

*L. J. L. L. L. L.*

INSTRUCTIONS  
FOR  
INDOOR OFFICERS  
DEALING WITH  
REGISTERED POSTAL PACKETS,  
AND FOR  
BAG OPENERS  
AND  
DESPATCHING OFFICERS.

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R.G. 111.

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LONDON:  
PRINTED FOR HIS MAJESTY'S STATIONERY OFFICE,  
BY BARCLAY AND FRY, LTD., SOUTHWARK, S.E. 1.

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1925.

## Correction Slips

No.	Date	Corrected	By
1	Dec. 7 <sup>th</sup> , 1927	May 20 <sup>th</sup> , 1930	luu
2	Aug. 1 <sup>st</sup> , 1928	May 20 <sup>th</sup> , 1930	luu
3	Aug. 28 <sup>th</sup> , 1929	May 20 <sup>th</sup> , 1930	luu

**2A.** During periods when the office is unoccupied registered letters and parcels should be locked in the safe. If, however, the accommodation in the safe is not sufficient, registered parcels may be locked in solid-fronted cupboards: wire-fronted cupboards should not be used. If the accommodation is still insufficient, the excess parcels should be enclosed in sealed bags and locked in a secure room. Proper provision should be made for the custody of the keys of the safe, lockers or room, and instructions on the point from the Head Postmaster must be carefully observed.

If work is proceeding in the Sorting Office in the vicinity of the registered enclosure, registered and insured parcels may be locked in the enclosure provided that the Head Postmaster has directed that this course should be followed. 8/29

### **14. Cancel. Substitute :—**

(a) A registered letter marked "Fragile with care" or an equivalent phrase should be marked with diagonal blue lines in addition to the rectangular crossed blue lines; and any omission in this respect must be reported on Form P. 29A. If such a letter is received damaged and the damage is attributable to transfer by apparatus, a report on Form P. 29 must be raised against the forwarding office.

(b) A Form P. 66 (Damage Report) must be prepared in any case of the damage of a registered parcel or of a registered packet other than a flat letter of ordinary type in an envelope. In any doubtful case the officer to whom a damaged packet is submitted in accordance with the previous rule will decide whether the form shall be prepared. 8/29

### **19. Cancel. Substitute :—**

(a) When an inland registered postal packet is observed to be insufficiently prepaid either as to postage or registration fee, the irregularity must be reported on Form P. 116, except in the case of a registered letter received from an office subordinate to the office where the insufficiency is observed. In the latter case stamps to the amount of the deficiency must be affixed and the matter reported in order that the amount may be recovered from the office in fault.

(b) When P. 116 is prepared it must be attached to the letter or parcel for completion at the Office of Delivery. In the case of a parcel, the amount of the deficiency must be clearly marked on the cover, and, if the parcel is sent forward to a Head Office, the words "Reported at . . ." and the initials of the officer making the report must be written on the parcel. 8/28

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## INDEX.

	Rule
Advice of extra bags ... ..	42
Advice of registered letter bags ... ..	34
Advice of registered packets, etc. ... ..	27, 28, 29
Air mail packets, bags containing ... ..	5
Alterations of registered records ... ..	21, 27, 28 (g)
Apparatus, fragile packets damaged by ... ..	14
A.R. forms ... ..	16, 25
Articles found loose ... ..	13
Bags :—	
Check of ... ..	6 (e)
Examination of ... ..	5, 6 (d), 26
Extra ... ..	42
Opening of ... ..	5-7
Parcel ... ..	33
Registered letter ... ..	31, 32, 34
Standard ... ..	42
Tying and sealing of ... ..	38
Weight of ... ..	44
Balance check ... ..	20
Ballot papers ... ..	10
Bills :—	
Check of ... ..	6, 11
Disposal on completion ... ..	11
Enclosure of ... ..	34
Missing ... ..	7
Omitted from despatches ... ..	43
Cash Boxes ... ..	20 (a) (iv)
Charged parcels ... ..	10
Damaged registered packets ... ..	13
Date-stamping of delivery receipts ... ..	22
Date-stamping of registered packets ... ..	15
Delivery receipt tabs ... ..	23
Delivery receipts and lists ... ..	22, 24, 25
Despatch of mails, responsibilities of officers engaged in the ... ..	37, 38
Disputed totals of registered packets ... ..	21
Duplicate Delivery Receipts ... ..	24
Editors' letters ... ..	10, 35
Entries on bills, check of ... ..	6 (d), 7

