

George E. Eyre

R U L E S

FOR

HEAD POSTMASTERS

IN

ENGLAND AND WALES.



LONDON:

PRINTED BY GEORGE E. EYRE AND WILLIAM SPOTTISWOODE,

PRINTERS TO THE QUEEN'S MOST EXCELLENT MAJESTY.

FOR HER MAJESTY'S STATIONERY OFFICE.

1860.

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R U L E S.

I. OFFICERS.

1. EVERY person, whose employment in the service is Age at entering. recognised by the Postmaster-General, is an officer of the department. No person under 16 years of age can be permitted to hold any situation in the Post Office, or to have access to the letters. No one is eligible for an appointment Connection with a who is connected directly or indirectly with the ownership public house. or management of an inn or public house,* or who has been dismissed from the public service.

2. On entering the service of the Post Office, it is Official necessary to make a declaration in the prescribed form Declaration. before a Magistrate; and no person, whether on temporary or permanent service, can be permitted to have access to the letters, or to perform any official duty, until this declaration shall have been duly made and signed. A Postmaster is required to preserve the declarations of his subordinates, including those of all persons who take part in the duties of his Sub-Offices; and the declarations of Drivers of Mail Carts or other Mail conveyances.

This Declaration binds every officer not to open or delay, or cause or suffer to be opened or delayed, any letter or other packet to which he may have access by means of his employment in the Post Office service; and any person in the service, in whatever capacity he may be employed, who is guilty of such offence, is liable to be punished by law and to immediate dismissal.

3. A Postmaster is required to give security to such Security. amount as the Postmaster-General may direct; and he may demand security from each of his Clerks, the amount to be subject to the decision of the Postmaster-General.

4. A Postmaster's security may be given by means of By Bond: two or more sufficient private bondsmen, or of a Gua- by Guarantee rantee Association. If, after giving the security of the Association.

* This Regulation is dated 2nd April 1852.

† The only Associations whose security is accepted by the Postmaster-General are the "British Guarantee" and the "European Insurance."

Guarantee Association, a Postmaster should omit to pay his premium in proper time, and thereby compel the Company to notify the approaching termination of their liability, he will be required immediately to satisfy the Company's demand; and should he fail to do so, it will be necessary to take charge of his office.

Notice to be given when new Security is required.

5. In the event of the insolvency, withdrawal, or death of either of his sureties, or the withdrawal of the security of the Guarantee Association, a Postmaster must give immediate notice to his Surveyor, and furnish the names of new Sureties. If a Postmaster should become bankrupt or insolvent, he is required to report the circumstances at once to the Surveyor.

A Postmaster should enforce similar rules in regard to subordinate officers giving Bond to himself.

Subordination.

6. Postmasters, whether Head Postmasters, Sub-Postmasters, or Receivers, are under the immediate direction of the Surveyors; Sub-Postmasters and Receivers being also under the immediate direction of their respective Head Postmasters.

Discipline of Sub-Postmasters.

7. It is the duty of a Head Postmaster, by a careful observation of their proceedings, to see that his Sub-Postmasters and Receivers are guided by the rules laid down for them: he should suffer no infraction of the Rules to pass unnoticed (see Rule 295); and if his admonitions should be neglected, he must at once report the case to his Surveyor. He should frequently visit the Receiving Offices within his own town, as he is responsible for their proper management. When so instructed by his Surveyor, his visits must be extended to the Sub-Offices; and before the result of his inspection is reported in the prescribed form, which will be sent to him by the Surveyor, he must enable himself, by strict inquiry, fully to answer every question contained therein.

Appointment of Clerks and Letter Carriers.

8. A Postmaster is entrusted with the appointment of his own Clerks, Letter Carriers, Sorters, Stampers, and Railway Messengers; and it is incumbent on him conscientiously to use the power thus placed in his hands for the selection of the best-qualified persons he can obtain.

Nomination Form.

9. If the salary or wages of such an officer in England or Wales be 10s. a week or upwards, the Postmaster, when he shall have reported the vacancy in accordance with Rule 16, will receive from the Surveyor a "Nomination Form," on the first page of which he must

To be filled up by the Postmaster;

enter the required particulars respecting the candidate whom he may select for the appointment. If the candidate be eligible (see Rules 10 and 11), he must be directed to take the Nomination Form to his ordinary medical attendant, or, if he have none, to some qualified member of the medical profession, in order that he may be examined as to his health. He must then write on the upper portion of the third page of the form the statement therein required, and sign the declaration which is appended to it in the presence of the medical examiner, who will witness his signature. He must request the medical examiner to supply the testimony required in writing on the lower portion of the third page of the form, and to forward the form as soon as possible to the Surveyor, to whom it is addressed on the back.

by the candidate :

and by the
medical examiner.

If the nomination be approved by the Surveyor, it will be submitted to the Secretary, and if the certificate of health be satisfactory, the Postmaster will afterwards be required to furnish proper evidence as to the candidate's age, and to obtain, on forms which will be supplied to him for the purpose, particulars respecting his character from two persons, not relatives, whom he must name as his referees : if the candidate has been in any employment or has recently left school, his last employer or his schoolmaster, as the case may be, must be one of the referees.

Evidence of age
and character.

The Postmaster must be very careful that all the forms which are sent to him are filled up correctly before he returns them.

Any expense which may be incurred for the medical examination, or in procuring evidence of age, &c., must be paid by the candidate.

Expense of
examination.

The candidate will afterwards be examined under the direction of the Civil Service Commissioners, in order to ascertain whether he possesses the necessary qualifications for the appointment he seeks (see Rule 11). The papers for his examination will be sent to the Postmaster, who must conduct it in strict accordance with the rules prescribed by the Civil Service Commissioners, and must return the papers to the Secretary, as directed in the instructions which accompany them.

Civil Service
Examination.

If the candidate be found eligible the Civil Service Commissioners will grant their certificate of qualification, and he will receive a probationary appointment. When he has been on duty for six months after the date of this appointment, the result of his probation must be reported

Probation.

to the Surveyor on the proper form,* and if the report be satisfactory, the appointment will be confirmed by the Postmaster-General, and it will date from the commencement of the probation.

10. A candidate for such appointment must be under 24 years of age, but not under 17.

For the appointment of Sorter, Stamper, or Railway Messenger, a candidate under 5 feet 3 inches in his stockings is not eligible.

Persons of either sex are eligible for appointment to clerkships.

11. The following is the nature of the examination which a candidate will undergo by the Civil Service Commissioners, under the direction of the Postmaster-General, viz. :—

Age of
Candidates.
Size.

Female Clerks.

Nature of
Examination :

for Clerks ;

For Clerks :

1. Exercise designed to test handwriting and orthography.

2. Arithmetic (elementary).

For Sorters, Letter Carriers, and Stampers :

1. Writing from dictation.

2. Reading manuscript.

3. Arithmetic (elementary, and of an easy kind).

for Messengers ;

For Railway Messengers :

1. Writing their names and addresses.

2. Reading the addresses of letters.

3. Adding a few figures together.

Promotion of
Sorters and Letter
Carriers.

Sorters, Letter Carriers, &c., can be promoted to Clerkships, provided they pass the Civil Service examination. A Letter Carrier may be transferred to a Rural Messenger's appointment, or a Rural Messenger to that of a Letter Carrier, without further examination and without reference to age, but his application to that effect must be forwarded to the Surveyor for the approval of the Postmaster-General.

Rural Messengers.

12. The appointment of Rural Messengers, whose wages (in England and Wales) are 10s. a week and upwards, rests with the Postmaster-General, and the name of the person so appointed will be made known to the Postmaster by the Surveyor on a Nomination Form, on receipt of which he must adopt the same course as that

* At offices to which a medical attendant is attached the candidate must be examined by him a second time, and a second medical certificate must accompany the probation report.

laid down in Rule 9. The qualifications as to age,* &c., Qualifications. required for these appointments, are the same as those Examination and for Railway Messengers (see Rule 10): the candidates Probation. will be subjected to a similar examination (see Rule 11), and will undergo the same probation.

13. A Postmaster is authorized to select persons for Employment of employment as Assistants, Auxiliary Sorters, Auxiliary persons at wages Letter Carriers, and such Rural Messengers as receive under 10s. a week ; (in England and Wales) wages of less than 10s. a week.

As regards these persons, there is no restriction of free from restriction age (except that they must not be under sixteen), nor will of age ; they be subjected to the Civil Service examination: they not to be examined ; do not hold direct appointments from the Postmaster-General, nor will they be entitled to any retiring allowance; and, not on the Estab- in order to avoid misapprehension, they are required to lishment ; state, on a prescribed form, that they clearly comprehend the terms upon which their services are engaged.

They must however be persons of good character, and To be approved by competent for the duties they have to perform. The Surveyor. approval of the Surveyor must be obtained for their employment, and they must not be removed without his sanction.

When a vacancy for a situation of the above descrip- How to nominate tion (under 10s. a week), has been duly reported to the them. Surveyor in the proper form (see Rule 16), the Postmaster must, as soon as possible, forward to the Surveyor the name of the person whom he proposes to appoint, stating his age and general qualifications.

14. Many Head Postmasters as well as Sub-Postmasters Allowances for receive allowances for providing for the performance of delivery, &c. certain duties, such as rural deliveries, clearing pillar or wall letter boxes, &c. When the allowance for such service amounts to 5s. a week in England, and 3s. 6d. a week in Scotland and Ireland, the person who is selected by the Head Postmaster must be employed continuously on the duty for which the allowance is granted, and he must be paid the full allowance. When the Sub-Postmaster or a member of his family is able to perform the duty, the Head Postmaster will employ that person in preference to any other, but it must be clearly understood that the person so employed must perform the

* The limit of age is extended to 40 years in the case of persons nominated to be Rural Messengers, who are in the receipt of pensions from the Crown for previous service.

service himself, and sign the receipt for the allowance. The Head Postmaster must of course obtain the approval of the Surveyor for the employment of the persons he selects, and for their removal, in the event of their misconduct or inefficiency.

Promotion of
Auxiliary
Sorters, &c.

Appointed pre-
vious to 1854.

15. A Postmaster's Assistant, an Auxiliary Sorter, or an Auxiliary Letter Carrier above 24 years of age, who has been continuously and is permanently employed in the service, can be promoted without restriction as to age to the situation of a *Clerk*, provided that he were first employed previous to November 1854; to that of a *Sorter* or *Letter Carrier*, if first employed previous to May 1855; and to that of a *Messenger* if first employed previous to August 1859.

Appointed
previous to
August 1859.

But should the first employment of such persons have commenced after the above dates respectively, and before the 6th August 1859, they are not eligible as *Clerks* unless when first employed they were under 28 years of age, nor as *Sorters*, *Letter Carriers*, and *Messengers* unless when first employed they were under 31 years of age. The restriction as to height does not apply to persons so employed before August 1859.

Appointed since
August 1859.

Postmaster's Assistants, Auxiliary Sorters, and Auxiliary Letter Carriers employed subsequently to 6th August 1859 will be eligible for appointments, provided they were under 24 years when first employed, but not otherwise.

The necessary particulars regarding all such candidates must be furnished in the proper "Nomination Form" (see Rule 9), and the candidates will be required to pass the Civil Service Examination for the class to which they seek to be appointed.

Reporting
Vacancies.

16. Every vacancy must be immediately reported to the Surveyor in the prescribed form, and when the salary is paid by scale, it must be stated at the minimum pay of the class in which the vacancy occurs (see Rule 227): when the vacancy is caused by resignation, the letter of resignation must be enclosed in the form.

When the new appointment rests with the Postmaster, he should proceed to fill up the vacancy as soon as possible, taking care that he does not overlook the claims of any officer eligible for promotion.

Discipline of
Clerks and other
Officers.

17. A Postmaster is responsible for the integrity, sobriety, diligence, and efficiency of the Clerks, Letter Carriers, Messengers, and other officers attached to his office: he is expected to be fully acquainted with all rules

made for their government, and he is bound to take care that such rules are not infringed with impunity by any officer under him.

It is important, as well for the safety of the public as for the character and security of the Department, that no officer should become entangled in debt; and it is therefore expressly forbidden that any officer should become security for any fellow officer in raising a loan, or that he should draw, accept, or indorse "accommodation bills," or, directly or indirectly, to concern himself in such transactions. Accommodation Bills, &c.

18. If a subordinate officer should commit any serious offence or in any way show himself unworthy of confidence and unfit for his situation, it is the duty of the Postmaster to report the case to the Surveyor. No instance of dishonesty must be overlooked, and while any officer is on duty the Postmaster must be strict in requiring perfect sobriety from him. In cases of dishonesty, and in gross cases of drunkenness and insubordination, the officer must be suspended at once and the case must be reported to the Surveyor by the first post. Reporting Offenders.

When it can be obtained without delay, the written defence of the officer must accompany the Postmaster's report. An officer suspended from duty is not to receive pay under any circumstances. Suspension.

19. If an officer should commit an indictable offence the Postmaster must transmit to the Secretary a full statement of the occurrence, and must inform the Surveyor that he has done so. Indictable offences.

20. Except in the cases named in Rules 13 and 14, the power of dismissal rests with the Postmaster-General alone. An officer who has been dismissed the service cannot be employed again therein, in any capacity, without the special authority of the Postmaster-General; nor can he serve in any other Department under Government. Dismissal.

