express E. Insured I. Cash on Delivery } C.O.D.	OFFICE OF POSTING	Registration or Record Number
1		
2	(6)	
3	six	
4	including two	
5	reg EXPRESS	
6		

Received (Number in Words) Initials of Officer to whom transferred

Unregistered and Uninsured Items

Express Parcels

Enclosure Bags for R.L.B. *None*

Despatching Officer *[Signature]* Receiving Officer

(90207) Wt. YP86408/33/44419 11,000m 10/64 Hw.

G.P.O.
P.P. 57 C

DATE 14/10/65 TIME 11 AM

FROM TRAINING CENTRE
BIRMINGHAM A

TO

NUMBER OF BAG
3
FINAL

**LETTER AND COMBINED
LETTER AND PARCEL BILL**

Despatching Office Stamp

To (and Authorised Time of Despatch)

TERPTC
To
Shipton

14
10
65

Total No. of Bags Despatched	Included in despatch		No. of any bag containing Parcel Bill
	Parcel Bags	Empties	
2	1		1 EX

**REGISTERED or INSURED POSTAL PACKETS
OFFICIAL REMITTANCES and REGISTERED
LETTER BAGS**

Parcel .. P. Remittance REM. Special Delivery and Express .. E. Insured .. I. Cash on } C.O.D. Delivery }	OFFICE OF POSTING	Registration or Record Number
1		
2		
3		
4		
5		
6		

Received (Number in words) } Letters _____ Initials of Officer(s) to whom transferred _____
Parcels _____

UNREGISTERED and UNINSURED ITEMS

Special Delivery } Letters and Express }	Night Callers and Editors Letters in Red Covers
Special Delivery } Parcels and Express }	Trade Charge Forms (Inland Parcels only)
Telegrams	"C" Dockets

Despatching Officer

Receiving Officer

B.S.Ltd.
51-2641

P430B
(Rev'd. 1943/64)

PP5B

(Rev'd. 68999/58).

Despatching Office Stamp

PARCEL BILL

To (and Authorised time of despatch)

NERPTC

To
Shipton C

14
10
65

Total No. of bags despatched.	No. of bags containing Empties forwarded with despatch.	Serial No. of Non-final bag containing this Parcel bill.	Serial No(s). of bag(s) also containing Parcel bill.
		1 EX	

**Registered Inland Parcels and Insured
British Commonwealth and Foreign Parcels**

Express E. Insured I. Cash on } C.O.D. Delivery }	OFFICE OF POSTING	Registration or Record Number
1	Harrogate	1257
2	do	1066
3	do	1720
4	do	1425
5		
6		

Received (Number in Words) Initials of Officer to whom transferred

Unregistered and Uninsured Items

Express Parcels

Enclosure Bags for R.L.B.

Despatching Officer

Receiving Officer

(90207) Wt. YP86408/33/44419 11,000M 10/64 Hw.

G.P.O. DATE 14 TIME 12.45 NUMBER OF BAG

FP 58 C FROM TO

TERPTC
To
Shipton

1 EX

FINAL

**INLAND C.O.D.
TRANSFER DOCKET**


Time of Transfer 2.45 p.


Office

Date


15
10
65

Stamp

A	TRADE CHARGES AND RELATIVE FORMS				Transferred to	DETAILS OF CASH TRANSFERRED			
	SERIAL NUMBER (including index letters)	£	s.	d.		£	s.	d.	
1	YR. 7929	9	6	9	Cheq's				
2	YR. 7945	1	7	6	Notes	30	0	0	
3	YR. 7893	2	1	6	Silver	5	0	0	
4	YR. 7892	4	12	6	Copper	1	6	0	
5	YR. 7894	14	13	6	TOTAL	35	6	0	
6	YR. 7864	3	4	3	Initials of Register Officer	 Received Cash and Forms			
7					Initials of Money Order Officer				
8						Received Cash and Forms			
9									
TOTAL ...		35	6	0					

B	FORMS OF PREVIOUSLY DELIVERED PACKETS (Until now shown as Uncharged Receipts)				Forms Received	Forms Received
	SERIAL NUMBER (including index letters)	£	s.	d.		
1					 Forms Received	Forms Received
2	YM 069748	3	4	5		
TOTAL ...		3	4	5		

NOTE. The Combined Totals of Sections A and B should be debited in the M.O. Schedule.