Entry of registered articles, etc.	...	...	...	...	...	...	...	28, 29
Express packets	...	...	...	...	...	...	...	5, 10, 40
Extra bags	...	...	...	...	...	...	...	42
Fragile registered letters...	...	...	...	...	...	...	...	14, 39
“Hand-to-hand” check	...	...	...	...	...	...	...	3
Heavy articles, enclosure of	...	...	...	...	...	...	...	41
Insufficiently prepaid registered packets	...	...	...	...	...	...	...	19
Irregular enclosures in registered bags	...	...	...	...	...	...	...	17 (a)
Irregularities :—								
Bill	...	...	...	...	...	...	...	43
Mail bag	...	...	...	...	...	...	...	5
Registered packet	...	...	...	...	...	...	...	13, 14, 16, 17 (a), 19, 25, 43
Jury summonses	...	...	...	...	...	...	...	10, 18
Keys	...	...	...	...	...	...	...	2, 20 (a) (iv)
Labelling of bags containing express packets	...	...	...	...	...	...	...	40
Labelling of extra bags	...	...	...	...	...	...	...	42
Labels, registration, missing or incomplete	...	...	...	...	...	...	...	17 (b)
Lists, check of	...	...	...	...	...	...	...	9
Loose articles to be submitted	...	...	...	...	...	...	...	13
Marking of registered packets	...	...	...	...	...	...	...	13, 14
Missing bills or enclosures	...	...	...	...	...	...	...	7, 43
Night callers' letters	...	...	...	...	...	...	...	10, 35
Official letters	...	...	...	...	...	...	...	10
Opening of mail bags	...	...	...	...	...	...	...	5-7
Order book	...	...	...	...	...	...	...	4
Parcel despatches	...	...	...	...	...	...	...	33
Parliamentary Notices	...	...	...	...	...	...	...	10, 18
Registered packets :—								
Advice of	...	...	...	...	...	...	...	27-29
Articles, irregularly treated as	...	...	...	...	...	...	...	17 (a)
A.R. forms accompanying	...	...	...	...	...	...	...	16, 25
Check of entries on bills	...	...	...	...	...	...	...	6 (d), 7
Check of entries on lists	...	...	...	...	...	...	...	9
Damaged or insecure	...	...	...	...	...	...	...	13
Date-stamping of	...	...	...	...	...	...	...	15
Duties of officers engaged in handling	...	...	...	...	...	...	...	1, 12
Fragile	...	...	...	...	...	...	...	14, 39
“Hand-to-hand” check	...	...	...	...	...	...	...	3
Insufficiently prepaid	...	...	...	...	...	...	...	19
Irregularities in connexion with	...	...	...	...	...	...	...	13, 14, 16, 17(a), 19, 25, 43
Labels missing or incomplete	...	...	...	...	...	...	...	17 (b)



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These rules cover the chief points of the Sorting Office procedure in connexion with the treatment of Registered Postal Packets and with the opening and despatch of mails. A copy must be handed to each member of the Sorting Force, whether established or unestablished; and he must sign an acknowledgment of its receipt in a book kept for the purpose. The Postmaster and his supervising staff must take steps from time to time, by personal inspection, to see that the rules are strictly carried out, and that there is no relaxation, either of system or of practice, which involves any risk to registered or insured packets or remittance letters.

NOTE.—Further regulations respecting the treatment of registered postal packets and the opening and despatch of mails will be found in the Rules for the Treatment of Postal Packets. In any doubtful case the guidance of the Supervising Officer should be sought.

## CONTENTS.

- I. General Instructions.
- II. Receipt of Mails. Instructions to Bag Openers.
- III. Instructions to Officers in the Registered Letter or Parcel Enclosure.  
(General; Balance Check; Preparation and Disposal of Delivery Receipts.)
- IV. Despatch of Mails.



## I. GENERAL INSTRUCTIONS.

1. A registered letter or parcel must never be left in a position where it could be taken from an Officer's charge unobserved. If an Officer in charge of registered letters or parcels is obliged to leave them for any purpose, he must lock them up and retain the key in his possession, even though his absence may be for a brief period. No person is allowed to enter a registered enclosure except an officer on duty in the enclosure, a supervising officer or other duly authorised person.

2. An Officer is responsible for the safe custody and disposal of the key of his registered letter road or locker and the absence or loss of any key must at once be reported. Keys must not be left in locks, and an Officer who fails fully to use the means provided, in the shape of safes, lockers, etc., for the safeguarding of registered letters and parcels renders himself liable in the event of loss. Damaged and defective locks must be immediately reported.

3. Great importance is attached to the "Hand-to-Hand" check of registered articles; and every officer must carefully observe the rules regarding it. An Officer must in no circumstances part with a registered article without taking from the person to whom he gives it a written acknowledgment; and no such article may be accepted from another officer unless a similar discharge is given for it, in a book or on a tab, bill, list, or other form, as the case may be.

4. An Officer must consult the Order Book daily and make himself acquainted with any special notices which may be exhibited. At Offices where it is the practice an officer must sign all fresh instructions in the order book which apply to his duty.

