

INSTRUCTIONS

FOR DEALING WITH

HIGH VALUE PACKETS

Rg. 54.

(Provincial Edition.)

(Revd. 20034/39.)

CORRECTION SLIP TABLE.

The month and year of issue is printed at the end of each amendment in the Correction Slips, and the number of the slip in which any particular amendment is issued can, therefore, be traced from the date. In the case of short corrections made in manuscript, the date of issue of the slip should be noted against the correction.

The Summary portions of the Correction Slips should be completed and affixed below in numerical order.



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HIGH VALUE PACKET SERVICE.

1. Introductory.—High value packets are packets of a certain class which the Banks undertake to mark with a distinguishing label bearing the letters "H.V.P.", to post specially, and to prepay with a registration fee and postage at the Letter Rate. The packets are given exceptional treatment in the post. They are segregated and advised in detail in course of transit, and are, so far as possible, circulated via the T.P.Os. and Sorting Carriages. When transferred from one Officer to another within a Post Office an individual discharge is given for each packet transferred, in accordance with its registration particulars. High value packets and high value enclosure bags are not included in the total number of registered letters advised in bulk, or in the Registered Letter Balance.

2. General.—In addition to the special arrangements set forth, and apart from anything laid down to the contrary in the following paragraphs, the ordinary conditions of acceptance of registered letters, and the ordinary procedure for dealing with registered letters and registered enclosure bags, apply in the case of high value packets and high value enclosure bags.

Similarly, except where the rules in this book or instructions given elsewhere prescribe the use of ink only, all entries and discharges on Advice lists, Transfer forms, etc., relating to high value packets or to bags containing high value packets should be either in ink or copying-ink indelible pencil.

3. Safeguarding.—It is important that, in addition to the special circulation and other safeguards during conveyance indicated in paragraph 8, such special safeguards as are practicable and consistent with reasonable convenience of working should be regularly applied to high value packets while they are awaiting despatch or delivery in Post Offices.

Ordinarily a high value packet that has to be retained for any length of time should be locked in a safe, if a suitable one is available (*see* also paragraph 6 (a)). In other cases the packets should be retained in a registered locker or fitting, care being taken that they are not left unattended in circumstances involving risk of loss. The key of the registered locker, etc., or safe must be in the sole custody of the Officer who has charge of the packet.

A packet left in an unoccupied office must always be locked in a safe.

4. Conditions of acceptance.—(a) So far as the Provinces are concerned, the system applies only to packets sent by Registered Letter Post, posted by a Bank in England,

Wales, the Channel Islands, or the Isle of Man, and addressed to a Provincial Bank in England, Wales, the Channel Islands, or the Isle of Man, or to the Headquarters (or Chief London Offices) of Banks in London—*see* paragraph (d). It does not apply to packets addressed to places in Scotland, Ireland or abroad.

(b) So far as Provincial Offices are concerned the packets may ordinarily be posted only at a Head Office, a Salaried Sub-Office outside the Head Office Town area, or at a Scale Payment Sub-Office outside that area making up sealed mails. They must not be accepted at a Branch Office, a Town Salaried Office, or other Office without specific instructions.

(c) The packets must not be accepted on a Saturday or Sunday (or on a Bank Holiday, Good Friday or Christmas Day or on days preceding those holidays) or too late on any evening to connect with the authorised Night Mail despatches of high value packets.

(d) The packets must not be accepted for addresses in London other than the Chief Offices of the following Banks :—

Lloyds, 71 Lombard Street, London, E.C.3.	Barclays, George Yard, or 54 Lombard Street, London, E.C.3.
Westminster, 21 Lombard Street, London, E.C.3.	National Provincial, 15 Bishopsgate, London, E.C.2.
Midland, Grocer's Hall Court, or Poultry, London, E.C.2.	District, 75 Cornhill, London, E.C.3.
Martins, 68 Lombard Street, London, E.C.3.	Williams Deacon's, 21 Birchin Lane, London, E.C.3.

(e) Each packet must be distinctively marked by means of an official label P. 844H. coloured red bearing the letters "H.V.P." in white. This label must be affixed by the sender close to the left of the address under the ordinary place for the registration label. If the packet is addressed in more than one place a distinguishing label must be affixed close to each address.

³(f) Postage at the Letter Rate, and a registration fee, must be fully prepaid.