C	TRADE CHARGES COLLECTED BEFORE RECEIPT OF FORMS (to be brought to account as Uncharged Receipts)				Cash Received	Cash Received
	SERIAL NUMBER (including index letters)	£	s.	d.		
1	YM 069748	3	4	5	 Cash Received	Cash Received
2						
TOTAL ...		3	4	5		

P1175H


**INLAND C.O.D.
TRANSFER DOCKET**


Time of Transfer.....

Office


Date

Stamp

A	TRADE CHARGES AND RELATIVE FORMS				Transferred to	DETAILS OF CASH TRANSFERRED			
	SERIAL NUMBER (including index letters)	£	s.	d.		£	s.	d.	
1					Cheq's				
2					Notes				
3					Silver				
4					Copper				
5					TOTAL				
6					Initials of Register Officer	 Received Cash and Forms			
7					Initials of Money Order Officer				
8						Received Cash and Forms			
9									
TOTAL ...									

B	FORMS OF PREVIOUSLY DELIVERED PACKETS (Until now shown as Uncharged Receipts)				Forms Received	Forms Received
	SERIAL NUMBER (including index letters)	£	s.	d.		
1					 Forms Received	Forms Received
2						
TOTAL ...						

NOTE. The Combined Totals of Sections A and B should be debited in the M.O. Schedule.

C	TRADE CHARGES COLLECTED BEFORE RECEIPT OF FORMS (to be brought to account as Uncharged Receipts)				Cash Received	Cash Received
	SERIAL NUMBER (including index letters)	£	s.	d.		
1					 Cash Received	Cash Received
2						
TOTAL ...						

P1175H

INLAND CASH ON DELIVERY

REPORT ON MISSING TRADE CHARGE FORM.

The report should be made to the Office of Posting.

THE HEAD/SUB-POSTMASTER,
THE OFFICER IN CHARGE,

Manchester

The undermentioned C.O.D. parcel/packet has been received without the relative Trade Charge Form. The matter will perhaps receive attention—See P.O. Rules B7 IX I (d) and 2.

Office of Posting *Manchester*

No. of Trade Charge Form *YM 069747*

Date of Posting *14/10/65* Registration No. (if any).....

Parcel/Packet addressed to *Mrs Black*
The Lilack
Harrogate

Amount to be collected

£	s.	d.
3	4	5

Invoice No. (if any)

Name and address of sender *Williams & Co*
The Dale Warehouse
Manchester

Signature *J. V. [Signature]*

Office..... *15/10 1965*

THE HEAD/SUB-POSTMASTER,
THE OFFICER IN CHARGE,

The original Trade Charge Form is attached.
A duplicate

Office.....
.....19.....Signature.....

On receipt of the Trade Charge Form at the Office of Delivery, P.O. Rules B7 IX 3 should be followed.

(Fold here.)

ON HER MAJESTY'S SERVICE

C.O.D.
Enquiry

*The Head P/M.
Manchester.*

POST OFFICE.

(Fold here.)

TUCK IN THIS FLAP

INLAND CASH ON DELIVERY

This form is provided for making enquiry into the irregularities referred to in Post Office Rules B7, 1X 4, 5 and 6, viz. :-

- (A) When a Trade Charge Form in respect of a C.O.D. item is received at the office of delivery without the relative item and enquiry of the addressee fails to confirm delivery. (Enquiry to be made of the Head Postmaster of the office of posting.)
- (B) When, at the office of delivery, it is found that the amount shown on the cover of the parcel or packet and the relative Trade Charge Form (either in words or figures) are not in agreement. (Enquiry to be made of the office of posting—the District Postmaster when a London Office is concerned.)

The Head Postmaster,
The Officer in Charge, Newcastle upon Tyne

Attention is drawn to the irregularity described in paragraph A above in connexion with the undermentioned C.O.D. Parcel/Packet.

Office and date of Posting Newcastle upon Tyne 2/8/63
 No. of Trade Charge Form YR 7974 Registered No. _____
 Parcel/Packet addressed to Messrs Baylis Jones & Co
Victoria Works Harrogate

*WORDS
To be completed only if words and figures differ.

*WORDS.