## II. RECEIPT OF MAILS.

5. Mail bags bearing Express or Air Mail labels, or any mark indicating that they contain Express or Air Mail articles, must be opened first. Other bags should be dealt with by the Bag-opener as far as possible in the order of their receipt. Each bag must be examined with the view of ascertaining that it is properly addressed and in a perfectly sound condition, with the neck securely tied twice round with string and sealed, and that the seal bears the name of the despatching office and has not been tampered with. Any irregularity must be reported on Form P. 21.

6. (a) A bag must be opened by cutting the string with the scissors provided: the string, seal and label must not be placed with the other received seals and labels until it has been ascertained that the bill and registered articles, if any, are correct.

(b) In the case of a letter or combined mail, the bag must be turned completely inside out, so that no small packet or

letter may be overlooked, and the letter bill found and examined to verify that it is proper to the mail. When a registered letter enclosure bag is received, the bill will usually be found tied to the neck of the bag. In other cases it should be found either loose in the bag or tied on the outside of any packet of items due to be enclosed with it.

(c) In the case of a parcel mail the bags bearing the special label P.P. 57, particularly the one marked "Final," must, whenever possible, be opened first, and the "N" bill found and examined to see that it is proper to the mail. The bags must be emptied carefully.

(d) The entries on the letter or parcel bill must be carefully checked with the bags, letters or parcels themselves, and, if they are correct, the Bag-opener must certify the receipt of the articles advised by initialling the bill as receiving officer in the space provided. The seal of any registered enclosure bag must be carefully examined.

(e) Care must be taken to verify that all bags or receptacles and any additional "N" bill advised on the letter bill or on the final "N" bill of a despatch have been duly received.

7. If the bill, or any article entered on the bill, cannot be found, no portion of the contents of the bag may be distributed until the whole has been examined by a second officer. The attention of the supervising officer must be drawn to the matter as early as possible; and the bag, string, label and seal must be carefully preserved. The receipt of an article in excess of the advice must also be brought under notice.

8. The Bag-opener, if he is not himself to deal with the registered articles or bags received, must transfer them at frequent intervals to the proper officer, whose initials must be obtained on each bill for the number of separate articles or bags advised thereon and transferred to him.

9. In the case of registered letters or parcels received unenclosed in a sealed registered bag and entered on a list attached to a bill, the total number of packets and the registration particulars of each packet must be checked with the entries on the bill and list. If everything is correct, the receipt of the contents must be certified by the receiving officer initialling the proper spaces at the foot of the bill and list.

If the whole of the registered packets entered on a list are transferred to another officer, the initials of the accepting officer must be obtained against the "Total Number" entry as a discharge.

10. Any despatch bags, charged parcels, express packets, jury summonses, parliamentary notices, telegrams, ballot papers, official letters, editors' letters, or night callers' letters advised on or tied with the bill, must be correctly disposed of. Express packets should bear an "Express" label or an "Express" stamp impression. If received without either, a label must be affixed or a stamp impressed. Express packets must be dealt with at once.

11. Completed letter or parcel bills must be handed by the Bag-opener to the Inward Tick Officer, who must cross-tick the receipt of each bill against the corresponding entry on his Tick List and pass the bills on to the officer in charge of the Registered Letter or Parcel Duty. The Inward Tick Officer must inform the officer in charge of the Bag-opening duty of any outstanding bills.

### III. INSTRUCTIONS FOR OFFICERS IN THE REGISTERED LETTER OR PARCEL ENCLOSURE.

#### General.

12. It is the duty of an officer in a registered letter or parcel enclosure to take charge of registered and insured articles, to sort them, prepare them for transfer or for despatch in registered bags or otherwise and to make the relative entries on the bills and lists. He must also observe the instructions relating to the "balance check" on the registered articles in his charge.

13. Registered letters or parcels must be carefully scrutinised for fractures and defects affecting the safety of the enclosures or indicating irregular treatment, and to verify that they are properly blue-lined, prepaid and date-stamped. A packet which is secured by gummed paper or adhesive linen tape not initialled, or not bearing either the printed name or initials of the sender or some distinctive device, must be suitably endorsed. Any packet received damaged or open, or bearing evidence of having been tampered with, or not properly blue lined or date-stamped, must be endorsed and submitted to the proper officer. A report must be raised against the forwarding office on Form P. 29 in respect of any of the above described irregularities. (For the treatment of packets not properly prepaid *see* Rule 19.) Any loose article (coin, etc.) found in a bag or on a table must be submitted with a written report stating where it was found and giving full particulars of any damaged packet which may refer. A record of such articles found loose should be kept.

14. A registered letter [marked "Fragile with care" or an equivalent phrase should be marked with diagonal blue lines in addition to the rectangular crossed blue lines; and any omission in this respect must be reported on Form P. 29A. If such a letter is received damaged, a Form P. 66 must be prepared and forwarded with it, and, if the damage is attributable to transfer by apparatus, a report on Form P. 29 must, in addition, be raised against the forwarding office.