(g) Any packet purporting to be a high value packet which is tendered or marked for transmission by Parcel Post, or which does not comply with any other of the foregoing provisions, must be refused.

5. Procedure on acceptance.—(a) A high value packet, like an ordinary registered packet, must have a registration label affixed and must be crossed with blue lines.

(b) The letters "H.V.P." must be clearly written on the certificate of posting, in front of the address, which must be copied in full.

(c) If several high value packets are posted at one time accompanied by a list, the entries on the list must relate solely to high value packets. Ordinary registered packets and high value packets must not be included in the same list. The list must be clearly marked to show that it relates to high value packets. The address, which must be copied in full, and other particulars of each packet, must be carefully checked against the corresponding entry on the list, and each entry on the list (or on the duplicate lists where duplicate lists are prepared) must be initialled by the accepting Officer. The procedure should in other respects follow that laid down in Post Office Rules, B 1, IV 13, except that the certificate of posting must be in the form "Eight HV Packets as per list from Bank" or "Eight HV Packets as per list from Manchester 202" as the case requires.

At Offices where many high value packets are accepted it may be convenient to set aside a certificate of posting book solely for them.

6. Custody and Transfer of Packets at the Counter.—(a) A high value packet, after being accepted, must be locked in the registered packet locker or safe as long as it remains at the counter, and the key of the locker or safe must be in the sole custody of the Officer who has charge of the packet.

(b) An individual discharge must be obtained in respect of each high value packet transferred to another indoor Officer or collecting postman. At Offices where the transfer of registered packets by total number is authorised, the high value packets must be segregated and an individual discharge in the right-hand margin of the undercopy of the relative certificate of posting must be obtained in respect of each packet transferred. The time of transfer, also, must be shown. Packets posted accompanied by lists must be entered by individual registration particulars, and the essential particulars of the address, in a memorandum book, and the individual discharge for each packet transferred must be obtained in that book. The entries and discharges in the memorandum book must be in ink, and the time of transfer must be shown. At Offices where many high value packets are posted accompanied by lists it may be convenient to adopt P.1116G (High Value Packet Record) for use in place of a memorandum book.

(c) At Offices where registered packets are despatched directly from the counter in sealed bags, high value packets must, in accordance with the procedure laid down in paragraph 8 (a) to (e), be enclosed in a separate sealed and labelled bag containing an advice in detail, which must, in turn, be enclosed in the ordinary registered enclosure bag.

(d) For the despatch of high value packets in unsealed mails *see* paragraph 8 (g).

7. Supply of "H.V.P." labels to Banks.—Banks should be given supplies of H.V.P. labels P. 844H, as they require them, and stocks of the label must be kept for the purpose at all Offices where there is likely to be a demand for them.

8. Despatch.—(a) High value packets must, in the case of sealed mails, be despatched in a sealed green enclosure bag from which other packets are excluded, and must be advised in detail by the registration particulars on a list enclosed in that bag. A separate entry must be made in respect of each packet, and copying-ink indelible pencil and double-sided carbon paper must be used in every case. Form P. 1166B must be used for the advice, the letters "HV" being substituted for the word "Registered" at the top. The list must be prepared in duplicate and a copy preserved at the despatching Office. The high value enclosure bag must, in turn, be enclosed and advised in the registered letter enclosure bag. (*See* paragraphs (b) to (e).) If a registered letter enclosure bag would not ordinarily be made up for the despatch in question, one must be made up specially.

(b) Every high value enclosure bag must be carefully sealed and addressed by means of the special neck label P. 49C or the ordinary registered enclosure bag label P. 509C. In the latter event an unused label P. 509C must be employed, and the letters "H.V.P." must be written at the top right-hand corner of the label.

(c) If only one high value enclosure bag is made up for a particular Office the advice form (P. 1166B) and the neck label should not be numbered. When more than one high value enclosure bag is made up for a particular Office by the same despatch, a separate advice form (P. 1166B) must be enclosed in each bag and the advice forms and bags must be numbered consecutively, the word "Final" being written on the advice form and neck label of the last bag.