21. In addition to the Letter Carriers Attendance Book, which is supplied officially, a book must be kept showing the proper hours of attendance of each Clerk, Sorter, and Stamper, the actual hours, the cause of any irregularity in attendance, and the amount of the fine inflicted for it (see Rule 22); and each Officer should initial the book when he comes on duty, and when he leaves. Regularity of attendance should be strictly enforced, and in reporting on the merits of an officer, whether for an increment in his salary or for promotion, due regard should be paid to the evidence of these records. Attendance.
Punishment of Irregularity.

By Fine.

22. Officers who are entitled to increment (see Rule 23) of salary or wages are liable to be fined for irregular attendance: every late attendance on the part of a Clerk, from two minutes to fifteen minutes, is to be punished by a fine of 3*d.*; if the late attendance exceed fifteen minutes the fine is 6*d.*, and so on, at the rate of 3*d.* for each fifteen minutes, up to 1*s.*

The fine for every late attendance on the part of a Sorter or Letter Carrier, from two to fifteen minutes, is 2*d.*, increasing in like manner to 4*d.* when the irregularity exceeds fifteen minutes, and so on, at the rate of 2*d.* for every quarter of an hour up to 8*d.*

When the late attendance exceeds one hour, and is not satisfactorily accounted for, the Postmaster, in addition to the infliction of the fine, must report the case to his Surveyor, and state whether he recommends any further punishment.

Disposal of Fines.

The produce of these fines is to be equally divided every quarter among all the officers, with the exception of those persons who, in the course of the quarter, may have been fined four separate times, and who must have no share in the distribution.

Report of Fines.

A quarterly return of fines so inflicted is to be sent to the Surveyor on the prescribed Form. Late attendance is the only fault for which a Postmaster can inflict fines.

Increments of salary.

23. At some offices the Clerks, Sorters, Stampers, Letter Carriers, &c. are paid according to certain scales under which their salaries or wages rise annually by a fixed increment until they reach the maximum of the scale. An officer, whether newly appointed or promoted, begins with the minimum pay of the class into which he enters. No officer should be reported as deserving his annual increment, unless he has performed his duty satisfactorily and shown himself worthy of confidence. (For instructions as to the proper method of reporting increments of salary or wages, see Rule 226.)

Applications from Officers.

24. Any application from an officer in reference to his duties or pay, or any communication he may desire to make relating to official matters, must be addressed to the Postmaster or to the Surveyor of the District; and if the applicant be dissatisfied with the result, he may appeal direct to the Postmaster-General. But every officer is strictly forbidden to make any such application or other communication through the public or in any way

except in the manner just described; and should an irregular application be received, the officer in whose behalf it is made will be subject to a censure or other punishment proportionate to the extent of his participation in the violation of the rule.

25. When a Postmaster requires leave of absence, even Leave of Absence.

for one night, he must apply to the Surveyor for permission, stating how he means to provide for his duty. Head Postmasters may give leave of absence, not exceeding a week, to Sub-Postmasters and Receivers; but not for longer periods without the authority of the Surveyor. Clerks and Letter Carriers, after they have been one year in the service, dating from the commencement of their probation, are entitled to leave of absence not exceeding in the aggregate a fortnight in the year, and when the force is not so arranged as to admit of an officer being absent without extra provision for his duty, the Postmaster is empowered to employ a substitute in the room of the absent officer. In such a case, when a Clerk of the lowest class is absent on leave, or acting for an absent officer, the Postmaster is to select as his substitute the best man among the Sorters or Letter Carriers, and pay him the minimum salary of the lowest class of Clerks: in like manner a Letter Carrier will act as a substitute for a Sorter, and an Auxiliary for a Letter Carrier, ~~each receiving the minimum wages of the class into which he is moved,~~ and the Auxiliary's place must be filled by an extra man employed temporarily.

Substitutes for Clerks and Letter Carriers, on Leave of Absence.

And the total cost of the substitutes of any Sorter or Letter Carrier must not exceed the minimum of the scale for the lowest class of the same establishment.

The cost of a Clerk's substitute must not exceed the minimum of the scale for Clerks of the lowest class.

When a Clerk or Sorter of a superior class is absent on leave, his duties usually devolve upon the next below him, provided he be competent; the duties of the latter being in like manner performed by his immediate inferior, and so on to the lowest class of Clerks, the substitute for the lowest being provided as already described; but the Clerks thus temporarily advanced to a higher class receive no addition to their salaries.

A substitute for an absent officer is to sign the usual receipt for his own wages, and he must also sign an extra receipt for the difference between his own wages and the minimum pay of the class into which he is moved temporarily: the name of the officer whose place he fills must be stated on the extra receipt, and also the name of the officer who is absent on leave; as thus:—

Mode of paying Substitutes.

P.O. Circular Oct. 26: 51

- (1st extra Receipt.) JOB IVES (Letter Carrier),
 acting for WILLIAMS (Clerk),
 absent on leave.
- (2nd extra Receipt.) JAMES BULL (Auxiliary)
 acting for JOB IVES.
 WILLIAMS (Clerk) absent on leave.
- (3rd Receipt.) JOHN TODD (Temporary Auxiliary).
 WILLIAMS (Clerk) absent on leave.

The extra receipts, as well as the receipt of the additional man employed at the office, must be sent to the Surveyor for his certificate, before they can be claimed. If there be no inferior officer competent to take the duty of a Clerk, an extra Clerk must be engaged at the minimum salary of the lowest class of Clerks.

Sick Leave.

26. When an officer is absent on sick leave, a substitute must, if necessary, be provided at his expense, and must be paid not more than the minimum pay of the class: the substitute in such case must sign a receipt for the actual wages paid to him, and the absent officer must sign a receipt for the difference between his own regular wages and those paid to the substitute. The two receipts must be pinned together when forwarded in the weekly account. Every such case must be reported to the Surveyor, and if the absentee cannot resume his duties at the expiration of two weeks a further report must be made.

Establishment
Book.

27. Every Postmaster must keep an "Establishment Book," and record therein the following particulars concerning each officer under his control, (except Sub-Postmasters and their Assistants); viz., his name; the date of his appointment and that of each promotion; his age when he was first appointed; his salary or wages; and, when paid upon a scale, the date on which his annual increment falls due and is allowed: if his increment should be arrested, the book should explain why it has been stopped, and should show the date on which it will again accrue; and should an officer be removed to another office, or leave the service, an entry must appear clearly explaining the circumstances.

Great care must be taken that the Establishment Book be always correct.

Interference in
Elections.

28. Postmasters and all other officers employed in the Post Office, are prohibited by law, under severe penalties, from voting or interfering in elections of members of Parliament.

29. No officer of the Post Office can be compelled to serve as mayor or sheriff, or in any public office, whether corporate, parochial, or otherwise ; nor as a juror or a militia man. (See Act 1 Vict. c. 33. s. 12.)

Exemption from
Service as Jurors,
&c.

II. POST OFFICE.*

30. The Post Office should be in a convenient and central situation : proper accommodation for the public, with the requisite fittings for conducting the business, must be provided in such manner as may be directed by the Surveyor, and, except where the Building belongs to the Crown, at the cost of the Postmaster. In every Head Office (unless specially excepted) there must be at least one separate room for Post Office business ; and where there is not a separate room for the Letter Carriers and Messengers, proper tables should be provided for them at which they can prepare their letters for delivery, and at which the Messengers can arrange their letters on their return and make up their letter bills. The space allotted to them should be separated from the rest of the office by a rail or by a counter. The internal fittings of the office must vary according to the nature of the duties, and a Postmaster should always apply to his Surveyor when he is at a loss how to arrange them. For certain fittings which are required in every office, see Rules 33, 61, 126, sec. 4 ; and 192.†

Requirements for a
Post Office.

Internal Fittings.

At every Head Office there should be a lobby or standing place within doors, for the accommodation of applicants at the office for any purpose ; and it is found that the most convenient mode of attending to the public is across an open counter between the lobby and the office, like that used in banks.

Accommodation
for the Public

* The term "Post Office" applies to all Post Offices, whether Head-Office, Sub-Office, or Receiving Office. A "Head-Office" is an office subordinate only to a Metropolitan Office. Both Sub-Offices and Receiving Offices are under Head-Offices. Offices where letters are posted only, within the boundary of the town free delivery of a Head Office, are called Receiving Offices ; and offices beyond that boundary are called Sub-Offices.

† In addition to these, every Post Offices should be provided with a "Locker" for Money Order Advices. (See "Rules for Money Order Offices.")

Removal of Office. 31. No Head Post Office can be removed without the consent of the Postmaster-General; but Sub-Post Offices and Receiving Offices can be removed by the authority of the Surveyor. Applications for permission to remove the office must be made to the Surveyor, stating the position of the house which it is proposed to occupy.

32. At every office the words "Post Office" must be placed in large and conspicuous characters on the outside of the building.

Letter Box. 33. The Letter Box must be placed within the room appropriated to the office, and no person should have access to it except those officers whose duty it is to clear it. The box must be at least two feet and a half deep, measured from the lower edge of the apertures. It should have two horizontal apertures, conspicuous on the outside and easy of access, over one of which must be painted the words "Letter Box," and over the other the words "Too late Box": underneath the latter these words should be painted, in smaller characters, "Letters posted here will not go by the Mail, for which the box is now closed."

Newspaper Box. There should also be a separate box for Newspapers, if necessary.

Extra Stamp Box. At some offices an "Extra Stamp" box is also required (see Rule 35).

Construction of Letter Box. It is desirable, generally speaking, that the apertures of the "Too late" box, and the "Extra Stamp" box should not be visible to the public when the letter box is not closed, and that the aperture of the letter box when closed should also be concealed. The Surveyor will explain the manner in which this object can be accomplished.

Caution Plate. 34. As near as possible to the aperture of the "Letter Box," and so placed that the public cannot avoid seeing it when posting letters, must be fastened the "Caution Plate;" and care must be taken that it does not become disfigured or illegible.

35. The Letter Box is closed for a certain interval before each despatch, in order to afford time to prepare for it, and care should be taken that the interval is never longer than is absolutely necessary for the purpose.

Extra stamp Letters; how to be posted; After the Letter Box is closed for a despatch, letters, &c., can be posted for such despatch, provided that they be prepaid by stamps and that the necessary extra stamps be affixed. Letters with extra stamps affixed must be received at the window or counter, either by the person

on duty, or in a box placed in a convenient position in the window, to be used exclusively for this purpose, and having an aperture lettered outside with the words "Extra Stamp Box;" the mode in each particular case being determined by the Surveyor with reference to the circumstances of the office (see Rule 33). Underneath the aperture of this box should be painted, in small characters, words to the following effect:—

"Letters posted here, with an extra stamp, will go by the Mail for which the Letter Box is closed."

At offices where two or more extra stamps are required on a late letter, placards to that effect must be placed over the extra stamp aperture

Extra stamp letters must be received till within five minutes of the despatch of the mails, except in those large towns where the Surveyor may deem a longer interval necessary, and excepting that no office is to be kept open merely for this purpose after 10 o'clock at night.

36. Extra stamps must always be affixed by the sender of the letter; any officer who himself affixes the extra stamp, or receives money for late fees, except the fees allowed in rule 37, is liable to dismissal.

37. If there be night duty at an office, owing to bags being made up after 10 p. m., the public must be allowed to post letters, &c., without any additional fee, up to such time in the night as the Surveyor may fix; but if there be no night duty, except the mere despatch of the mail-bag made up at 10. p.m., no letter posted after that hour for such despatch need be forwarded, unless the letter be tendered at the Postmaster's private door with a late fee of one shilling, which the Postmaster is allowed to keep as compensation for the disturbance and trouble to which he has been subjected. Even where there is night duty, but where such duty is generally completed before the time for despatching the bag, the shilling fee may be exacted after a certain time, to be fixed by the Surveyor.

38. In order to afford that time for the examination of newly-published newspapers which is necessary for the detection of fraud, no such newspaper can be posted after the closing of the Letter Box for the despatch by which it is to be forwarded, excepting only those newspapers the proprietors of which have received a special privilege; and even in such cases it is not permitted to post the newspapers later than twenty minutes before the despatch of

up to what time;

how to be paid.

Posting during the Night at Offices in England and Wales.

Late posting of Newspapers.

the mail. During the interval between the posting and despatch of newly-published papers, whether privileged or not, such newspaper must be examined as carefully as time will permit, in accordance with Rule 53, sec. 11. The privilege of posting newspapers after the closing of the box is in all cases confined to newspapers bearing the impressed stamp.

Regulation
Notices.

39. A Regulation Notice must be conspicuously exhibited at every Head Office, giving information respecting the periods of attendance, the hours of closing the box, &c. : these hours being fixed by the Surveyor.* There are separate Regulation Notices for Sub-Offices and Receiving Offices, a distinct form being in each case used when the office is a Money Order Office ; and it is a Postmaster's duty to take care that each office has a proper form. Care must be taken to have the blank spaces in these notices properly filled up before they are distributed ; and when any alteration occurs at a Sub-Office it is the Postmaster's duty to supply it with a corrected notice (see Rule 162). Application for Regulation Notices must be addressed to the Secretary.

Notices to the
public.

40. Every Notice to the Public must be exhibited for one month after its date, and must then be removed.

It is requisite to ascertain, by frequent inspection, that the two foregoing regulations are fully acted upon at all the Receiving Offices within the town delivery ; and care must be taken that the hours of collection are correctly printed on the Pillar or Wall Letter Boxes. (See Rule 272.)

Hours of
attendance.

41. Every Post Office must, on week days, be opened to the public at 7 in the morning, between the 15th February and the 15th November, and not later than at half-past 7 during the rest of the year, and no Head Office must be closed before 10 at night without the special authority of the Surveyor.

Attendance on
Sunday.