15. Unless non-compliance with the rule has been specifically authorised, registered letters received from another office must be impressed with the date-stamp across the edge of the flap of the envelope. Each impression after the first should be made as close as possible to the preceding impression, if practicable without overlapping. A registered letter packet (as distinct from a flat letter) must be date-stamped across

the joins of the wrapper if a clear impression can be obtained without undue force and if no tie-on label is attached. (If a tie-on label is attached any date-stamp impression must be made on the label.)

16. An A.R. form tied to or accompanying a registered packet must be examined to see that it is proper to that packet, and, in the case of a redirected packet, that the address on the form has been correctly amended. Any failure as regards the amendment of the address must be reported on form P. 29. A.R. forms must be transferred with the registered articles to which they relate.

17. (a) If an article received enclosed in a registered bag bears no indication that it was intended for registration, it must be transferred to the ordinary post and the matter reported on Form P. 29. A Label P. 460 must be affixed to the cover, which, on return from the addressee, must be attached to the relative report.

(b) If a registered article comes to hand without a registration label, or with a "D" Label not bearing the name of the Office of posting, the particulars wanting must be supplied in writing, if they can be ascertained from any bill or list accompanying the packet, or from any manuscript entry on the cover, or, where the name of the office of posting only is lacking, from the postmark on the packet. In any case of doubt the packet must be re-registered, a label of the receiving office affixed to it, particulars entered in the record of packets compulsorily registered, and a suitable note made on the bill (if any) with which the packet was received. The packet must subsequently be advised under the new registration particulars.

18. Parliamentary Notices and Jury Summonses received as registered letters should be transferred to the ordinary letter road for disposal, unless addressed or redirected to a place abroad, when they should be treated as registered letters.

19. When a registered letter or parcel insufficiently prepaid either as to postage or registration is received:—

- (i) *from an Office subordinate to the Office where the insufficiency is observed*, stamps to the amount of the deficiency must be affixed and the matter reported in order that the amount can be recovered from the Office in fault.
- (ii) *from any other Office*, the irregularity must be reported on Form P. 116 and the form attached to the packet for completion at the office of delivery.

#### Balance Check.

20. As regards the maintenance of a "balance check," the following procedure should generally be followed, on the understanding that, in any office where two or more of the duties described are combined, the officer performing the work is responsible for carrying out the rules so far as they apply to the combined duty:—

- (a) (i) Every Indoor Officer, other than a Counter Officer or a Bag-opener (*i.e.*, the officer who opens the ordinary letter bag), dealing with registered articles must have for his period of duty a separate balance sheet, on which must be entered, in ink or indelible pencil, in the special columns provided for the purpose, the numbers of registered articles received and disposed of. The entries must in all cases be made at the time of transfer.
- (ii) The principal balance forms used are P. 1041, P. 629, P. 630, P. 574 (late M. 178), P. 575 (late M.179). In any case in which registered letters and registered parcels are dealt with by the same officer both classes must be balanced together on the same form. Parcels must be indicated by the letter "P" if a separate column is not provided for them on the balance sheet. If any officer is unable to effect a balance, he must at once report the matter with a view to enquiry being made.
- (iii) At the commencement of his period of duty a Registered Letter or Parcel Officer must count the number of registered articles, if any, transferred to him by his predecessor, and must give a discharge, by writing his initials against the number transferred on his predecessor's balance sheet in the column headed "signature." At the termination of his duty he must transfer to his successor the registered articles which he has been unable to dispose of, and obtain on his own balance sheet his successor's initials for the number transferred. He must hand his balance sheet to the officer in charge of the duty.
- (iv) When a single outward remittance letter, key, bunch of keys, stamp pouch or other article is handed to a Registered Letter Officer, particulars of it must be entered and signed for in a Certificate of Posting Book or other appropriate record. But when two or more such articles are handed to him at the same time they must be entered in the Certificate of Posting Book supplied to firms, P. 1028 (small, H.H.) or P. 1027 (large, H.), or other appropriate record; and one signature must be given for the total number received. Remittance letters, cash boxes, keys, stamp pouches, through registered bags, or any other article which it is found necessary to transfer from officer to officer or from duty to duty through the registered records, must be treated as registered articles. They must be included in the totals on the balance sheet; and, if intended

for delivery to an officer within the office, full particulars must be entered on the delivery receipt or other delivery record as in the case of any other registered article for delivery. In any case in which two or more articles of the same description, *e.g.*, remittance letters, are intended for delivery to the same officer, such articles must be entered in detail in book P. 1168 (small) or P. 1167 (large) used in the case of deliveries to firms, or other appropriate record, and one signature must be obtained for the total number. At offices where the Cash Remittance Transfer Book, P. 1019, is in use, the number of remittance letters signed for must be shown thus:—  
“Ten A.W.”