(d) High value packets must be circulated in accordance with the special instructions which have been issued. In many instances this circulation differs from the ordinary registered letter circulation. If a high value packet comes to hand for a destination not covered in the special instructions

the packet itself should be disposed of by the ordinary circulation for registered letters, and a report must be made to the Head Postmaster and instructions sought as to the future. This paragraph applies also to high value packets sent between the Head Office and subordinate Offices, or between the Head Office and the Sorting Office when the former is in a different building from the latter; the packets must ordinarily be disposed of by a specified despatch (or despatches), and if packets are coming to hand which could more conveniently be disposed of in another despatch a report should be made.

When the circulation is to a stationary Office the high value enclosure bag and the registered letter bag containing it must both be addressed to the Office at which the mail will be opened. A T.P.O. will not, however, ordinarily be required to open a high value enclosure bag; and when the circulation is to a T.P.O. the registered letter bag must be addressed to the T.P.O., but the high value enclosure bag should be addressed to the first stationary Office through which the packet or packets will be circulated, if that Office is known (London, E.C., in the case of a high value packet addressed to London). If in any particular instance the name of the Office to which the T.P.O. will forward the high value enclosure bag is not known, the high value enclosure bag should be addressed to the delivery Office and the matter reported with a view to the necessary information being made available for any future occasion. The procedure in the case of T.P.Os. may entail the making up of two or more high value enclosure bags for different stationary Offices for inclusion in the same registered letter bag to the T.P.O.

A high value enclosure bag sent from one Office in the Provinces to another Office in the Provinces via more than one T.P.O. (or Sorting Carriage) should be labelled to indicate the second and any subsequent T.P.O. in which it is intended to travel. For example, a bag from Preston to Aberystwyth circulated to the Up Special T.P.O. should be addressed "Preston to ABERYSTWYTH via York-Shrewsbury T.P.O. and Shrewsbury-Aberystwyth S.C."

(e) Registered letter enclosure bags containing high value enclosure bags must, so far as possible, be included in the "bill" bag. The high value enclosure bag or bags contained in a particular registered letter enclosure bag must be advised on the form P. 1160B or P. 1161B (or on a list attached to the form) enclosed in the last-mentioned bag, and must be excluded from the total number of registered letters advised in bulk. Copying-ink indelible pencil and double-sided carbon paper must be used in every case. The advice must be both by

total number and individually, according to the particulars on the neck labels, thus :—

“ One H.V. bag,
Brighton to London E.C.”

“ Two H.V. bags,
Brighton to London E.C. No. 1
ditto No. 2 Final.”

The sign „ „ meaning ditto must not be used.

If it is necessary to use, say, two registered letter enclosure bags for three high value enclosure bags the advice should be in the following form :—

In the first bag,

“ Two H.V. bags,
Brighton to London E.C. No. 1
ditto No. 2.”

In the second bag,

“ One H.V. bag,
Brighton to London E.C. No. 3. Final.”

When the high value enclosure bags are advised individually on a list attached to the form P. 1160B or P. 1161B, the form must be noted thus :—

“ Three H.V. bags as per list.”

(f) A high value enclosure bag received at a stationary Office other than that to which it is addressed—either out of course or in proper course from a T.P.O.—must be opened at the Office at which it is received and the packets checked against List P. 1166B. Particulars of the packets must be entered in the High Value Packet Record—*see* paragraph 10. The packets must then be despatched, together with any other packets received from different sources for the same destination, in a fresh high value enclosure bag.

(g) High value packets will not ordinarily be accepted at Offices which dispose of registered letters in unsealed mails; but where the acceptance of high value packets is specially authorised at such an Office, the collecting postman must give an individual discharge for each packet collected, and the address of the packet, as well as the registration particulars, must be entered on the bill, and the entry distinguished from the entries relating to other packets by the addition of the letters “H.V.P.”

(h) An intermediate Office receiving a high value packet which has been wrongly accepted for an unauthorised address in London must send the packet to London E.C. by the usual circulation for high value packets addressed to London E.C.

(i) No single mail conveyed partly or wholly by ordinary train (*i.e.*, a mail not conveyed all the way by T.P.O.) should normally contain more than three high value packets. Despatching Officers should draw the attention of a supervising Officer to any case where more than three packets are available for inclusion in such a mail.

9. High Value Packet Record : Packets not to be included in the Registered Letter Balance.—(a) A High Value Packet Record (P. 1116G) must be kept at every Office at which delivery receipts are prepared and also, at the Head Postmaster's discretion, at any other Office where high value packets are dealt with and may pass through several hands before being finally disposed of. Particulars and the disposal (i) of every high value enclosure bag received from another Office, (ii) of every high value packet dealt with, whether posted, received for onward transmission, or received for delivery, and (iii) any high value enclosure bag made up for despatch to another Office which is transferred from one Officer to another prior to despatch, must be entered in this Record—*see also* paragraph 10, and the instructions given on the inside front cover of the Record.