FIGURES

Amount shown on Trade Charge Form	£	<u>nine</u>	<u>ten</u>	<u>six</u>	£	<u>9</u>	<u>10</u>	<u>6</u>
" " " Parcel/Packet	£	<u>Ten</u>	<u>nine</u>	<u>six</u>	£	<u>10</u>	<u>9</u>	<u>6</u>

Invoice No. (if any) _____

Name and address of sender Unelia Wine Co
Shedden Rd. Newcastle upon Tyne

The matter will perhaps receive attention.

Office Harrogate
HVE

Signature [Signature]
15/10 1963

The Head Postmaster,
The Officer in Charge, _____

- (A) The parcel/packet in question has/has not been returned to the sender, nor has any payment been received in respect of it. The posting has been confirmed. The item was registered/unregistered and the contents are stated to be :

The due course circulation of the parcel/packet would be.....

† Delete if inapplicable.

- (B) The correct amount of the Trade Charge is £..... :..... s..... d.
 † A duplicate Trade Charge Form is attached (applicable when the correct amount differs from that shown in words or figures on the original Trade Charge Form).

Signature.....

Office..... 19.....

NOTE.—If on return of this form to the office of delivery, the parcel/packet is still outstanding, the Trade Charge Form should be attached and this form endorsed below to the proper R.L.B. Subordinate offices should send the forms to the R.L.B. through the Head Postmaster.

The R.L.B.

The parcel/packet is still outstanding and the case will no doubt receive further treatment.

Signature.....

Office..... 19.....

Note.—If a Trade Charge Form is attached to this report it should be sent under cover.

POST OFFICE

C.O.D. Irregularity Report.

The Postmaster,

(Fold here.)

TUCK IN THIS FLAP.

ON HER MAJESTY'S SERVICE

(Fold here.)

(Fold here.)

ON HER MAJESTY'S SERVICE

The Postmaster,

Newcastle upon Tyne,

C.O.D. Irregularity Report.

POST OFFICE

Note.—If a Trade Charge Form is attached to this report it should be sent under cover.

(Fold here.)

TUCK IN THIS FLAP.

Charges to pay

Tariff	£
VAT	£
Total	£



TELEGRAM

Prefix. Time handed in. Office of Origin and Service Instructions. Words.

No.

OFFICE STAMP

Received

From.....

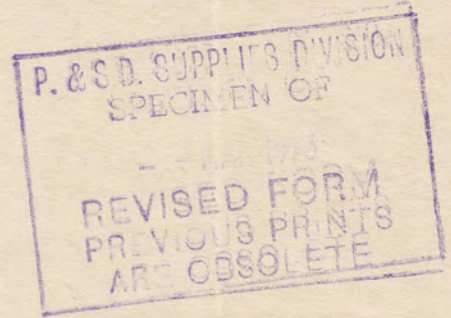
By

Atm

To

By

(173789) Dd. 238298 2/73 Hw.




For free repetition of doubtful words telephone "TELEGRAMS ENQUIRY" or call, with this form, at office of delivery. Other enquiries should be accompanied by this form, and, if possible, the envelope.

B or C SCHOOL

Office Stamp

B3. *Time + date*



POST OFFICE SERVICE TELEGRAM

Serial No. *56*

Sent at/by

Circulation

Prefix <i>A</i>	Handed in
--------------------	-----------

TO *LEEDS.*

*YOUR 10PM LETTER,
DESPATCH OF 11/10/65 NOT
YET RECEIVED PLEASE CONFIRM
DESPATCH & ENTRY ITEMS,*

Signature of Sender FROM

(NOT to be signalled)

(89579) Wt. P.79184 50M Pads 5/64 Hw. S.G.2

The Postmaster,
The cover is herewith. The sender's name and address are:

.....
.....
.....

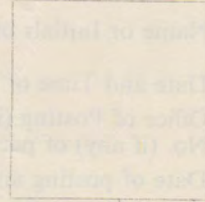
.....19..... Signature of delivering officer

*The Head Postmaster,

.....Office of posting

*The Personnel Department (I.B.)

Date Stamp of delivery office



*Delete as necessary for Head Postmaster (Office of delivery)

.....19.....
N.B.—Any officer who causes loss to the Revenue by his negligence is liable for the amount so lost.

(Fold Here)

(Fold Here)

ON HER MAJESTY'S SERVICE

The Postmaster,
of

DEFICIENT POSTAGE.

(Fold Here)

TUCK IN THIS FLAP.

TUCK IN THIS FLAP.

P.129 H.