- (b) The Bag-opener will transfer the registered articles or registered bags at frequent intervals to the Registered Letter or Parcel Officer (at large offices, the Distributor)—*See Section II, Rule 8.*
- (c) (i) The Registered Letter or Parcel Officer must count the number of registered articles or registered bags handed to him, see that the number corresponds with the number entered on the bill, enter the number in words together with his initials on the bill, and return the bill to the Bag-opener. He must open each Registered Bag handed to him by the Bag-opener (except any “Through” Registered Bag), and count the articles found therein, and, if there is no discrepancy between the number and description of articles received and the particulars shown on the Registered List enclosed in the bag, he must initial the list, and subsequently hand it to the Officer in charge of the duty.
- (ii) Registered articles received from the Public Counter must be acknowledged on the counterfoil of the last certificate issued and the time of transfer shown thus—“11.30 a.m. Twelve A.W.” The receiving officer must satisfy himself that the number of articles he receives corresponds with the number entered on the certificates issued since the last transfer. In any case where the Registered Letter or Parcel Officer does not himself obtain the registered articles from the Counter and it is inconvenient for the Certificate of Posting Book to be forwarded with the registered articles to the Registered Letter enclosure, the Transfer Officer must enter in column 1 of the Transfer Officer’s Balance Sheet (Form P. 629) the number of registered articles he receives from each Counter Officer. He must give an acknowledgment for their receipt on the counterfoil

of the last certificate issued, thus—"11.30 a.m. Twelve A.W.," and, at the same time, satisfy himself that the number of articles he receives corresponds with the number entered on the Certificates issued since the last transfer. The Transfer Officer must enter in column 3 of Form P. 629 the total number of each batch of registered articles he transfers to the Registered Letter or Parcel Officer, who must count the number of registered articles handed to him, see that the number corresponds with the number entered on the balance sheet, sign the sheet in the proper column and return it to the Transfer Officer.

- (iii) The registration particulars of registered letters or parcels brought in by Collecting Postmen from Branch Offices and Town Sub-Offices must be compared with the particulars given on the
- "Except at Offices where the arrangement would be unduly inconvenient or impracticable, the Bill should then be returned to the Postman to be handed by him to the Supervising Officer."

(iv) The Registered Letter or Parcel Officer must enter

the number of registered articles in each batch which he receives under its proper heading on his balance sheet (Form P. 1041 at offices where a Distributor is not employed; Form P. 630 where a Distributor is also a Despatching Officer during a period of his duty; or Form P. 574, Distributor's Balance Sheet). For example, if 36 registered letters, forwarded from other Head Offices, are received from the Bag-opener in one batch the number "36" must be shown under "other offices" in one of the "Received from" columns. Similarly, the total number forwarded from Town Sub-Offices received in one batch must be shown under "Town Sub-Offices." The number received from each office should not be shown separately.

- (v) At offices where a Distributor is employed he must then sort the registered articles into divisions corresponding to the number of Registered despatching duties, enter the total number for each division in the appropriate column headed "Distributed to," transfer the registered articles to the Registered Letter (or parcel) Despatching Officers, and obtain their initials in the respective columns of his Balance Sheet. At the termination of his duty he must hand his Balance Sheet to the Officer in charge of the duty.
- (vi) A Distributor who is also a Despatching Officer during a portion of his period of duty must enter the number of articles proper to be disposed of by himself in a column headed "self" on the

front of his balance sheet, P. 630, and he must show the disposal of the articles on the back of the balance sheet.

- (d) (i) A Registered Letter or Parcel Despatching Officer must, at the time of receipt, debit himself on his balance sheet with the number of registered articles in each batch received by him. The forms for the purpose are P. 1041, P. 630, or P. 575 (Despatching Officer's balance sheet) as the case may be.
- (ii) The number of registered articles despatched to other offices and advised on bills, or on lists of which copies are not retained in book form, must be entered on the "Despatched to" side of Form P. 1041 or on the back of Form P. 630 or Form P. 575, as the case may be, a separate entry being made for each office. Where it is desirable, on account of want of space on the back of Form P. 575, or for other local reasons, to show the number of articles despatched on a separate form, that form must be pinned to Form P. 575, and the total on the substituted form must be shown in the "Despatched to" column, thus:—

Despatch list .....74

Where the registered articles are advised on lists of which copies are retained in book form (*e.g.*, P. 1160 or P. 1161), or where they are entered in delivery books (*e.g.*, P. 1037 or P. 1038), a single entry must be made on the balance sheet in respect of each book, the entry being the total number of registered articles shown in the book as having been disposed of during the period of duty, thus:—

P. 1160 .....12

P. 1037 .....30

Where Form P. 1041 is in use, the entry must be made on the "Despatched to" side, and where Form P. 630 is in use, it must be made on the back of the form. Where Form P. 575 is in use the total number of registered articles disposed of must be entered on the front of the form in the "Despatched to" column, thus:—

See back .....47

P. 1160.....30

Delivery .....30

Subs.....14

A mis-sorted registered article accepted in error by a despatching officer must be transferred to the proper officer directly. The registration particulars must be entered in the "Despatched



to" column of the balance sheet thus: "T. MR29-137" and the officer to whom the article is transferred must write his initials at the side of the entry. He must also, at the time of transfer, record on the "Received from" side of his balance sheet, in a separate column, the registration particulars of the article and the name of the officer from whom it is received.