On Sunday, the office must be open from 9 to 10 in the morning, and for an hour at least, beginning with the commencement of the delivery. If these hours coincide, in whole or in part, additional time must be taken so as to complete two hours. Thus, if the delivery begin at 7.0 or 7.30 a.m. the office must be open from that hour till

* These and all other hours in this notice must be in accordance with the time of the particular locality ; but the despatch of the Mails must be by London Time, which agrees with Railway Time.

10 ; if at 8.30, then from 8 to 10, or from 8.30 to 10.30 ; if at 1.30 p.m., then from 9 to 10 a.m., and also from 1.30 to 2.30 p.m. Though the window duty is limited to these hours, the letter-boxes must be open as on week days.

42. During the time the office is open on Sunday the public must be allowed to prepay colonial or foreign letters, to purchase postage stamps, and to have letters registered ; and all other duties must be performed as usual, except the issue and payment of Money Orders, which, on that day, are to be wholly suspended.

43. At no office must there be more than one delivery on the Sunday, and any person is at liberty to prevent even this, so far as relates to himself, as will be seen from the following Regulations :—

Delivery of
Letters on
Sundays.

1. Any person can have his letters retained in the Post Office on Sunday, by addressing to the Postmaster a written request, duly signed, to that effect.
2. Such request will be held to include *all* letters, &c., even such as may be marked “immediate ;” as no distinction can be allowed.
3. No letters for the town delivery, the non-distribution of which by the Letter Carrier on Sunday has been directed, can be obtained from the Post Office window on that day.
4. Private box-holders (see Rules 146 and 165) may obtain their letters at the office, while it is open for delivery on Sunday ; but no person can be permitted to engage a private box for Sunday only.
5. To prevent the inconvenience and confusion which would arise from frequent changes in these instructions, no request can be entertained unless it extend to a period of at least three months ; nor withdrawn, even after the lapse of that time, without a week’s notice.
6. Any person residing on the walk of a Rural Messenger who does not work on Sundays, may obtain his letters on that day at the office window, provided the application be made while the office is open for delivery.
7. On Christmas Day and Good Friday, and on Sacramental Fast Days * in Scotland, no Money-

Rural posts on
Sunday.

Christmas Day
and Good Friday.

* There are special Rules applying to the Fast Days in Scotland.

order business is to be transacted, and the office is to be closed to the public at the same hours as on Sunday.

Delivery on those days.

8. There is to be only one delivery by Letter Carrier on those days, viz., after the arrival of the night mail, and the window delivery is subject to the same regulations as on Sundays. Day mail bags from London will not arrive on those days at any town in England or Wales.

Rural Posts on those days.

9. All Rural Post Messengers are to be sent out, whether they rest on Sundays or not, but they may return to the Head Office as soon as they have completed their deliveries, collecting, as usual, on their way back. If, however, there should be a Branch Messenger from any point on the walk of a Messenger, the latter must be directed to wait for the return of the Branch Messenger, who must be instructed to come back directly he has completed his delivery.

Despatch of Mails on those days.

10. The night mails are to be despatched as usual, and the day mail bags for London and each Travelling Office are also to be despatched, if the trains by which they are conveyed on week days run on the above days. No Cross Post Bags are to be forwarded, other than those sent on Sundays.

11. A written notice to the above effect should be placed in the window a few days before Christmas Day and Good Friday, in order to apprise the public.

It will be the Postmaster's duty to instruct the Sub-Postmasters on the above rules, 7, 8, 9, & 11.

III. RATES OF POSTAGE.

*Inland Letters.**

44. With the exceptions specified in Rules 49 and 50, Inland Rates. the rate of postage on all letters is regulated by weight, † and is as follows :—

LETTERS	When prepaid, must bear	When unpaid, must be taxed
		s. d.
not exceeding $\frac{1}{2}$ an ounce - -	1 penny stamp	0 2
above $\frac{1}{2}$ oz. but not exceeding 1 oz. -	stamps worth 2d.	0 4
above 1 oz. but not exceeding 2 oz. -	,, ,, 4d.	0 8
above 2 oz. but not exceeding 3 oz. -	,, ,, 6d.	1 0
above 3 oz. but not exceeding 4 oz. -	,, ,, 8d.	1 4

and so on, stamps being added at the rate of 2d. for every additional ounce when the letter is prepaid, and postage being charged at the rate of 4d. for every additional ounce when unpaid.

With certain exceptions, a letter weighing above 4 oz. Limit of weight. cannot be forwarded unless it be prepaid, (see Rule 51).

Unpaid inland letters must be taxed on the face with Taxing. black ink, and in distinct figures, apart from the address.

Unpaid foreign letters are not to be taxed (see Rule 48), nor letters for Government Offices in London (see note to Rule 113).

For limitations as to forbidden contents, and as to the size of letters see Rules 50 and 51.

45. If the stamps affixed to a letter be insufficient, double Surcharge for
Deficient Postage. the deficiency must be charged ; that is, the postage which is wanting must be charged at the unpaid rate. An inland letter, for example, weighing more than half an ounce, and not exceeding one ounce, if bearing a penny stamp only, must be taxed twopence. A letter weighing above 4 oz. must, however, bear stamps sufficient to cover at least three-quarters of the postage, or else it must be sent to the Returned Letter Office. (See Rule 233, on Surcharges.)

46. The unpaid *additional* postage on re-directed let- Re-directed
Postage. ters (see Rules 182, &c.) is not doubled, being the same as if such postage were prepaid. Thus, a paid or unpaid letter not weighing more than $\frac{1}{2}$ oz., when re-directed, is

* Inland letters are those addressed to places in the United Kingdom, including the Isle of Man, the Orkney, Shetland, Scilly, and Channel Islands. Such letters can also be forwarded by private ship ; but it is necessary to have special authority for the arrangement.

† Every Head Postmaster, and every Sub-Postmaster authorized to make surcharges, is provided with scales for weighing letters, &c., and is responsible that they are carefully preserved and properly adjusted. Any defect in the scales must be at once reported to the Surveyor.

liable to an additional postage of 1*d.*, whether this additional postage be prepaid or not; and if the weight be more than $\frac{1}{2}$ oz. and do not exceed 1 oz., the additional postage will be 2*d.*, and so on. An officer of the Post Office is not allowed to enclose letters which he has been desired to re-direct in an envelope the postage on which may be less than the aggregate of the re-directed postage of the letters.

Weighing Letters
for the public.

47. Except as regards colonial and foreign letters about to be prepaid in money, officers of the Post Office are not bound to weigh letters or other packets for the public, though they *may* do so if their duty be not thereby seriously impeded.

Colonial and Foreign Letters.

Colonial and
Foreign Letters,
&c.

48. Colonial and foreign letters can be prepaid either in money or stamps: if prepaid in money, the postage must be marked, with red ink,* in distinct figures, clear of the address. Unpaid foreign letters are not to be taxed, as this duty is done at the office where the foreign mail is made up. The rates of postage on letters, book-packets, and newspapers, to the colonies and foreign countries, will be found in the Table of Colonial and Foreign Postage in the "British Postal Guide."

Exemptions from Postage.

Petitions, &c. to
the Queen, or to
Parliament.

49. Petitions and addresses to Her Majesty, forwarded direct, are exempt from postage; and such petitions and addresses, as also petitions to either House of Parliament, if sent to a Member of either House, are likewise exempt, provided they do not weigh more than two pounds, and are without covers, or are in covers open at the ends. If these conditions be not complied with, the irregularity must be pointed out to the person who posts the petition or address; and he must be told that if he insists on the packet being forwarded it will be charged letter postage. No letter or other enclosure can be permitted; and if one be found, such enclosure, unless it bear the proper number of postage stamps, must be charged as an unpaid letter, and forwarded separately.

Surveyors'
Letters.

The official correspondence of the Surveyors of the Post Office passes free; and no charge is to be made on the letters despatched by those officers, or addressed to them.

* The ink should be a bright red; if otherwise, the figures may be mistaken for an unpaid tax, and the Postmaster is liable to be surcharged for the postage in cases where repayment is compulsory.

The letters which they despatch will bear their signatures on the corner.*

Forbidden Articles and Limitations as to Size.

50. Should any letter be tendered for posting, which there is good reason to believe contains anything likely to injure the contents of the mail bag, or the person of any officer of the Post Office, it must be refused. If such a letter be posted without its contents being detected, and they should afterwards be discovered, it must not be forwarded, but a report must be made to the Secretary by the first post, stating the full address of the letter and its supposed contents, and requesting instructions. Should any such letter be received from another Postmaster, it must neither be forwarded nor delivered, but information of its arrival must be sent, as above, to the Secretary. Should the Secretary, in either case, give no instructions as to the period for which the packet should be retained, the Postmaster will, at the end of a week, apply for further orders on that point. The following are examples of the articles referred to:—

A glass bottle, or glass in any form ; razors, scissors, needles, knives, forks, or other sharp instruments ; leeches, game, fish, meat, fruit, or vegetables ; bladders or other vessels containing liquids ; gunpowder, lucifer matches, or anything which is explosive or combustible.

51. With the following exceptions, any letter or packet must also be rejected which is more than two feet in length,

Articles which must not be sent by post.

Restrictions in size and weight ;

* The following are the Districts in which the various Surveyors are now stationed, viz. :—

ENGLAND.

DISTRICTS.	SURVEYORS.	HEAD QUARTERS.
Northern	C. Hodgson	Esq... Penrith.
Derby	E. Milliken	,, ... Derby.
Manchester	W. Gay	,, ... Altrincham.
Shrewsbury	W. J. Godby	,, ... Shrewsbury.
Birmingham	A. M. Cunynghame	,, ... London.
Gloucester	J. P. Good	,, ... London.
Western	G. H. Creswell	,, ... Devonport.
Southern	J. H. Newman	,, ... Dorking.
Eastern	A. Trollope	,, ... Waltham Cross.

SCOTLAND.

Northern	J. Warren	Esq... Aberdeen.
Southern	E. C. Burekhardt	,, ... Edinburgh.

IRELAND.

Northern	W. Barnard	Esq... Dublin.
Southern	H. James	,, ... Limerick.

breadth, or depth, and any unpaid inland letter weighing above four ounces. The exceptions are:—

Exceptions
thereto.

1. To or from places abroad.
2. To or from any of the Government Offices or Departments, or Public Officers.
3. Petitions or addresses to the Queen, whether directed to Her Majesty, or forwarded to any Member of either House of Parliament.
4. Petitions to either House of Parliament, forwarded to any Member of either House.
5. Printed Parliamentary proceedings.*

Treatment of
letters of irregular
size, &c.

Should any letter or packet be posted contrary to the regulations in the foregoing rule, it will be the duty of the Head Postmaster to whose office it may first come to send it immediately to the Returned Letter Branch of the Circulation Office, in order that it may be properly disposed of; but should such Postmaster, by mistake, forward it according to its address, it is not to be arrested at any subsequent stage of its progress, but must be delivered to its address,—the deficiency in the postage, if any, being charged at the unpaid rate; and the error, of whatever kind, with the amount surcharged, must be specially reported to the Secretary by the Postmaster who may first detect it; but if this latter officer should be of opinion that the breach of regulation has been committed by mistake it will be his duty not to send the packet to the Returned Letter Branch of the Circulation Office, but to forward it without delay to its address, charging the deficiency at the unpaid or double rate, as above.

Book Post, including Newspapers and Printed Matter of every kind.†

Inland Book Post.

52. The following are the Regulations of the Inland Book Post:—

1st. RATES OF POSTAGE.

Rate of Postage.	For a Packet	not exceeding 4 oz.	1d.
	Ditto	above 4 oz.	and not exceeding 8 oz.		2d.
	Ditto	„	8 oz.	„	16 oz.
	Ditto	„	1 lb.	„	1½ lb.
	Ditto	„	1½ lb.	„	2 lb.
					8d.

* There must be no printing or writing on the cover of Parliamentary proceedings, except the words "Parliamentary Proceedings," and the name and address of the person for whom they are intended. When, however, parliamentary proceedings are sent like other printed matter, on the usual conditions of the Book Post, this restriction is not to be enforced.

† Newspapers and other periodical publications bearing an impressed stamp may also be sent on the conditions enumerated at page 27.

and so on; twopence being charged for every additional half-pound.*

- 2nd. The postage must be prepaid in full by means of postage stamps affixed outside the packet or its cover. † To be prepaid.
- 3rd. The additional postage on a re-directed book-packet, whether paid at the time of re-direction or not, will be the same as the original postage, as given in the above table. (See also Rule 183.) Postage on re-direction.
- 4th. Every book-packet must be sent either without a cover or in a cover open at the ends or sides (so as to admit of the enclosures being removed for examination); though for the greater security of its contents the packet may be tied at the ends with string. When so tied the string may be cut, but the packet must be re-fastened as it was before. To be open at the ends.
- 5th. A book-packet may contain any number of separate books or other publications, prints, or maps, and any quantity of paper, parchment, or vellum; and the books or other publications, prints, maps, &c., may be either printed, written, or plain, or any mixture of the three. Further, all legitimate binding, mounting, or covering of a book, &c., or of a portion thereof, will be allowed, whether such binding, &c., be loose or attached; as also rollers in the case of prints or maps, markers (whether of paper or otherwise) in the case of books, and, in short, whatever is necessary for the safe transmission of literary or artistic matter, or usually appertains thereto; but no patterns or books of patterns (unless these consist merely of *paper*) can be allowed. Description of enclosures allowed;
- 6th. No book-packet may contain any written letter, closed or open, or any enclosure sealed or otherwise closed against inspection; nor must there be any letter, nor any communication of the nature of a letter, written in any such packet or in or upon its cover. Entries, however, merely stating who sends the book, &c., or to whom it is given, are not to be regarded as a letter. and of enclosures not allowed.