RECEIVED for delivery (Rev'd. 136216/31)

correspondence surcharged to the amount ofs.d. in excess of One Shilling.

Signature of Delivering Postman }

Date Stamp

D5713 Wt T7573 Dd.33/42936 2/56 3,000 Pads D&Co 693-34

Inward

Letters

P 609G

(Revd. 24142/63)

REMARKS
including references to
irregularities should be
shown at the foot of
the form

Tick List

Outward

Parcels

(Delete as required)

Due time of receipt or despatch. Station. Train time. Mail from or to Routing, where necessary.	WEEK COMMENCING							WEEK COMMENCING						
	Actual time of receipt or despatch							Actual time of receipt or despatch						
	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
Bunley	✓	✓	✓	✓	✓	✓	✓							
Bradford	✓	✓	✓	✓	✓	✓	✓							
Sewsbury	✓	✓	✓	✓	✓	✓	✓							
Durham	✓	✓	✓	✓	✓	✓	✓							
Halifax	✓	✓	✓	✓	✓	✓	✓							
Shipton (C.)	✓	✓	✓	✓	✓	✓	✓							
Leeds *	✓	✓	✓	✓	✓	✓	✓							
York	✓	✓	✓	✓	✓	✓	✓							
Hull	✓	✓	✓	✓	✓	✓	✓							
Sheffield	✓	✓	✓	✓	✓	✓	✓							
Workson	✓	✓	✓	✓	✓	✓	✓							

Note : INWARD LETTER MAILS. If the bill bag, or an extra bag known to contain entry items of any mail marked with an asterisk fails to arrive at the proper time, the Supervising officer (or Senior officer on duty) must be notified at once—in order that enquiry may be made immediately and without awaiting the arrival of subsequent services.

PHG QUIZ

QUESTION:

ANSWER:

J. ~~Handwritten scribble~~

1. A. How many words of a conventional character may be written on a printed greeting card to be forwarded at printed paper rate?

A. 5 ✓

B. Give an example of a permitted phrase:

B. Happy Birthday ✓
Darling ✓

C. If the limit under (A) is exceeded - at what class of postage rate is an item chargeable?

C. Letter ✓

2. A. How must a newspaper be made up for the post?

A. per copy &
open for inspection ✓

B. May a letter be enclosed in a newspaper sent at newspaper rate?

B. No ✓

3. A. What is the Post Office Guide?

A. A Guide of P.O. ✓
Services ✓

B. For whose use is it provided?

B. The Public ✓

C. How are the various services set out in the Guide?

C. Alphabetical ✓

D. What is provided in the book to make reference simple?

D. Index ✓

4. A. For what purpose is the Inward Letter Tick Sheet provided?

A. A check ✓
OF INCOMING & OUTGOING MAIL

B. What is the proper time to record the mail?

B. At the first ✓
bag called ✓

C. Is it permissible to open bags before they have been ticked in?

C. No ✓

5. A. At what stage should the bag opener dispose of the seal and neck label?

A. When he's finished & all is correct ✓

B. State the reason for your answer: B.

in case of error he knows office of dispatch for S.V. etc.

ALSO REQUIRED AS EVIDENCE

J. [Signature]

PH. 39B:

P.H.G. COURSE - QUIZ

1. QUESTION: Explain method used when advising less than six (6) registered items to London E.C. London 1.S and London F.S. and a registered enclosure bag is not sent.

ANSWER: on a B406 ~~B1166~~ ✓

2. QUESTION: What is meant by the term "Raising a Surcharge" and where are they raised?

ANSWER: Changing for underpaid Items, Office of despatch or elsewhere. ✓

3. QUESTION: If there are no parcels for despatch with a "B" Mail should a bag be sent? If yes, how should it be made up?

ANSWER: make up a bag with an empty in it. ✓

4. QUESTION: If a Letter Mail marked on the tick sheet with an asterisk fails to arrive what steps should be taken?

ANSWER: Tell Officer in charge at once. ✓

5. QUESTION: If you were employed on tick duties, what would the term extra NON-FINAL tell you? (Combined Mail)

ANSWER: it contained registered. **PARCELS**

6. QUESTION: If more than 100 Pool items are available for despatch to a Pool Firm, when a "Q" Mail is not scheduled, how should they be despatched?