(b) *High value packets must in no circumstances be included in the Registered Letter Balance.*

10. Receipt.—(a) An Officer who opens a registered letter enclosure bag which contains a high value enclosure bag (or bags) must carefully examine the seal and check the particulars on the neck label of the high value enclosure bag against the corresponding entry on the advice, and initial the entry (or each entry). He must then enter individual particulars of the high value enclosure bag, as shown on the neck label, in the High Value Packet Record and, should it be necessary to transfer the bag to another Officer, obtain a discharge in that book.

(b) The Officer who opens a high value enclosure bag must carefully check the particulars of each packet enclosed against the corresponding entry on Form P. 1166B, and initial each entry in acknowledgment of due receipt. He must then immediately enter the packets in accordance with their individual particulars in the High Value Packet Record, and he must obtain a discharge in that book for each packet which he has occasion to transfer to another Officer.

(c) Similarly, any high value packets received from the counter or in unsealed mails from other Offices must be signed for individually and entered in the High Value Packet Record.

(d) Whenever it is necessary for an Officer in charge of high value packets or enclosure bags to transfer them to another Officer, *e.g.*, prior to despatch or preparation for delivery, he must obtain an individual discharge in the High Value Packet Record for each packet or bag so transferred.

(e) The disposal of every packet or bag entered in the High Value Packet Record must be noted in that book against the entry.

(f) If an "H.V.P." distinguishing label has become detached from a packet in transit, or if any defect in the distinctive labelling is observed—*see* paragraph 4 (e)—the defect must be remedied and the matter reported to the Head Postmaster of the district in which the packet was posted.

(g) At smaller Offices where no High Value Packet Record P. 1116G is kept, this rule must be observed except in so far as it entails making entries and receiving discharges in the Record. It is essential that, when transfers of high value packets or high value enclosure bags are necessary within the Office, an individual discharge be always obtained for each packet or bag transferred.

11. Check of Advices, etc., by Officer in Charge.—The Officer in Charge of the registered letter duty, on receiving the registered letter advices P. 1160B/61B from the registered bag opener, must see that any entries relating to high value enclosure bags have been initialled in accordance with rule. He must also receive from the Officer who opens high value enclosure bags the lists, P. 1166B, on which the high value packets are advised. The advices and lists must be associated and the Officer in Charge (before the Officer or Officers concerned go off duty) must examine them to see that they have been properly initialled and that the entries on lists P.1166B have been duly carried into the High Value Packet Record. He must also see that proper discharges have been obtained in that Record and any other Record in which the subsequent treatment of a high value packet, up to the time of its final disposal, is entered.

12. Delayed, missent or missing packet or bag.—(a) If a high value packet is delayed with the result that it cannot be forwarded to secure the normal delivery at the Bank, the Head Postmaster of the Office of delivery (in London, the Divisional Controller, L.P.R., E.C.) must be advised by telegram and the question of a special despatch (*see* paragraph (d)) considered. The telegram must indicate the mail by which the packet will be forwarded, and must contain sufficient particulars to identify the packet—in the case of packets for

London the full registration particulars followed by the name of the bank will usually suffice, *e.g.*, "Bham 5/290 Lloyds." If the packet is for delivery from a subordinate Office the information must be passed on to that Office by the Head Postmaster, and the addressee must in every case be advised of the delay.

(b) If a high value packet (or enclosure bag) is missent, the Office responsible for the missending must be advised by telegram. If the packet cannot be sent forward to the Office of destination in time to secure delivery to the Bank in the ordinary course that Office must also be advised by telegram—*see* paragraph (a)—and the question of a special despatch considered—*see* paragraph (d).

(c) The addresses of service messages for the Divisional Controller, E.C. Section, or Inland Section, or for the Assistant Controller, T.P.O. Section, relating to high value packets should be preceded by the word "Confidential."