* In the case of Parliamentary proceedings the postage advances throughout at the rate of one penny the quarter pound. Thus, the postage of a Parliamentary publication not exceeding 12 ounces is threepence only.

† The prepayment of the postage on Parliamentary proceedings is optional; and if it be made in part the simple difference only is to be charged.

- Size. 7th. No book-packet must exceed two feet in length, width, or depth.
- Treatment of irregular bookpackets: 8th. Any book-packet which shall not be open at the ends or sides, or shall have any letter, or any communication of the nature of a letter, written in it or upon its cover, must be charged with the "unpaid" letter postage.
- of packets with irregular enclosures: 9th. If a book-packet be found to contain any written letter, whether closed or open, or any enclosure sealed or otherwise closed against inspection, or any other unauthorized enclosure, the letter or enclosure must be taken out and forwarded to the address on the packet, charged with full postage as an unpaid letter, together with an additional rate (one penny); and the remainder of the packet, if duly prepaid with stamps, must then be forwarded to its address.
- of packets not properly prepaid. 10th. If a book-packet be not sufficiently prepaid with stamps, but nevertheless bear a stamp of the value of one rate, it must be forwarded charged with the deficient book-postage, together with an additional rate; but any packet which bears no postage stamp must be charged with the "unpaid" letter postage, according to its weight, provided it does not exceed 4 oz. If it exceed 4 oz. it must be sent to the Returned Letter Branch, marked "Unpaid, above 4 oz."
- Examination of book packets. 11th. In every case in which the postage chargeable under these regulations would be greater than the letter rate, this latter postage must be substituted.
- Disposal of irregular book packets. 12th. The Head Postmaster, who first receives a book-packet, must, whenever he has ground for suspecting an infringement of any of the above conditions, and occasionally even when there is no such ground, open and examine the packet; and every book-packet which shall not be open at the ends or sides, or shall exceed two feet in length, width, or depth, or shall have any letter, or any communication of the nature of a letter, written in it or upon its cover, or shall bear no postage stamp and exceed four ounces in weight, must be sent up, with as little delay as possible, to the Returned Letter Branch of the Circulation Office in London, Edinburgh, or Dublin, as the case may be; but in cases of other infringements of the regulations, the packet must be dealt with by the Postmaster himself, as laid down in sections 8 and 9.

13th. Book Packets must be stamped with the Dated Stamp both on their despatch and arrival, in the same manner as letters. Stamping of book packets.

14th. To prevent obstacles to the regular transmission of letters, any Head Postmaster may, when necessary, delay forwarding book-packets for a period not exceeding twenty-four hours beyond the ordinary time; and at a packet-office* the delay may, at the option of the Postmaster, be either for that period, or until the despatch of the mail next after that by which the book-packet ought otherwise to have been forwarded. Detention of book packets.

15th. The rates of postage on Book Packets for the Colonies and Foreign Countries will be found in the Postal Guide. Colonial Book Post.

Newspapers and other periodical Publications bearing an impressed Stamp.

53. All newspapers and other periodical publications published in the United Kingdom at intervals not exceeding thirty-one days, and which bear an impressed stamp or stamps denoting the stamp duty (of the kind formerly confined chiefly to newspapers), may either be forwarded, like other printed matter, under the regulations of the Book Post, or be transmitted and re-transmitted through the post within the United Kingdom, under the following regulations, free from postage, viz. :— Newspapers bearing an impressed stamp.

1. They are subject to the same restrictions, with regard to the number of sheets and superficial extent, as were formerly applicable only to newspapers properly so called. These restrictions are shown in the following Table :— Restriction of size.

Amount of Stamps impressed on the Publication.	Maximum Number of Sheets.	Maximum Superficial Extent of Letterpress on One Side.
One Penny - -	Two - -	2,295 inches.
Three Halfpence -	Three - -	3,443 „
Two Pence - -	Four - -	4,591 „

* “ Packet Offices ” are those at which mails are made up for despatch by *packet boats* (by which are meant ships under contract for the conveyance of mails) to places abroad. Such are the offices of London, Liverpool, and Devonport.

- Value of impressed stamp. 2. No publication, or portion thereof, can pass through the post free of charge unless the impressed stamp which it bears be at least of the value of one penny.
- Title of newspaper. 3. The title and date of the publication must be printed at the top of every page.
- How to be folded. 4. The publication must be folded in such a manner that the whole of the stamp or stamps, denoting the full duty, shall be exposed to view, and be distinctly visible on the outside; except that where there are more than two publications in the same cover it will be considered sufficient if the stamps are so arranged that they can readily be examined.
- Not to be printed on pasteboard. 5. The publication must not be printed on pasteboard or cardboard, or on two or more thicknesses of paper pasted together; nor must any pasteboard, cardboard, or such pasted paper be sent with it as a back or cover thereto, or otherwise.
- Not to be more than 15 days old. 6. It must be posted within fifteen days from the date of publication.
- Not to be enclosed. 7. It must either have no cover or a cover open at the ends.
- To have no enclosure. 8. It must contain no enclosure.
- To have no marks or writing. 9. It must have no writing or other mark thereon, but the name and address of the person to whom it is sent; nor anything on the cover, but such name and address, the printed title of the publication, and printed name and address of the publisher or vender who sends it.
- Postage chargeable on newspapers for town free delivery. 10. If the publication be addressed to any person within the town free delivery of the place where it is posted, it becomes liable to a postage of one penny, which must be prepaid by affixing a postage stamp.
- Examination of newspapers. 11. The Head Postmaster who first receives a newspaper or other periodical publication must, whenever he has ground for suspecting an infringement of any of the above conditions, and occasionally even when there is no ground for suspicion, open and examine the packet, and, if he find any of the conditions disregarded, he may detain the packet till the next mail, for fuller examination. Should the irregularity consist in not folding the paper so as to expose the stamp or stamps, a postage of one penny must be charged in addition to any other
- Penalty for wrong folding.

postage to which the publication, if properly folded would have been liable; and if the publication be addressed to any person within the town free delivery of the place where it is posted, and do not bear a penny postage label, it must be charged twopence; but in case of any other irregularity the publication must be dealt with in accordance with the regulations of the Book Post. (See Rule 52.)

Penalty for deficient postage on newspapers for town delivery.

12. It is recommended that every publication should have a notice to purchasers conspicuously printed, pointing out the necessity of exposing the impressed stamp to view, whenever the publication is sent through the Post.

Warning to purchasers to expose the impressed stamp.

13. Unstamped publications, or stamped publications which have been issued more than fifteen days, can only be forwarded under the regulations of the Book Post.

54. Newspapers sent abroad are liable to the same regulations as newspapers passing (under the newspaper privilege) between different parts of the United Kingdom, except that, before going abroad, the name of the newspaper must have been registered at the General Post Office, and that instead of requiring to have an impressed stamp, each newspaper, if sent to a Foreign Country, is liable to the postage entered in the Table of Colonial and Foreign Postage, and if sent to a British Colony, to a postage of one penny, with an additional postage (as shown in the Table of Colonial and Foreign Postage) when the newspaper has to pass through a Foreign Country. In all cases of newspapers going abroad the impressed stamp stands for nothing.

Newspapers sent abroad.

55. The duty of surcharging newspapers from abroad is confined to the Office of the port of arrival; unless the newspaper should, after leaving that port, be found to contain writing or enclosures, in either of which cases it must be charged as a letter.

Newspapers from abroad.

56. Numerous instances having been observed of newspapers received in the mails from the United States containing writing or enclosures, attention is particularly directed to such newspapers which must, as far as practicable, be carefully examined before they are sent out for delivery; and any which may contain writing, other than the address, or any enclosure whatever, must be charged with the full letter postage, at the rate of 1s. the half-

Newspapers from the United States.

ounce. This postage must be brought to account in the same manner as ordinary Inward Surcharge postage. (See Rules 237 and 240.)

IV. REGISTRATION.*

Registration fee.

57. Any prepaid letter, book-packet, or newspaper for places in the United Kingdom, may be registered on payment, in stamps, of a fee of *6d.* Letters, book-packets, and newspapers for most of the colonies may also be registered for a fee of *6d.*: even where no agreement on the subject exists with a colony or foreign country (see Rule 59), the same fee gives the security of registration as far as the British port of despatch, though not farther. No book-packet, however, for a foreign country can be registered beyond the port of despatch, except as a letter at the full rate of letter postage. (See Rule 62.)

Registration of unpaid letters.

58. The only unpaid letters that can be registered are letters for those places abroad to which postage cannot be paid in advance; and for these a letter can be registered only as far as the port of despatch. The fee is *6d.*, and must be prepaid.

59. Information respecting registration fees for the colonies and foreign countries will be found in the Postal Guide.

Re-directed Registered Letters.

60. A registered letter, when re-directed, is not liable to more additional postage than an ordinary re-directed letter (see Rule 46), unless, having been dropped into the box, it comes within Rule 76.

Responsibility in regard to Registered Letters.

61. The Post Office does not guarantee the safe delivery of a registered letter; though its officers are, of course, responsible to the Postmaster-General, who will call to strict account any one who neglects his duty on this point, and will determine those cases in which any loss is to be made good by the officer in fault, or by his superior

* The term "Registered letter" includes every kind of letter, book, newspaper, or other packet that may be registered.

officer, if the error should be found to arise from lax supervision.

In every office there should be a “Registered Letter Locker,” for the secure deposit of registered letters which are waiting for despatch or delivery. The locker should be provided with a good lock, and should have a front or top of wire or glass, that its contents may be seen. It should be divided into two compartments, one for registered letters waiting to be despatched, and the other for those waiting to be delivered. The key of the locker should be in the custody of the senior officer on duty, or of an officer selected for the purpose, who will be held responsible for the safety of the letters. The careless detention of letters in the locker is punishable under Rule 85, sec. 9.

Despatch of Registered Letters.

62. A letter tendered for registration must be presented at the office window or counter, at least half an hour before the box is closed for the mail by which it is to be despatched.* It is the duty of the officer who registers it to satisfy himself that the proper amount of postage and fee is prepaid; in stamps, if the letter be for any place in the United Kingdom, and either in stamps or money, at the option of the sender, if it be for places abroad. The cases specified in Rule 58, where the fee alone need be paid, are exceptions to this rule.

If the letter should be imperfectly addressed, the officer ought if possible to have the address corrected by the sender, but when this is not practicable, the letter must nevertheless be registered, and must be forwarded according to the imperfect address. A letter so forwarded will not be reported as missent.

63. To the person who presents a letter for registration a receipt must be given on the proper form (a counterpart being retained in the book), and both the receipt and counterpart must be stamped at the same time. The Office Stamp must be impressed on the face of the letter, above the address, if there be room, and the words “Registered Letter” must be written upon it in red

* A letter received in a private bag for registration is an exception to this rule.

Tying with green tape. ink : it must then be tied with green tape (see Rule 66), and when it has been entered on the Letter Bill (see Rule 65) it must be placed in the "Registered Letter Locker" (see Rule 61) until it is time to make up the bag in which it is to be despatched ; and the despatching officer seeing the entry on the bill will be responsible that he obtains the letter from the locker. At offices where no book is kept for entering registered letters posted for dispatch, a note should be made by the despatching clerk on the counterfoil of the receipt book, stating in what bag the letter has been forwarded, and he should append his initials thereto. Messengers or Letter Carriers are forbidden to take letters from the public for registration.

Note of bag in which sent.

Registered Letter Bag.

64. In some offices the registered letters are despatched in a separate bag, called the Registered Letter Bag, which is tied and sealed and enclosed in the ordinary letter bag. This bag is to be entered on the letter bill as if it were a registered letter, the letters which it contains being entered on the registered letter "Slip," which is enclosed in the bag, and not on the Letter Bill. Great care is necessary in the disposal of a registered letter bag ; in addition to the usual fines (see Rule 85) a repetition of any negligence in this respect will be followed by a severe punishment. A registered letter bag is not to be tied with green tape

Entry on the Letter Bill.

65. The full address of a registered letter forwarded in an ordinary letter bag must be entered on the letter bill which is despatched with it, and the bill must be tied to the letter or to the bundle which contains it. (See Rule 107.) For the proper mode of entering a remittance letter on the bill see Rule 251.

Of Foreign Letters.

All registered letters for places abroad sent by cross post must be entered on the *Paid* letter bill, and all inland registered letters must be entered on the unpaid bill.

Of Inland letters.

Correction of an entry.

If it should become necessary to erase or alter the entry of any letter on the letter bill, the erasure or alteration must be attested by the initials of the officer who makes it ; but, when practicable, it is better to substitute a fresh bill with the entries correctly made.

Affidavit of entry.

An officer who despatches or who opens a bag containing registered letters should so completely satisfy himself as to the agreement between the entries on the bill and the registered letters to which they refer, as to be able, if required to make affidavit on the subject.

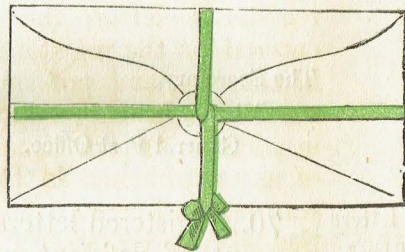
Green tape.