ANSWER: by enclosure bag ~~over~~ **addressed to Pools Firm** ✓

7. QUESTION: If a Parcel bag with an orange flash label arrived. What is the procedure?
- ANSWER: Make report on appropriate form & of following bag. ✓
8. QUESTION: When would it be necessary to compulsory register an Inland Packet? (Give two examples).
- ANSWER: If the word Register or crossed blue Lines were on it. ✓
9. QUESTION: How many items are required for a special collection (LETTERS) (PARCELS) and do the G.P.O. charge for this service?
- ANSWER: 1000 Items or £10 value in postage ✓
50 parcels ✓
10. QUESTION: Where should Date-Stamps, TYPE, and Machine dies be kept when not in use?
- ANSWER: Locked Up ✓
11. QUESTION: If a letter or parcel mail arrived without the bill, what steps would be taken to rectify?
- ANSWER: Make out a duplicate & Substitute letter Bill
by message to office of despatch ✓
12. QUESTION: Meter post items can be accepted, (if brought to notice at the time) with the previous days date. What is the time to accept. Are they Date-Stamped if so, How and Where on the item?
- ANSWER: 10.30 AM, AS NEAR ORIGINAL AS POSSIBLE

GENERAL COURSE FOR POSTMEN IN HIGHER GRADE WORK

LESSON 4 - FACSIMILE OF ITEMS DUE TO BE SURCHARGED

Members of the Group to consider the actual items for surcharge marking and to indicate hereon the actual marking they would otherwise make on each.

(1) Circular in Imitation of Typewriting
(Not posted with Form P.241B)

(2) Top copy (Original) typed circular
(Prepaid at Printed Paper Rate)

Mr. J. Smith,
14, John Street,
OAKHAM,
Rutland

2d

TO PAY
CONTRARY TO
REGULATIONS
LIABLE TO
LETTER RATE

POSTAGE DUE
2d
TWO PENCE

E. J. Adams, Esq.,
Queens Hotel,
SOUTHSEA,
Hants.

2d

TO PAY
CONTRARY TO
REGULATIONS
LIABLE TO
LETTER RATE

POSTAGE DUE
2d
TWO PENCE

(3) Letter prepaid 3d weight over 1 oz.

(4) Letter prepaid 3d marked "Registered"

Miss J. Carol,
10, Smith Street,
DUNDEE,
Angus.

3d

TO PAY
CONTRARY TO
REGULATIONS
LIABLE TO
LETTER RATE

POSTAGE DUE
3d
THREE PENCE

The Acme Fertilisator Co.,
SHERINGHAM,
Norfolk.

3d

REGISTERED
LONDON POSTAL SCHOOL
No 1772

POSTAGE DUE
3d
THREE PENCE

(5) Unpaid packet containing
2 Registered Newspapers

(6) Greetings Card prepaid 2d bearing
inadmissible greetings. In unsealed cover.

Pte. G. Smith (124768),
"D" Coy.,
The Royal Norfolk Regt.,
Blenheim Barracks,
Aldershot,
Hants.

4d

TO PAY
CONTRARY TO
REGULATIONS
LIABLE TO
LETTER RATE

POSTAGE DUE
4d
FOUR PENCE

Miss Sheila Marshall,
14, Ringwood Avenue,
CROYDON,
Surrey.

2d

TO PAY
CONTRARY TO
REGULATIONS
LIABLE TO
LETTER RATE

POSTAGE DUE
2d
TWO PENCE

(7) Letter, unpaid weight under
1 oz.

(8) Packet marked "Parcel Post" prepaid
at letter rate.

Mrs. E. Smith,
14, Downs View,
SHEFFIELD,
Yorks.

3d

TO PAY
CONTRARY TO
REGULATIONS
LIABLE TO
LETTER RATE

POSTAGE DUE
3d
THREE PENCE

Mr. Wymark,
The Barley Mow,
Portsmouth Road,
DORKING,
Surrey.

1/9d

Parcel Post

POSTAGE DUE
1/9d
ONE SHILLING NINE PENCE



POST OFFICE.

This packet, which was posted like an ordinary packet, has been compulsorily registered because it

- *contains
- *bears the word "Registered".
- *is crossed with blue lines.

Valuable articles should not be forwarded in unregistered packets, and packets intended for registration should not be dropped into a letter box. Packets containing money or jewellery and packets bearing the word "Registered" or any word or mark to the like effect are, if posted without registration, subject to compulsory registration and charged on delivery.

* Delete and amplify where necessary.