**21.** Any dispute concerning the number of registered packets transferred must be settled before a signature is given, by reference, if necessary, to the supervising officer, and the initials of both officers concerned should be placed against any alteration. No amendment of numbers may be made after a transaction has been closed unless the Supervising Officer's authority has first been obtained.

**Preparation and Disposal of Delivery Receipts** 8/28

**22.** *Amend first part of the rule to read:—*

The full registration particulars, the name of the addressee (including initials if they appear), and particulars of the address of every registered letter and parcel must be entered in the Delivery Receipt Book (or on a Delivery List when there are several registered packets for the same addressee). If the Head Postmaster has introduced a system of abbreviation in regard to the entry of particulars of the address, that entry should be abbreviated accordingly. The receipts . . . . . are to be stamped with the date-stamp of the day on which the bag containing the registered packet is opened and dealt with. (Only the first top copy on each page of the delivery receipt book and also the first and last top copy proper to each delivery need be date-stamped if special instructions have been issued to this effect.)

**23.** When a tab of a delivery receipt is presented by a postman, care must be taken to see that it is proper to the duty, that it bears a legible signature, and, if the tab is provided with a space for the number on the postman's uniform, that the number agrees with that recorded on the tab. Any discrepancy in this respect must be reported and rectified.

**24.** Delivery receipts returned by postmen, etc., relating to registered packets delivered by them, must be checked daily to see that each receipt is signed and that no receipt is missing. The signed receipts should either be attached to the relative top copy in the delivery receipt book or placed in numerical order, tied and bundled, according to the practice in force at each office. Duplicate receipts must not be prepared without authority.

**25.** The initials A.R. must be written on every delivery receipt prepared in respect of a postal packet accompanied by a form of Advice of Delivery (Inland or Foreign). Should a registered packet endorsed A.R. come to hand for delivery without an A.R. form, or should it be accompanied by an A.R. form not relative to it, a substitute form must be prepared

**25A.** "When a registered postal packet is officially redirected the words 'Redirected to . . . ' must be inserted on the Delivery Receipt Form, the new address being written in the blank space and the date and time of the entry of the new address added. A fresh registration label must not be used."

#### IV.—DESPATCH OF MAILS.

**26.** A registered letter, parcel or other despatching officer, on commencing duty, must obtain all necessary bags, books, forms, etc. The bags must be examined to see that they are in a good state of repair, and bills, lists and forms must be headed and prepared at the first opportunity.

**27.** Registered articles must be carefully sorted and advised on the letter or parcel bill or list. They should be advised in detail, unless sent in a registered letter enclosure bag, when they should be advised by "Total number." The styles of entry should be as described in rules 28 and 29. All entries of registered articles on bills or lists must be written in ink or indelible pencil, and if any deletion or alteration is made the correction must be initialled by the officer who makes it.

**28. (a)** The entry of a registered article advised in detail must consist of the designation of the Office of posting followed by the serial number, as shown on the registration label affixed to the article.

**(b)** Care must be taken in every case to enter the exact designation of the office. For inland purposes, however, the ordinary abbreviations of the names of offices may be used; in the case of London district offices described on the labels by the word "London" followed by district initial (or initials), the entry of the district initial (or initials) will suffice.

**(c)** In the case of an article registered at an office of which a number forms part of the designation given on the registration label, care must be taken not to confuse the number of the office with the serial number of the article. In order to prevent such confusion in a written report or telegram, the abbreviation "No." should be used before the serial number of the packet, thus:—"Manchester 14 No. 195."

**(d)** In advising two or more registered letters or parcels posted at the same office the word "ditto" or its abbreviated form "do" may be used instead of repeating the name of the office, but the use of the marks ,, ,, is prohibited. In the case of two or more articles originating at the same office and bearing consecutive serial numbers, the entry of the designation of the office of posting, and the first and last serial number, followed by the total number (in words) of the articles will suffice, thus:—

Birmingham 6

290-292 Three.

(In the case of registered articles posted at a sub-office and sent from that office to its own Head Office, the designation of the office of posting may also be omitted, except in the case of articles entered on a Rural Postman's bill.) If, in addition, there are other registered articles to be advised not included

in the sequence, the additional entries should be included in the total number advised thus:—

Birmingham 6	290-292	} Four.
Blanktown	23	

The registered articles themselves must be tied up in the order of entry on the bill or list.