66. *All* registered letters, whether Inland or Foreign,

must be distinguished from the ordinary correspondence by being tied with green tape; as must also all letters marked "Registered," but dropped into the Letter Box (see Rule 76), as well as *all Official Money Letters*, including remittance-letters, letters containing fines, and every other kind of property-letter requiring to be entered on the letter bill. Cash or stamps enclosed in paper, or in bags, passing between a Head Office and Sub-Office, need not be tied with green tape, although entered on the letter bill. Green tape is not used for parcels of postage stamps, pouches, or election writs, sent from the metropolitan offices, although entered on the letter bill, and its omission in such cases must not be reported.* It is not necessary to tie a Poll Book with green tape.

For what letters to use green tape.

Exceptions to its use.



67. The tape, as shown in the above sketch, must be tied over the ends and round the middle of the letter, and after being looped wherever it crosses, must be tied in a fast knot at the *back of the letter* so that the knot may not interfere with the address; it should be drawn tightly, but not so tightly as to alter the shape of the letter.

How to tie it.

68. When a letter which ought to be tied with green tape is observed to be without the tape, it must at once be properly tied, and the report of the omission (see Rule 84) must state that this has been done.

Omission of green tape to be rectified.

* It is sometimes found impossible in the London Office to tie with green tape all the Registered Letters arriving from *Australia*. An omission as regards these letters is therefore not to be reported against London; but letters, when received untied, whether for delivery or forward, must be tied with green tape at the office which receives them from London (see Rule 68).

How supplied.

69. The tape must not be used wastefully or for any other purpose than that for which it is supplied. Each letter will require, on an average, twenty-four inches of tape; and, in order to prevent waste, application must be made in the following form for a fresh supply of tape:—

POST OFFICE _____

_____ 18 .

SIR,

I have to request a fresh supply of Green Tape for the purpose of distinguishing Registered letters.

Since I was supplied with _____ yards of the tape in question, on the _____, I have registered _____ letters.

I am, Sir,

Your obedient Servant,

The Secretary,
Missing Letter Branch,
General Post Office.

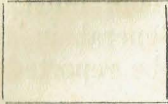
Registered letters not liable to surcharges.

70. Registered letters are not liable to be surcharged on account of deficient postage; the officers who receive them being responsible that the proper amount of postage and fee is prepaid at the time of registration. With the exception, therefore, of letters registered under the provisions of Rule 76, and of *re-directed* registered letters (see Rule 60), all registered letters must be delivered free.

Treatment when observed to be insufficiently prepaid.

71. When a registered letter is received from another Head Office, not bearing stamps sufficient for the postage and fee, the deficiency, whether as regards postage or fee, must be charged at the single rate against the office at which the letter was registered. This charge must be made on the *paid* letter bill in the manner shown in the following specimen:—

Stamp of Despatching Office.



Cross Post PAID Letter Bill.

From *Birmingham* to *Cardiff*.

Amount of PAID Foreign or Ship Letters and Newspapers - - - - -

Despatching Postmaster's Column.			Receiving Postmaster's Column.		
£	s.	d.	£	s.	d.
Received in Bag from					
<i>Glo'ster.</i>					2
Total - -					2

Additional Postage due on Registered Letters addressed*

Mr. Johnson, Cardiff.

* The Name of the Person and the Town only to be stated.

ADDRESS OF REGISTERED LETTERS.

1	
2	
3	
4	
5	
6	
Total	<i>J. Smith, Postmaster Despatching.</i>

How to charge
deficient postage
on the despatching
office.

72. When a *Paid Letter Bill* is not ordinarily used for the office at which an underpaid registered letter has been posted, it will be necessary to fill up a paid bill like the specimen, for the purpose of charging the deficiency against the office in fault; and this extra bill must be sent to the Receiver and Accountant-General in the weekly account. The circumstance must be reported at the foot of the usual report form.

73. If this duty be done at a forward office, the word "debited" and the amount debited (for example, "debited 2*d.*") must be written on the face of the letter in red ink, in order that the deficiency may not be charged a second time against the office in fault.

When insuffi-
ciently prepaid at a
Sub-Office.

74. When a registered letter is received from any Sub-Office insufficiently prepaid, the requisite additional stamps must be affixed, and the amount obtained from the Sub-Postmaster. Should the underpaid registered letter be a Colonial or Foreign one, prepaid in money, it must be marked in red ink as having been prepaid the correct amount, which must be brought to account in the paid letter bill with which the letter is forwarded; the deficiency being in like manner obtained from the Sub-Postmaster.

Forward
Registered
Letters.

75. A forward registered letter, in passing through an Office, must be carefully checked from its receipt to its despatch (see Rules 61 and 119): it should be stamped on the back, and the address entered in a book provided for the purpose, which should show in what bags it is received and despatched, and through whose hands it passed.

Letters marked
"Registered," and
posted in the
letter box;

76. An Inland Letter marked "Registered" and dropped into the letter box, instead of being posted in accordance with the Regulations, is liable to a registration fee of one shilling, in addition to the postage; and must be taxed accordingly. If, for example, such a letter, not exceeding half-an-ounce in weight, be prepaid 1*d.* only, it must be surcharged one shilling; but should it bear stamps to the amount of 7*d.*, the tax will be 6*d.* only; thus making up the charge of one shilling beyond the proper amount of prepaid postage. Deficient *postage* on such letters must be surcharged at the double rate, as in the case of ordinary letters. Thus, if the letter, being *over* the half-ounce, bear a penny label only, the tax will be 1*s.* 2*d.*, that is, 2*d.* (the deficient postage at the unpaid rate) and 1*s.* (the fee). After being thus taxed, the letter must be treated as one duly tendered for registration. The surcharge must be entered as

how to be charged;

and subsequently
treated.

unpaid postage in the letter bill in the usual way, and will be obtained on the delivery of the letter. The foregoing rule applies to all *inland* letters marked "Registered," but not duly tendered for registration; and to all such letters observed in their passage through an office, or received for delivery; but does not extend to Colonial and Foreign letters, which, when not properly tendered for registration, must be treated as ordinary letters, even though they be marked "Registered." In these latter cases the word "not" must be prefixed to the word "registered," and the officer's initials must be annexed.

Colonial and Foreign Letters exceptions to the Rule.

77. Any officer who shall neglect the foregoing Rule will be required to make good the amount of the postage which has been lost to the revenue through his inattention.

Punishment of inattention to the Rule.

Delivery of Registered Letters.

78. On the arrival of a Mail (see Rule 119), registered letters for delivery, whether by Letter Carrier, or from the window, or by Sub-Postmaster, or Messenger, must, after being stamped on the back, be entered by the proper officer in the Registered Letter Delivery Receipt Book, both on the receipt form and the counterfoil. (See also Rule 61.)

Treatment on arrival.

79. The receipt form, without which no registered letter must be tendered for delivery, must be given with the letter to the officer who is to deliver it, and who must at the same time sign the counterfoil.

Receipt form.

80. A Letter Carrier on delivering a registered letter must require the receipt to be signed by the person to whom the letter is addressed: when this is not practicable, it must be signed by some responsible person known to be permanently connected with the house, or, when the letter is directed to a place of business, by a clerk or other person known to belong to the establishment. The receipt of a lodger must not be taken except for his own letters. If a registered letter be delivered at the office window, the receipt of the ordinary messenger of the person to whom it is addressed will suffice; and when a registered letter is sent in a private bag it will be sufficient if the receipt come back with *any* signature, as the custody of the key of the bag may

Proper signature of receipt, when delivered by Letter Carrier;

when delivered from the window;

when sent in private bags:

be taken as evidence of authority to receive registered letters. When a private bag, however, is called for at the office by a Private Messenger, he should sign the receipts for any registered letters sent in the bag, whether the bag be despatched closed or open. Registered letters which cannot be delivered at once, as, for instance, those to be kept till called for, must be placed in the locker (see Rule 61), and the proper form of receipt for such letter must be placed in the box or pigeon-hole, where ordinary letters so addressed await delivery, in order to indicate to the delivering officer that there is a registered letter in the locker. (For the punishment for detaining such letters, see Rule 85, sec. 9.—For Returned Registered Letters, see Rule 204.)

when waiting to
be called for :

when re-directed :

81. Registered letters, which may be re-directed must be entered in the Receipt Book in the same manner as if they were delivered ; but in the place allotted for the signature of the recipient must be inserted “ Re-directed to ——— ” [naming the town], and the date on which the letter is forwarded. The despatching officer must sign the entry.

when sent to a
Sub-Postmaster
or handed to a
Messenger.

82. Registered Letters for a Sub-Office having a closed bag must be entered in the Sub-Office Bill, and those for the delivery of a Rural Messenger must be entered on the Messengers' Bill (see Rules 155 and 161). The receipt must be sent back by the Sub-Postmaster by first Post after the letter is delivered ; a Messenger must give up the receipt on his return to the Office ; and a Letter Carrier on the completion of his Delivery.

Disposal of
Receipts when
signed.

83. When signed, the receipts must be again attached to their proper counterfoils in the book by the adhesive matter at the back of the forms ; and the book must be carefully examined each day to see that all receipts have been returned and properly replaced in it ; by which means a complete check will be kept on all registered letters received for delivery. This Receipt Book must be kept for three years, and then returned as waste paper.

Registered Letter Errors and Fines.

Punishment for
irregularities in
Registration.

84. To avoid, as far as possible, the necessity of resorting to more severe measures, a fixed punishment by Money Fines is imposed, without exception, for irregularities in

regard to registered letters ; and it is strictly enjoined that every such irregularity, whether it occurs at his own office or elsewhere shall be reported by the Postmaster in the form provided for the purpose, in which it is also required that certain errors in regard to letter bills shall be reported; as the security of a registered letter is in a great measure dependent on the proper treatment of the letter bill which accompanies it. In cases where there is a separate bag (see Rule 64) for registered letters, omissions in regard to the " Slip " which is forwarded therein will be considered the same as omissions in regard to the letter bill. Each omission to report a fineable irregularity is itself punishable by a fine. A Postmaster is required to debit himself in his weekly account with the amount of fines levied at his office.

Errors to be reported without exception.

85. A fine of 4s. is imposed for each of the following irregularities :—

Fines for irregularities :

1. For mis-sending a registered letter bag, see Rules 64 and 84.
2. For omitting to enter a " Registered Letter Bag " on the proper letter bill.
3. For omitting to enter on the letter bill the number of such bags.
4. For omitting to forward a registered letter bag, or otherwise causing its detention.

for mistreating a Registered Letter Bag :

A fine of one shilling is imposed for each of the following irregularities, committed at a Head Office :—

5. For omitting to enter on the letter bill :
 - a. A registered letter (Rule 65).
 - b. A surcharged registered letter (Rule 76).
 - c. A remittance to the Receiver and Accountant-General (Rule 251).
 - d. Any *official* money or property letter.
 - e. A Returned letter bag, *if it contain a registered letter* (Rule 191).
 - f. A Poll Book (Rule 96).

for omissions to enter on the Letter Bill :

6. For omitting to enter a registered or money letter on the Returned Letter Claim Form (Rule 191).
7. For omitting to tie with green tape a registered letter, or any other letter entered on the bill, with the exceptions specified in Rule 66.

for omissions with regard to green tape :

(In reporting such omissions it should be stated whether any green tape was found loose in the bag.)

- for mis-sending : 8. For *mis-sending a registered letter, or other letter, entered in the bill.†
- for delaying : 9. For accidentally detaining a registered letter or other letter entered on the bill.
- for errors with Letter bills. 10. For omitting to send the proper letter bill in a bag, whether the bag contains registered letters or not.†
11. For sending a letter bill wrongly headed.† (See Rule 103.)
12. For omitting to report any of the above irregularities.

Any other irregularity, such as omission to write "Registered" in red ink, &c., must be reported at the foot of the usual form.

Registered Letter found open.

If a registered or official money letter be observed to be open, or in a torn or insecure condition, it must be secured (see Rule 267), and the circumstance must be reported at the foot of the usual form. In the case of such letter received for delivery, the report should state, if possible, whether the contents were found safe by the owner.

How to report errors committed in London.

86. When a registered letter or official money letter is mis-sent from London, or when such a letter is entered on the London bill, and is not received, the error must be reported to the Secretary by electric telegraph when possible (see Rule 280); and it must be also reported in the usual form by the first post. In reporting registered letter irregularities committed in the *London Office*, the covers of the registered letters referred to therein must, when practicable, be obtained and forwarded with the report.

Fines for Sub-Offices.

87. A fine of *Sixpence* is imposed at Sub-Offices and Receiving Offices for the following irregularities, viz. :—

For each omission to enter on the letter bill,—

1. A registered letter.

* When the mis-sending is owing to a mis-direction by the writer of the letter it is not to be reported in the Registered Letter Irregularity Form (see Rules 62 and 179).

† When an ordinary mail bag is mis-sent, the error must be reported in the Bag Irregularity Form only, and the consequent failure of the proper letter bills, and missending or detention of the registered letters contained in the bag, are not to be reported in the Registered Letter Irregularity Form.

2. A remittance to the Receiver and Accountant-General.

3. Any *official* money letter.

For each mis-sending of a registered letter.

For each omission to tie a registered letter with green tape.

For the accidental detention of a registered letter.

For each omission to return the letter bill.

These fines will be strictly enforced; and should the Postmaster omit to report the irregularities in the proper form he will incur the serious displeasure of the Postmaster-General. Sub-Postmasters, having sealed bags, are in like manner required to report registered letter irregularities committed at Head Offices, and are furnished with proper forms for the purpose; and it is the Postmaster's duty to make application for fresh supplies of this and all other forms when needed.

A Postmaster bound to report his subordinates.