(d) When a missent or delayed H.V.P. addressed to a Branch Bank cannot secure delivery in ordinary course a special despatch must be made up if it appears probable that delivery of the packet within normal banking hours (10 a.m.—3 p.m.) can be secured thereby. The office of destination must be advised by telegraph—*see* paragraphs (a) and (b). If the route to be used for the special mail involves a transfer at an intermediate station the Postmaster concerned must also be advised and asked to make any necessary arrangements for the transfer. Special despatches should not be made up for packets addressed to the London Chief Offices of the Banks—*see* paragraph 4 (d). Such packets and those for which a special despatch would not sufficiently expedite delivery should be held over for inclusion in the next regular H.V.P. despatch.

(e) If a high value packet or enclosure bag is missing it is essential that the fact and all available particulars be reported immediately through the Head Postmaster to the Personnel Department (Investigation Branch), London, or in Scotland to the Regional Director (Investigation Branch), as the case may be. This applies also to the non-receipt in due course, and without explanation, of a mail bag known regularly to contain high value packets, and over-rules, in the case of such bags, the waiting period prescribed in Post Office Rules B. 3, II 2. This rule should also be acted upon when a Bank makes enquiry regarding the non-receipt of an expected high value packet which has not been advised as delayed. So far as "bill" bags or outer bags containing high value enclosure bags due to be received in a T.P.O. against signature are concerned the report to the Personnel Department or the Regional

Director, Scotland, should be made only in cases where non-receipt is not known to be due to failure of connection of trains.

13. Bag tampered with.—If a high value enclosure bag appears to have been tampered with, the bag must be opened and the contents checked. In such cases a report must be made to the Personnel Department (Investigation Branch), London, or in Scotland to the Regional Director (Investigation Branch), as the case may be. The seals, string and labels of the high value and registered letter enclosure bag must be preserved, together with the bags themselves. If possible, the outer bag, seal, etc., should also be preserved.

14. Delivery.—(a) *A high value packet must in no circumstances be delivered by postman.* It must be collected at the Post Office by the Bank's representative or messenger.

(b) The letters "H.V.P." must be clearly written in front of the address on the delivery receipt. It will be convenient at many Offices to set aside a separate Delivery Receipt Book for high value packets. When delivery lists are used, a separate list must be prepared in respect of high value packets, and the list must be clearly marked to show that it relates solely to high value packets.

(c) When a high value packet is received for delivery to a Bank which accepts delivery of its registered letters by postman, a notice on Form P. 246B, stating that a *registered packet* is being held awaiting collection, must be put in course for delivery by postman. The packet must not be referred to on Form P. 246B as a high value packet. In the case of a Bank which calls regularly for registered packets under the "Delivery to Callers" arrangement, the receipt of a high value packet must be notified to the Bank on Form P. 246B as an ordinary registered packet awaiting delivery. If the Bank regularly accepts delivery of its registered packets by means of a Private Box or Private Box and Bag Service, a notification on Form P. 246B must not be sent.

(d) The arrangements for identifying a caller for high value packets are the same as those for identifying a caller for ordinary registered postal packets—*see Post Office Rules, B. I, VII 4. They must be applied on every occasion of a call, and in no circumstances whatever may a high value packet be handed over without the production of a duly authenticated check card P. 449X.*

The signature of the Bank agent or messenger must be obtained in respect of each packet, and *where delivery lists are prepared an individual signature must be obtained for each packet against the relative entry.*

(e) No fee is to be charged to the Banks in respect only of the collection of high value packets at the Post Office.

LIST OF STOCK FORMS, ETC., REFERRED TO IN
THE BOOK.

	Serial No. and Description.	Referred to in Rules.
	—————	—————
P 49C	Manilla Label "H.V.P."	8 (b)
P 246B	Card to be placed among letters, telegrams, etc., to be called for ...	14 (c)
P 449X	Delivery of Registered Letters to Callers—Check Card	14 (d)
P 509C	Manilla Label 4½ in. by 1½ in. For Registered Letter Bags FROM..... TO	8 (b)
P 844H	Adhesive Label "H.V.P."	4 (e), 7
P 1116G	"H.V.P." Record	6 (b), 9 (a), 10 (g)
P 1160B	Registered Letters Advice (large) ...	8 (e), 11
P 1161B	Do. do. (small) ..	8 (e), 11
P 1166B	Registered Articles ...	8 (a), (c), (f), 10 (b), 11

**Note: each right-hand page
of instructions had a blank
page opposite so updates
could be pasted in. These
have been omitted from the
PDF version**