(e) An entry on a bill or list of any one of the under-mentioned classes of registered or insured articles must be prefixed by the initial letter or letters indicated:—

Remittance	.....	Rem.
Insured	.....	I.
Express	.....	E.
Packet accompanied by an "A.R." Form	.....	AR.
Parcel	.....	P.
	(in a combined mail)	
Insured Cash on Delivery	.....	C.O.D.
Compulsorily registered	.....	C.R.
	(in a parcel mail)	

An entry of a packet coming within more than one of the categories shown must be prefixed by all of the relative initials, thus:—

Insured Parcel ..... I.P.

(f) For each despatch to or from the Chief Office, London (Inland Section, Foreign Section or Eastern Central District Office), by which a registered letter bag is not forwarded, the registered letters must be entered in detail on a separate list instead of being entered on the letter bill, the total number of

(G) *Insert new paragraph (g):—*  
 "Registered packets despatched, together with the relative Delivery Receipt Forms, from a Head Office (or Salaried Sub-Office) to a Sub-Office for delivery must be advised on the Bill by the serial numbers of the relative Delivery Receipt Forms thus:—  
 Three as per receipts No. :—

864	
875	
878	8/28

H "Except as provided in paragraphs (d), (f) and (g), or where provision is specially made at the head of the Registered Letter table, it is not necessary :—"  
 advised on a bill. The entries must be made in proper order against the printed consecutive numbers so that the number of the last entry represents the total number of articles advised. If, however, an entry has been deleted or altered, the total number of articles advised must be written at the foot of the entries.

29. In advising registered letters by total number the advice must include the particulars provided for in forms P. 1160 and P. 1161, i.e., the total number of letters sent should be advised

*total of table*  
*Form P. 114*

in words (and figures). Below this advice must be entered separately the number (in words) of the express registered letters, official remittance letters, insured boxes with "C" dockets, other items with "C" dockets, and election writs included in the total. The name of the office of posting and the registration number of each election writ must be entered on the advice form, or, if there is insufficient room there, on a separate list, which must be pinned to the advice form.

Letters accompanied by A.R. forms, compulsorily registered letters, insured letters and insured boxes not accompanied by "C" dockets should be included in the total number without special remark.

**30.** When the advice is by total number any bulky letters or letter packets must be sent loose; the other letters and packets must not be tied in a bundle if less than ten in number. When a bundle is not made up, any express registered letter, remittance letter or letter of any class specially mentioned on the advice form must as far as possible be tied with that form. If, for any reason, letters enclosed in a sealed registered letter enclosure bag are advised in detail, the letters should be tied up in the order of entry on the advice list.

**31.** The form or list must be enclosed with the letters in the registered letter bag, and the bag, after being tied, sealed and labelled, must be enclosed in the ordinary bag. When more than one registered letter bag is made up by the same despatch a separate advice form must be enclosed in each bag. The forms must be numbered consecutively and the word "Final" must be written on the last.

**32. (a)** Registered letter enclosure bags must be made up regularly when the average number of registered letters for any particular despatch is six or more, and their establishment or discontinuance may be arranged directly between the offices of despatch and arrival. At Head Offices and Salaried Sub-Offices a registered letter bag must also be made up (1) on any occasion when there are six or more registered letters for any particular despatch; (2) on any occasion when, although there are less than six registered letters their size or shape renders the use of a bag desirable; (3) when a batch of six or more registered packets comes to hand for an office with which there is no direct vouching. In the case of (3) a special "forward" enclosure bag labelled "Special" must be made up for the office concerned and sent through the usual forwarding office entered as "Special" on the bill.

**(b)** The size of the registered letter enclosure bag used must be as far as possible consistent with the number and size of the registered packets to be despatched. The lightest bags should be used whenever possible.

**33.** For instructions respecting enclosure bags, sealed and unsealed, in parcel despatches, and of the making up of parcel despatches, see Form P.P. 14.

**34.** Registered letter bags and stamp parcel bags must in all cases be advised on the letter bill which accompanies the despatch. A direct registered letter bag between vouching offices must be entered on the bill, thus:—

“ One bag.”

In the case of a “ through ” bag the entry must be:—  
“ One bag from.....” and, in the case of “ forward ” bags or “ forward ” stamp parcel bags:—“ One bag for.....” or “ One stamp bag for.....”

Care must be taken that the letter bill is enclosed in the ordinary bag and not in the registered enclosure bag. When there are no special items to be enclosed with the bill, and the bag is not one to be despatched from a Travelling Post Office, the letter bill should be tied to the neck of the registered letter enclosure bag.

**35.** A letter in a red cover addressed to an Editor or marked “ Private Box Night Delivery ” or bearing some similar

“ A Night Caller’s or Editor’s letter, in a red cover, addressed to the E.C. District must be forwarded by the first despatch to London in the direct bag for the E.C. Office, and letters for other London Districts, except on Saturday nights, by the first despatch to London in the direct bag for the District Office concerned according to the address. If a direct bag for the latter is not made up, the letter should circulate in the bag for the E.C. Office, but if the first despatch to London does not include a bag for either the E.C. Office or the appropriate District Office, the letter should circulate in the same bag as London Forward correspondence.