Parliamentary and Voting Notices.

88. On prepayment by stamps of the postage, and of a special fee of 6d., Parliamentary notices may be forwarded through the post under the following regulations:—

Parliamentary Notices.

1. The words "Parliamentary Notice" must be legibly printed on the face of the letter; and in order to secure the speedy return of any notices which may be undelivered, the name and address of the solicitor issuing such parliamentary notice should also be legibly printed or written on the face of the letter; though this latter is not imperative.
2. These notices must be posted either at the General Post Office, St. Martin's-le-Grand, in London; the General Post Office in Dublin; the General Post Office in Edinburgh; or at the chief office at one or other of the following towns:—

Treatment on despatch.

Aberdeen.	Inverness.
Athlone.	Leeds.
Belfast.	Lincoln.
Birmingham.	Liverpool.
Bristol.	Manchester.
Cork.	Newcastle-upon-Tyne.
Exeter.	Norwich.
Glasgow.	Shrewsbury.

3. All notices which by the standing orders of either House of Parliament are required to be served on or before the 15th December, must be posted on or before the 12th December, unless the 12th falls on a Sunday, when they must be posted not later than the 11th; but those notices which by the same orders may be served later than the 15th, may be posted *after* the 12th of that month.
4. Parliamentary notices and voting notices must not be confounded with registered letters, but must be treated in accordance with the separate rules provided for them.
5. The notices must be posted at the Post Office window, accompanied with duplicate lists of the addresses; the letters being arranged, for the convenience of comparison, in the order of the list. These lists must be examined by the officer in attendance at the window; and if each list correspond with the address, he must sign and stamp every sheet of each list. One of the duplicate lists must then be returned to the person who brought the letters, and the other forwarded to the Secretary, General Post Office, London.

Time for posting
parliamentary and
voting notices.

89. The hours for receiving both parliamentary notices and the under-mentioned voting notices are the same as those for the registration of letters, but should the parliamentary notices be presented at such a time as to interfere with the ordinary duties of the office, any other time may be appointed within the next twenty-four hours for receiving the same; provided that, when the notices are to be served on or before the 15th December, such arrangement do not delay the posting beyond the 12th.

90. Whoever sends parliamentary notices should, if possible, arrange with the Postmaster on the day before as to the most convenient time for posting them, and state the probable number.

Voting notices:

91. Notices belonging to any one of the subjoined classes (enumerated in the Act 5 & 6 Vict. c. 18., relating to votes for members of Parliament) bearing postage stamps to the value of the postage and of a special fee of 2*d.* can be sent through the post with the securities for their safe delivery enjoined by law, provided the notice be brought duly directed, open and in duplicate, to a Postmaster of an office

How to be posted:

where money orders are issued or paid.* On receiving such a notice, it must be compared with the duplicate, and if the two agree the latter must be stamped and returned to the bearer. The word "Notice" must then be legibly written in red ink on the front of the notice, so that, when it arrives at the office for delivery, it can be distinguished from an ordinary letter, and from a registered letter.

How to be
marked :

Both Parliamentary and Voting notices are subject to the usual charge for re-direction.

92. Care must be taken that such notices are tied in a bundle by themselves, though, except in this particular, they are to be treated, in despatching them, as ordinary letters. They are not to be tied with green tape.

How to be
despatched.

93. The following are the notices referred to :—

Description of
Notices.

Counties and Cities.

1. Notices of appeal from decision of revising barristers.
2. Notices to sheriffs and returning officers of judgments and orders of the Court of Common Pleas.
3. Notices from candidates to returning officers.

Counties.

1. Notices from revising barristers to clerks of the peace.
2. Notices from clerks of the peace to overseers.
3. Notices by overseers to persons entitled to vote for a Member of Parliament.
4. Notices to overseers by persons claiming to be inserted in the list of voters.
5. Notices of objection to be given to overseers.
6. Notices of objection to be given to parties objected to by persons other than overseers, and to the occupying tenant of the qualifying property.

Cities and Boroughs.

1. Notices from town clerks to overseers.
2. Notices by overseers as to payment of rates and taxes.

* The posting of these notices is confined *strictly* to Post Offices where money order business can be transacted ; consequently, whenever such power is suspended at any office, none of these notices can there be received.

3. Notices to overseers of claims.
4. Notices to town clerks of claims by freemen.
5. Notices to overseers or town clerks, of objections.
6. Notices of objection addressed to the persons objected to.

City of London.

1. Notices of claims to secondaries and to clerks of livery companies.
2. Notices to high bailiffs of Westminster and Southwark.
3. Notices from revising barristers to town clerks.
4. Notices of objection addressed to the persons objected to.
5. Notices of objection addressed to secondaries or to the clerks of livery companies.

Treatment on delivery.

94. When a parliamentary notice, or a notice respecting voting for a Member of Parliament, is delivered, a receipt, on the proper form,* must, if possible, be obtained, but whether or not, the notice must be delivered; and where no receipt can be obtained, the Postmaster must make a record of the fact, and keep this record as evidence. A parliamentary or voting notice which cannot be delivered must not be kept longer than one week. (See Rule 205.)

Delay of delivery if necessary.

95. If in any case the ordinary delivery would be seriously delayed by the delivery of Parliamentary notices, the delivery of the notices may be delayed for any period not exceeding twenty-four hours, but the delivery of *voting* notices must not be delayed.

Poll-books, how to be forwarded :

96. When a poll-book is presented by a Returning Officer to be forwarded by post, an acknowledgment thereof in writing, stating the time when posted, must

* If at any time a Postmaster should have no forms for the receipt of parliamentary or voting notices, he must write out the necessary form. The following is a copy of the form of receipt for a parliamentary notice :—

Received from the Post Office a "parliamentary notice" addressed to me. }

A



Signed _____

The blank space, marked (A), must be impressed with the dated stamp in use on the day of delivery.

In the case of voting notices, the description of notice should be inserted instead, of the words "Parliamentary Notice" as above, thus, "Notice of Objection," "Notice of Appeal," &c.

be given to such officer, and a duplicate of such acknowledgment, signed by him, must be kept. The poll-book must be forwarded, by the first post, to the Metropolitan Office; and in the making up and despatch it must be treated as a registered letter (see Rules 65, and 85, *f*), to be treated as Registered Letters; so that it may be traceable from hand to hand to its ultimate delivery. In addition to "Registered," the words "Poll Book" must appear on the addresses.

97. No registration fee is to be demanded for poll-books; and prepayment of the postage is optional, but without fee or green tape. without regard to weight. A poll book need not be tied with green tape.

98. Any officer wilfully contravening any of the regulations, relating either to notices respecting voting for Members of Parliament or to poll-books, will be liable, by law, to a penalty of 100%. Penalty of neglect of above Rules. (See also Rule 85, *f*.)

99. Postmasters are responsible that every person employed in their offices is made acquainted with the regulations respecting registered letters, and also with the special rules relating to parliamentary and voting notices; and the signature of every such person must be taken in acknowledgment of his having perused the instructions on the subject contained in this book. Postmasters responsible for their subordinates knowing the Rules.

V. DESPATCH OF MAILS.

100. It is the duty of the despatching Postmaster to examine whether the stamps affixed to inland prepaid letters are sufficient to pay the postage (see Rule 44), and should this not be the case, to surcharge the letter in accordance with Rule 233, &c.; and he is required to tax all unpaid inland letters with the proper postage (see Rule 44). He should also take pains to ensure that the proper postage is paid upon Colonial and Foreign Letters (see Rule 48). The same care must be taken in regard to Book Packets, whether for abroad or at home (see Rules 48 and 52, sec. 10, and Rule 235). Letters bearing postage stamps which have been previously defaced, or which are imperfect, must be treated according to Rules 262 and 265, and attention must be paid to Rules 50 and 51, as to limitation of weights and size, and forbidden contents. Preparation of letters for despatch: as to postage:

101. The despatching Postmaster is responsible that postage stamps are carefully defaced (see Rule 134), and as to stamping:

as to sorting.

that every letter and book-packet bears a distinct impression of his office stamp (see Rules 125 and 126):

Road sorting.

102. When the letters have been thus examined and prepared they must be sorted for despatch in the proper bags.

In offices which make up many bags, the letters are first sorted into divisions or roads, and those in each division are subdivided for despatch in the proper bags.

The arrangement of this duty must depend upon circumstances, which vary at different offices, and a Postmaster should apply to his Surveyor for instruction when he finds the least difficulty in performing it in a satisfactory manner. His object should be to sort accurately, and to despatch the mails with quickness and regularity, and yet so to apportion the work that he may trace every error to the officer by whom it was committed. (See Rules 172 and 176.)

Letter Bills :

103. Applications for Letter Bills of all descriptions are to be addressed to the Secretary.

to be sent in every Bag.

A letter bill must be sent in every bag that is made up, even when there are no letters, and it must be headed with the name of the office for which the bag is made up. There are special letter bills for London, and also for the Travelling Offices, and there are "paid" and "unpaid" Letter Bills for use between Head Offices.

Special Bills.

Proper heading of Bills.

When the printed heading of the Travelling Office Bill does not specify the particular office for which it is intended, the Postmaster must be careful to insert in writing the proper designation of the Travelling Office; and if he does not know it, he must apply to the Surveyor for instruction. An unpaid letter bill must be sent in every cross post bag, and a paid letter bill must also be sent in any cross post bag in which foreign or colonial letters are forwarded. (See Rule 214, sec 4.) A fine of 1s. is incurred by an omission to forward a letter bill, or by forwarding a wrong bill or a wrongly headed bill. (See Rule 85 & 121.) Every letter bill must be signed in full the despatching officer; and when such officer is not the Postmaster, the word "For" must be prefixed to the printed word "Postmaster."

Unpaid Bill.

Paid Bill.

Fine for sending wrong Bill.

Signature of Bill.

Entry of postage on Letter Bills for London and Railway Post Offices.

Entry of postage on cross post bills.

104. The amount of postage on the foreign letters prepaid in money which are sent in the London or Travelling Office Bags must be entered on the respective bills under the proper heading. The postage on unpaid letters sent in those bags is not to be entered on the letter bill.

105. The postage on colonial and foreign letters sent

in a cross post bag* is to be entered on the paid letter bill, and the unpaid postage on letters for the delivery of the office for which the bag is made up is to be entered on the unpaid bill. The postage on an unpaid letter sent as "forward"† is not to be entered on the letter bill.

Entry of Registered Letters.

106. Registered letters must be entered on the bill in accordance with Rules 63 and 65.

How to tie up the letters and the bill.

107. The letter bill accompanying a despatch *must always be tied on the outside of a full-sized bundle of letters*, which must contain the registered letters, official money letters, *Colonial and Foreign Paid*, in money, and *Inland Unpaid* letters. This bundle should be tied over the ends as well as round the middle. When the letters above-mentioned do not suffice to make a full-sized bundle, the bundle must be made up to the proper size with ordinary letters. *Charged newspapers or charged book-packets must form a separate bundle, and must not be tied up with the letter bill.* Ordinary prepaid letters must be tied in secure bundles, but newspapers and book packets may be dispatched loose in the bag.

108. Where it is practicable to do so, letters which are sent as "forward"† on any office, should be tied in a separate bundle from those for the delivery of such office.

Forward letters to be in separate bundles.

109. Great care should be taken that bundles of letters are not put into the wrong bags, and so serious a blunder will be best prevented by exposing the label of bag, so as to be plainly seen by the despatching officer. (See also Rule 114.)

Bagging the letters.

110. In preparing the Night Mail for London, the letters, &c. must be divided into eleven separate portions, namely:—

Making up the London Bag by Night Mail.

1st. Stamped letters‡ for London and the London district. (*Whether these letters are to be sub-divided into the respective districts (see Rule 111), or sent in bulk to a forward office, or despatched in the London bag in the ordinary way, will depend on the instructions received from the Surveyor.*)

* A "Cross Post" Bag is a bag which any Head Office makes up for any other Head Office, except the Metropolitan Office and the Travelling Post Offices; and the letters forwarded in these bags are called Cross Post Letters.

† Letters sent from one Head Office to another, to be sorted and forwarded to other Head Offices, are called "Forward Letters," and the office at which they are sorted is called a "Forward Office."

‡ By "stamped letters" are meant letters fully prepaid by stamps affixed.

- 2nd. Stamped forward, except Ireland.
- 3rd. Irish letters (when the circulation is viâ London) including money order advices and unpaid letters for Ireland.
- 4th. Letters for Government Offices.
- 5th. Registered letters, unless sent in a separate bag.
- 6th. Money order advices for London *forward*.
- 7th. All unpaid and charged Inland letters for London or forward, except Ireland.
- 8th. Unpaid or charged letters, book-packets, or newspapers for the Colonies or places abroad.*
- 9th. Stamped letters for the Continent.†
- 10th. Stamped letters for the Colonies and Foreign parts.†
- 11th. All letters prepaid in money.

Labelling of
London District
letters.

At those offices where the *Night Mail* letters for London are sorted into districts, the bundle for each district is to be denoted by a label, which must be firmly tied to it. The labels are supplied from the Metropolitan Office, and the Postmaster should take care to have a sufficient stock on hand. The words on the labels must not in any case be altered; and when a Postmaster finds himself without a label for any particular district, he will use a paper label temporarily until he obtains a fresh supply. Applications for labels should be made to the Secretary.

Making up the
London Bag by
Day Mail.

111. The London Day Mail must also be made up in six divisions, as above described; the following Rules being observed as regards the letters for London:—

1st. The letters for London which have the initials of the postal districts added to the addresses must be separated from those which have not.

2nd. The letters with initials must be sorted to their proper postal districts.

3rd. If the whole number of letters with initials does not usually exceed fifty, after they are sorted, they must be arranged and tied in one bundle, in the

* When the number is less than ten they should be tied up with the "Forward" or "Through" correspondence (by which is meant the correspondence which, coming from one Head Office to another Head Office, has to be forwarded to a third Head Office), but placed together at the top of the bundle to admit of their being readily separated from the rest when the bundles are opened. On the Saturday night, the Forward Colonial and Foreign correspondence must be sent on, in accordance with the above rule; the Registered Colonial and Foreign letters being treated in the same manner as ordinary "Through" Registered letters.

† Newspapers and book-packets properly prepaid by stamps may be sent loose in the bag.

following order, those for the Eastern Central District being placed in front:—

- | | |
|---------------------|---------------------|
| 1. Eastern Central. | 2. Western Central. |
| 3. Northern. | 4. North Eastern. |
| 5. Eastern. | 6. South Eastern. |
| 7. Southern. | 8. South Western. |
| 9. Western. | 10. North Western. |

4th. If the number of such letters on the average exceed fifty, those for the districts having the largest portions must be tied in separate bundles, and the others together; according to the above rules.

5th. Letters for London and its neighbourhood, not bearing initials, must be tied in separate bundles, unsorted.

6th. If letters for places in the *neighbourhood* of London, are to be forwarded to either of the Travelling Offices on the North-western or Midland Counties Railway, these instructions must be observed; but, in all other cases, such letters for the neighbourhood as have *initials*, must be sorted to their proper postal districts, with the letters for London itself; as above directed.

7th. The London forward correspondence must be tied up in separate bundles.

112. On "blank day," that is, the day on which the London night mail bag is not made up, letters for places which are marked in the circulation list as "London through" are to be tied in bundles by themselves, with a label "London through" attached to them, and must be forwarded as directed by the Surveyor. These letters must be confined to stamped letters, whether ordinary or registered; and no newspapers, books, parliamentary proceedings, or other packets paying less than the full letter-rate, are to be so forwarded, except Government letters.*

"Blank day" circulation through London.

113. No letters for London itself, except Government letters, are to be forwarded on Blank Day. Govern- For London itself.

* By "Government letters" are meant all letters or despatches addressed to Cabinet Ministers, the Postmaster-General, the Secretary or Assistant Secretaries of the Post Office, the Secretaries of the Treasury, and the Commander of the Forces. All letters or despatches bearing the signature of any one of these functionaries, and marked "immediate", or "by Guard", if handed to the Postmaster with a request that they may be specially forwarded, must be enclosed by him in a cover addressed to the secretary G.P.O., and marked with red ink "Immediate" on the upper corner.

ment letters are to be tied in a separate bundle, and attached to one of the "London through" bundles.

Correct despatch
of Mail Bags ;

114. A Postmaster is responsible that the correct bags are despatched from his office, that they are properly tied twice round the neck with sound string,* and that the string is sealed to the bag with the office seal. (See Rule 135.) The label of each bag must be carefully examined, and the bags for each line of road should be strapped together in proper order, before the guard or other officer to whom they are intrusted, leaves the office. Care must be taken that no bag is sent that is not in complete repair. (See Rule 269.)

and in proper
repair.

Punctual despatch;
by railway ;

Each despatch should take place punctually at the time fixed for it. Bags conveyed by railway should be at the station at least five minutes before the hour named for the departure of the train by which they are to be despatched : but where they are forwarded by means of the apparatus† they should be suspended on the standard 10 minutes before the mail train is due.

by apparatus.

Extra Bags.

115. Where an extra bag is made up for any office, and despatched with the regular bag, it should be marked by a label ; and the words "Extra Bag ;" and "Extra Bag Sent" must be written in red ink across the Letter Bill sent in the regular bag.

Irregularities
in mails.

116. Any irregularity in the despatch or arrival of a mail, however caused, must be immediately reported in the Bag Irregularity Form (see Rule 177). The Postmaster should inform the Surveyor at once of any alteration in the hours of any Train conveying Mails, respecting which the Postmaster has received no instruction. The hour at which each mail is despatched should be entered in a book.

Failure of the
apparatus.

When any failure takes place in the exchange of bags with a travelling office by apparatus, owing to the machinery being imperfect, or in any way out of order, the Postmaster must make a special report to the Inspector General of Mails explaining precisely the nature of the defect ; and, in reporting the failure to the Surveyor in the usual Bag Irregularity Form, he must state whether he has acquainted the Mail Office as above directed.

How to report
them.

To be reported by
telegraph.

When the apparatus is so injured as to prevent its proper working, the Postmaster must send a telegraphic

* Two or more pieces of string knotted together must not be used for this purpose.

† Bags are taken up or dropped by Mail Trains, without stopping, by means of the apparatus ; and full instructions as to its use are issued by the Inspector General of Mails, under whose control it is placed.

message to the Inspector General of Mails, General Post Office, stating briefly the nature of the injury, in order that an Officer may be sent down at once to repair it.

117. Mail bags, which, from any cause, cannot be forwarded by the regular despatch, or, missing that despatch, are not sent by special means, must be re-opened at the despatching office, and the letters must be sent by the first subsequent despatch by which they can circulate; the word "Cancelled," with an explanation, must be written across the Letter Bills, which must be forwarded in the next bags for the office for which they were originally prepared. Registered letters entered on the cancelled bills must be re-entered on the bills with which the letters are subsequently forwarded.

How to remedy a failure of a despatch.

118. A Postmaster must, however, unless he have particular instructions on the subject, use his own discretion as to forwarding such delayed Mail Bags by special means, or by the next available train, with the object of preventing, as far as possible, any further unnecessary detention of the letters which they contain: the latter course should always be adopted when the detained bags are for the Metropolitan Office, or for any large town with which there is direct communication by railway.

Special despatch of delayed mails.

The Surveyor must be furnished with a full report of the circumstances by first post.

VI. ARRIVAL OF MAILS.

119. On the arrival of a mail, the hour of arrival should be entered on the Time Bill and in the proper book, and the bags should be checked off one by one, in order to ascertain that none are missing, and that none of the bags are defective. (See Rule 269.) Before cutting the string, the officer who opens the bag must satisfy himself that the seal is perfect, and is that of the office from which the bag was despatched. Anything that is defective or irregular must be reported in the Bag Irregularity Form. On emptying the bag, which he should invariably turn inside out, he must first search for the letter bill, ascertaining that it has been duly prepared (see Rules 103 and 122), and he must carefully check the receipt of any registered or money letter that may be entered thereon; placing his initials to the entry. He must also satisfy himself that each registered or money letter that may be

Noting the hour of arrival.

Checking the Bags.

Checking the letter bill, and registered letters.

received is entered on the bill, tied with green tape, and in all respects properly dealt with. (See Rule 68.) He must then place the registered letters in the proper channel for disposal, taking care that they do not leave his possession without his obtaining the receipt of the officer to whom he hands them. (See Rules 61 and 78.) Any irregularity which may be detected must be duly noted, in order to be reported on the proper form. (See Rules 84 and 85.)

Checking the postage.

120. After the registered letters have been thus checked, the correctness of the postage entries on the letter bill must be tested by an examination of the letters. If they cannot be made to agree, they must be checked by another officer, and the correct amount must be entered in the Postmaster's column of the letter bill, the checking officer making a note "*Checked by me,*" and signing it. As soon as the opening officer has satisfied himself as to the entries, he must sign the letter bill. (For the proper mode of dealing with letters which appear to have been wrongly taxed and charged in the Bill, see Rule 243.)

Stamping the Letter Bill.

Every letter bill should be stamped at the same time as the letters which arrive with it, so as to bear the same index letter. (See Rule 125.)

Substitute for Letter Bill when missing.

121. If a bag should arrive without a letter bill, or with a letter bill headed wrongly, the officer who opens it, after carefully examining the contents, must make out a letter bill, as a substitute for the one which was omitted taking care that the entries, including those of registered or money letters, are complete. He will then write across it the words "*Substitute for omitted or 'wrongly headed' bill,*" and having signed it, he will file it with the bills received in due course, and forward it with his weekly account instead of the missing or erroneous bill. The "substitute" bill must be certified by a second officer. A duplicate of the "substitute" for a missing bill must be enclosed in the form in which the non-arrival of the bill is reported, and in the case of a wrongly headed bill the latter must be enclosed in the report form. (See Rule 122.) Adverting to Rule 117, it must be understood that a "cancelled" bill must be duly forwarded with the other bills to the Accountant General.

122. The absence of a letter bill or the receipt of a bill wrongly headed must be reported to the Secretary in the proper form, by the first post after the error is observed. (See Rule 85, ss. 10 and 11. and Rule 121.)

123. If a bag contains "forward" letters (see Note to Rule 108), they must be at once separated from the letters for delivery, as, with the exception of registered letters, they are not to be stamped (see Rule 132), unless the previous separation would unduly delay the preparation of the letters for the Town Delivery or the Rural Posts. The letters and book-packets for delivery, whether for the town or for the rural districts, must be stamped on the back before they are sorted. (See Rules 125, &c.) (For the delivery of letters, see Chap. 8.)

Disposal of
"forward" letters.

124. Bags for another office arriving out of course must not be opened at the office at which they are so received, unless under a standing authority from the Surveyor, but must be forwarded to their destination by the first available means. On every occasion on which they are opened, the circumstance must be reported to the Surveyor in the Bag Irregularity Form, and the report must be marked "special."

Mis-sent bags not
to be opened.

VII. STAMPING.

125. Every Head Office and Money Order Office is provided with a dated stamp. The figures of the dated stamp must be carefully adjusted at the beginning of each day; and as soon as this has been done, a clear impression must be made in a suitable book, so as to afford evidence of the correct discharge of this duty. Where a stamp is fitted with index letters A, B, &c., care must be taken to change the letter punctually at the appointed periods. The use of the index letter is to indicate the hour at which any letter arrives or is despatched, and if it fail to do so, owing to bad management or carelessness, a Postmaster may often be blamed for a delay which has not occurred at his office. Whenever the index letter is changed, an impression should be made in the proper Book.

Dated stamp.

Index letters.

126. It is necessary, not only that the impression of every official stamp should be legible, but that it should be perfect in every particular; so that each letter and figure of the stamp may be quite clear. To effect this, attention must be paid to the following points:—

Necessity for
legible stamping.

1st. The stamp must be kept perfectly clean; which may be done most effectually by washing it with potash or soda; using for the purpose a small brush. Type which has been used must be cleaned before it is replaced in the box.

How to clean the
stamp.

Cushion.

2d. The cushion on which the letters are placed to be stamped should be quite even, and very slightly elastic (of the consistency of galvanized india rubber); and it should be laid, unfastened to it, upon a slab of stone resting firmly on bricks or wooden supports.

How to hold the stamp.

3d. The stamp should be held firmly in the hand, and struck upon the letter with a *light* sharp blow; care being taken not to let the stamp fall upon the impression made at another office. It is in the power of any one, by attention and practice, to become a good stamper.

The Pad.

4th. The self supplying pad, which is furnished to every Postmaster from the Metropolitan Office, must be kept fit for use by strict attention to the printed instructions by which it is accompanied.

Examination of Sub-Office stamping.

128. It is a Postmaster's duty to take proper notice of defective stamping at the Money Order Offices which are subordinate to him. Should a Sub-Postmaster neglect his admonitions, the case must be at once reported to the Surveyor in the proper form.

Reports of bad stamping.

129. It is necessary that the Surveyor should know how the stamping duty is performed, and a report must be made to him, in the proper printed form, of any imperfections in the stamping of an office from which a bag is received. The necessity of the official stamp being *distinct*, and the Surveyor's inability to secure the proper performance of this duty, unless he know where it is neglected, must be evident to every intelligent Postmaster. The Postmaster-General therefore relies upon every good officer doing his best to assist the Surveyor in this matter.

Letters, &c. which are to be stamped on the front.

130. The following kinds of letters, &c. *posted at* the Head Office or at the Subordinate Offices, are to be stamped on the front or address side :—

Foreign letters,* prepaid in money.

Unpaid letters, both Inland and Foreign.

Re-directed letters, if taxed with postage.

Registered letters.

Book packets charged with postage.

Newspapers charged with postage.

Letters, &c. which are to be stamped on the back.

Letters prepaid by postage stamp, and book-packets, must be stamped on the back, unless a double stamp be

* Here and elsewhere, unless contrary to the sense, the words "foreign letters" must be understood to include colonial letters.

used, when they must, of course, bear the impression on the address side.

Great care must be taken, not to deface the address of a letter with the Office stamp.

131. Letters and book-packets, received for delivery, whether for town or country, must be stamped on the back with the Head Office stamp, unless under orders to the contrary from the Surveyor. Stamping of letters for delivery;

132. Ordinary Forward letters are not to be stamped, see Rule 123. Forward *Registered* letters must be stamped on the back. Of Forward letters;

133. At sea-ports, letters arriving by private ship must be stamped with a ship letter stamp, and, when the ship letter stamp is not dated, with the date stamp also. Of Ship letters.

134. Head Offices are provided with defacing stamps for the obliteration of postage stamps, and with a black composition for that purpose.* The defacing stamp requires the same kind of pad as the dated stamp, and equal care should be taken in using it. Proper obliteration consists in making the number of the defacing stamp appear distinctly legible on the postage stamp without smearing it. A double stamp is sometimes supplied, in using which care must be taken not to encroach on the address of the letter. Defacing stamps.