On Saturday night, Night Callers’ or Editors’ letters for all districts of London must be forwarded to London in the bag for the E.C. Office, or, if a direct E.C. bag is not made up, in the same bag as London Forward correspondence, care being taken that such letters are not kept back for the Sunday Night Mails.” 8/28

with the letter bill. If, however, the number is appreciable the charged packets should be tied together in a bundle.

**37.** An officer in the registered letter or parcel enclosure is responsible for having the bills and lists, and the articles which he should enter thereon ready in time for the proper despatches whether he “ bags off ” himself or transfers the articles to the Despatching Officer (*see* Rule 38). When he is not himself the Despatching Officer he is not responsible for any failure of the despatch which is not due to an omission of his own to be ready for the Despatching Officer; but if he notices that time is running short he must endeavour to notify his supervising officer or the despatching officer.

**38.** A Despatching Officer must check and complete entries on the bills or lists, including any necessary entries relating to articles other than registered or insured packets which reach him otherwise than through the registered enclosure. It is his duty to sign the bills, to bag off the bills and articles entered on them and see to the tying and sealing of the bags. When he is not himself the registered letter (or parcel) officer he is responsible for obtaining from the registered enclosure, in due

Correct  
labelling

time for proper despatch, the bills and lists, and the articles entered on them, for the mails which he is despatching. Immediately after bagging off he must himself tie up and seal the mail bags or satisfy himself that this is done by the officer to whom the work is definitely assigned. He must see that no other officer has access to the contents of a bag whilst it remains unsealed after the bill has been placed in it.

39. A registered letter packet marked "Fragile with care," or any packet which, although not so marked, is obviously of a fragile nature, must not be forwarded by an "apparatus" route, but must follow a special circulation as directed. A label P. 503 must be affixed to a packet so diverted.

40. If any bag for despatch contains an express packet, the address label of the bag must be boldly marked X with black indelible pencil at the top right hand corner. When a bag containing an express packet is forwarded enclosed in another bag, the address label of both the enclosure bag and the outer bag must be so marked.

41. Heavy articles liable to damage other packets must be enclosed in a separate bag, and, if considered desirable, suitably protected.

42. The standard despatch consists of one bag only; and a letter bill must be enclosed in the bag whether it contains any letters or not. Any additional bags must be treated as "Extra" and forwarded without a letter bill with the standard bag. Whenever an extra bag is despatched a "Tag" label—P. 525—bearing the words "Total Bags Despatched" must be attached, above the address label and immediately under the seal, to the bag containing the letter bill. The total number of bags in the mail must be advised in the space provided for the purpose both on the bill and on the label. A "tag" label—P.526—bearing the words "Extra bag" must be similarly attached to each extra bag.

An extra sealed registered letter enclosure bag must be advised with the first registered enclosure bag on the letter bill and the label attached to it marked "Extra."

43. If a letter or parcel bill is accidentally omitted from a despatch, or a registered article is left behind after being entered on the bill or list sent with the despatch, the matter must be immediately reported to the supervising officer.

44. A bag or sack containing mails (or bags of mails) should not, as a rule, exceed 50 lb. in weight and should in no circumstances exceed 60 lb.

I have read and noted the foregoing instructions and I understand that I am responsible for carrying them out.

Signature.....

Rank .....

Date .....

40. Parcel  
express pac  
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40. *Cancel. Substitute*:—If any bag for despatch contains an express packet, a small adhesive "Express" Label, P. 581, should be affixed to the obverse side of the address label of the bag. Care should be taken that the adhesive label does not obscure the printed or manuscript particulars on the address label. When a bag containing an express packet is forwarded enclosed in another bag, a label P. 581 must be affixed to the address label both of the enclosure bag and of the outer bag. The label of the outer bag should also bear the words "In Enclosure Bag." 8/28

42. *Add at end of first paragraph* "The officer performing the sorting at the time when an extra bag is made up is responsible for the correct labelling of such bag and for notifying the despatching officer that an extra bag has been made up." 12/27

"But if for any reason such an enclosure bag cannot be included in the standard (outer) bag it should be enclosed in one of the 'Extra' (outer) bags which should bear a tag-label—P. 525 instead of P. 526—with the words 'Total Bags Despatched' struck out and the words 'Extra Bag' inserted. No loose 'entry' items should, however, be sent in an 'Extra' (outer) bag. 12/27

44. *Add* "A bag for despatch by apparatus must be of size No. 8B. The loading limit indicated by the stencilled line on the bag must be strictly observed, and the tie must be so placed that the contents occupy loosely the space within the bag. A bag despatched by apparatus to a T.P.O. must not exceed 30 lb. in weight; a bag despatched by apparatus from a T.P.O. must not exceed 40 lb. in weight. 12/27

Note: amendment slips that could be folded back have been shown on the inside covers, but any that were stuck down were left in place