Some few Sub-Postmasters are allowed to use defacing stamps, and in such cases it is the Postmaster's duty to take care that they use them properly, but where it is possible to do so, all postage stamps should be defaced at the Head Office. (See Rule 264.)

135. Applications for new stamps or for the repair of stamps must be made to the Surveyor, and no Postmaster will be excused for continuing to use an imperfect stamp. When a new stamp is supplied the old one should be returned to the Controller of the Circulation Office, who will, when it is worth the expense, cause it to be re-cut and sent back. When a new seal is required (see Rule 114) application is also to be made to the Surveyor. Applications for new stamps; and for Seals.

VIII. DELIVERY OF LETTERS.

136. The "Delivery" of a Head Office or of a Sub-Office includes every place which receives its letters through that office, whether free or not.

* Ink, both for stamping and obliterating, is supplied to Postmasters from the Metropolitan Office, and Postmasters must supply their subordinate money order offices.

The "Free Delivery" includes only those places at which the letters are delivered free of charge by a servant of the Post Office.

The "Town Free Delivery" of an office comprises every house within the boundary of the Letter Carrier's delivery.

The term "Delivered Free," applies only to those letters which are left free of charge at their address by a servant of the Post Office.

First Delivery.

137. The first Delivery should, where it is possible, commence punctually at the hour at which the office is opened. (See Rule 41.)

Duties which are not to be performed by Letter Carriers.

The Letter Carriers and Messengers must never be allowed to open letter bags, nor to deal with letter bills, or accounts; nor can they, as a rule, be allowed to assist in the general sorting of letters, or to have access to any, except those for their own delivery, unless in cases where special permission is granted by the Surveyor. They may, however, be employed to sort Newspapers and Book-packets where such assistance is of advantage in expediting a delivery.

Sorting the letters into walks of Letter Carriers.

138. Where there is no Head Letter Carrier,* nor any arrangement under which one selected man, or more as the case may be, is employed to divide the letters for the Town Delivery into the different walks, that duty must be performed by the Postmaster or a clerk. No letters should be passed to the Letter Carriers for delivery until they have been divided into the several walks, and it must be borne in mind that it is necessary to confine this duty to the smallest possible number of hands, consistently with due despatch. (See Rule 172.)

* A Head Letter Carrier, when paid as such, is expected, generally, to perform the following duties:—he should divide the Town delivery letters into the several walks before the other Letter Carriers come on duty, and he should charge the unpaid letters against each man; he should have the control of the Letter Carriers' room, and be responsible that the men conduct themselves with propriety; he should take care that their Attendance Book is properly kept, and that the Postmaster is duly informed when a fine is incurred for irregularity (see Rule 22); he should see that every Letter Carrier does his best to deliver doubtfully addressed letters, and he should himself be thoroughly acquainted with the town and its inhabitants. The Head Letter Carrier's delivery should be the lightest, and his walk the nearest to the office, so that he can always return before the other men and be prepared to take their postage and undelivered letters, and to fill up the Attendance Book. Where the Letter Carriers have uniform, the Head Letter Carrier should see that it is properly used. (See Rule 277, &c.)

139. The amount of unpaid postage charged on each Letter Carrier should be entered in a book or on a slate, and the correctness of the charge should be acknowledged by him before he leaves the office. A Letter Carrier is not required to give credit for postage, and if he do so, it must be on his own responsibility. (See Rule 142.)

140. Each Letter Carrier must arrange the letters for his own delivery before he leaves the office, and on no pretence must he go to his own house, or to any other, except for the purpose of leaving letters, until his delivery is completed; and he must proceed as rapidly as possible, so that every letter may reach its destination without unnecessary delay. A Letter Carrier who wilfully delays the delivery of a letter, or who is drunk upon duty, is guilty of a misdemeanour, and is liable not only to dismissal, but to be punished by law.

141. Every Delivery must commence as nearly as possible at the hour fixed for it* (See Rule 137); and, unless in peculiar cases, all the Town Letter Carriers should leave the office at the same moment.

142. Except when specially exempted from doing so, each Letter Carrier must return to the office directly he has completed his delivery, and must give back any letters, &c., which, for any reason, may remain undelivered; it being forbidden, under pain of dismissal, that he should retain them in his own possession. He must also pay the postage which is charged against him. (See Rule 139.)

143. The Letter Carriers' Attendance Book must be carefully kept. The hour at which each man completes his delivery is to be entered therein, and not the hour at which he may return to the office; and he is held strictly responsible that he gives the correct time. It should be ascertained by occasional personal inspection that the Letter Carriers do not loiter while engaged on their walks, and that they truly state the time at which they complete their deliveries.

144. It is the duty of the Postmaster to arrange the walks of the Letter Carriers, so as, without unduly favouring any person or locality, to ensure an early delivery to the more important portions of the town, and a delivery in every portion of it with the least possible

* The Letter Box should be cleared at the shortest possible period before the commencement of each delivery, in order to include letters posted for the town.

delay. No Letter Carrier should deviate from the walk laid down for him.

[For Rules respecting the delivery by Letter Carriers of registered letters and of parliamentary notices see Rules 80 and 94.]

Letters not to be delivered in the street ; nor under doors.

145. As Letter Carriers are responsible for the delivery of letters at the houses to which they are addressed, they are not allowed to deliver them in the street or elsewhere, even to the owners ; nor are they permitted to put them under doors even when requested to do so.*

Private box delivery.

146. Letters may be delivered from the private box window at any period of the day within office hours ; provided that the regular despatch of the Letter Carriers is not in any way delayed or interfered with by such delivery.

General window delivery.

147. No person living within the town free delivery, unless he rent a private box (see Chap. 10), can obtain his letters at the office window if a delivery by Letter Carriers is about to commence ; but when a mail arrives, after which there is no immediate delivery by Letter Carriers, any person may obtain his letters arriving by such mail on applying at the window while the Office is open. There are, however, exceptions to this rule (under special authority) in cases where there are frequent deliveries by Letter Carriers.

Delivery of letters left to be called for.

148. Letters addressed to the Post Office, or to be kept till called for, may be obtained at the office window, except where it is ascertained that it is the *practice* of persons living within the town delivery to have their letters so addressed, in which cases they should be sent out by Letter Carrier. Letters for persons residing outside the Town Delivery must be delivered on application at the window.

Delivery to persons in Military, Naval, and Coast Guard Services.

149. Letters addressed to persons in the Military, Naval, and Coast Guard Services, are subject to the same regulations as letters addressed to the public generally, except that a private box or bag is not necessary to enable letters for Military in barracks to be obtained at the office window. At the choice of the Commanding Officer, such letters may be obtained altogether from the office window without fee ; or may be delivered by Letter Carrier at the barracks, if within the free delivery. In either

* Postmasters should advise the public to have letter boxes placed in their doors, in order to facilitate the delivery, especially when it takes place early in the morning or late in the evening.

case they must be handed to an orderly appointed for the purpose, and care must be taken to obtain a written authority from each Commanding Officer for delivering all such letters to the orderly or servant who may be appointed to receive them and to sign receipts for registered letters.

150. No Letter Carrier, Rural Messenger, nor any other person employed, directly or indirectly, by the Post Office in conveying letters or mail bags, is allowed, at any time or under any circumstances, to carry or distribute circular letters or ordinary letters of any description, or printed papers, whether stamped or unstamped, which have not been regularly posted. A Postmaster must not fail to report to the Surveyor any breach of this rule, and he must not permit it to be evaded by the enclosure of such letters or printed papers in parcels. Letter Carriers and Rural Messengers are not allowed to hold news agencies, nor to deliver newspapers for news agents, upon pain of dismissal.

No unposted letter or newspaper to be delivered.

151. On the receipt of an order from a Bankruptcy Court (*bearing the seal of the Court*), or from the Lord Ordinary or any Sheriff in Scotland, all letters that may be directed to any bankrupt must be delivered or re-directed according to the order; such arrangement to continue to the end of the time to which the order extends, which is limited, by law, to three months. The order must not be retained; but as soon as a copy has been taken, so as to enable it to be acted upon at once, it must, without loss of time, be sent to the Secretary with the words "Order obeyed" written on it.

Delivery of letters under an order of the Bankruptcy Court.

IX. RURAL POSTS.

152. Rural Messengers whose wages in England and Wales amount to 10s. a week are appointed by the Postmaster General. (See Rule 12.)

Appointment of Rural Messengers at 10s.

Rural Messengers in England and Wales, whose wages are less than 10s. a week, are to be selected by the Postmaster, (see Rule 13,) as are also the persons mentioned in Rule 14.

At less than 10s.

153. The letters for Sub-Offices or Rural deliveries must be sorted into the proper divisions by the Postmaster or the Clerks, and never by a Letter Carrier or Rural Messenger.

Sorting for Rural Posts.

154. A Rural Messenger is required to arrange his letters for delivery before he leaves the office (see Rule 30);

Placing the letters for delivery.

but to enable him to do so, and to start punctually at the appointed hour, the time at which he is to attend must be fixed, and strict regularity must be enforced.

Rural Messengers should be despatched, as a rule, at 6 a.m., both in summer or winter, or, when the arrival of the mails will not admit of a despatch at that hour, as soon as possible afterwards. It is very desirable that they should start punctually at the same hour every morning.*

Regular despatch
of Messengers.

155. The exact hour at which a Messenger starts must be entered on his Letter Bill, without which no Messenger must be despatched. After he leaves the office, he is not allowed to call at his own house, or anywhere else, before he commences his delivery. He is not forbidden to deliver a letter to its owner, if personally known to him, on any part of his walk.

Rules for Rural
Messengers.

156. The printed Form of Instruction furnished for each Messenger contains rules for his guidance, and a Postmaster is responsible that these rules are clearly understood, and strictly complied with in every particular. The Messenger must be required to sign the acknowledgment at the foot of the Instruction, and he should be cautioned that the plea of ignorance will not be admitted as any excuse for a breach of the Rules. He must be allowed to read the Instruction whenever he wishes to do so. A copy of the Rules contained in the Instruction is appended to this chapter. The Postmaster must take care that every Messenger clearly understands the rules respecting the delivery of a registered letter. (See Rule 80.)

Sealed Sub-Office
Bags.

157. A sealed bag must be made up for every Sub-Office at which Money Order business is transacted, or from which there is a free delivery, either by the Sub-Postmaster or by a Branch Messenger starting thence; and no such bag must be despatched without a Sub-Postmaster's letter bill. It is unnecessary, except in special cases, to make up a sealed bag for a Sub-Office not coming within the above description.

Delivery and
collection at Sub-
Offices without
sealed bags.

158. When a Messenger delivers the letters in a village at which there is a Sub-Office not having a sealed bag, it is not necessary for him to go to the Sub-Office before he commences the delivery; he need only call there on his way through, in order to have his bill dated by the Sub-Postmaster, and to leave in his charge letters for houses in the neighbourhood not in his free

* The Letter Box should be cleared shortly before the despatch of the Messengers, in order to forward the letters for their deliveries.

delivery. On his return journey, however, he must call to take up any letters that may be posted, and to have the proper entries made on his letter bill by the Sub-Postmaster; and on his return to the Head Office he must complete the necessary entries in his Letter Bill. (See Rule 30.)

Return of Messenger.

159. The letter bill for a Sub-Postmaster is distinct from that for a Messenger. Each bill explains itself, and the Postmaster must take care that every entry is properly made, both at his own Office and at his Sub-Offices.

Rural Letter Bills.

160. When a Branch Messenger is attached to a Sub-Office, whether it have a Date Stamp or not, a Messenger's Bill must be stamped at the Head Office, and forwarded day by day for his use, and the Sub-Postmaster from whose Office the Messenger starts must return it daily to the Head Office, where it must be again stamped.

Branch Messenger's Letter Bills.

161. Registered letters for a Branch Messenger's delivery, postage stamps supplied to any Sub-Office on a Branch walk which has no closed bag, and also the official circulars (see Rule 275) for such office, must be entered on the Bill for the Sub-Office from which the Branch Messenger starts, and the Sub-Postmaster must make the necessary entries on the Messenger's Bill.

Entry of Registered Letters for Branch Posts.

162. A Postmaster should keep a correct list, which he can always obtain from the Surveyor, of the hours fixed for the arrival and despatch at each of his Sub-Offices, and he should observe by the entries on the letter bills, whether the Messengers keep their appointed time. Proper notice must be taken of every irregularity; and if a Messenger neglects the warnings he receives, he must be reported to the Surveyor, and his written explanation must be forwarded, accompanied by some of the letter bills showing the irregularity. Sub-Postmasters must be required to enter on the bill the *actual* hours of arrival and despatch.

Hours of Rural Posts.

Irregularity of Messengers to be reported.

Wilful irregularity on the part of a Messenger, or delay of letters, or drunkenness when on duty, is a misdemeanour, and is punishable by law.

Offences of Messengers punishable by law.

163. Any letter bearing the proper postage stamps, posted at a Sub-Office for any place within the free delivery of the Sub-Postmaster or the Messenger, must be delivered without being taken to the Head Office, if they would be delayed by being taken there; but before leaving the Sub-Office the postage stamps which such letter may bear must be carefully defaced, either by an obliterating stamp or with a pen and ink. In like manner,

Delivery of letters posted in Rural Districts for delivery therein.

any letter bearing the proper postage stamps and given to a Messenger at a place where there is no Sub-Office, for delivery on his route, must be so delivered, provided it be previously taken to a Sub-Office, in order that the stamps may be defaced. But such letters should, as a rule, pass through the Head Office, when their delivery is not thereby delayed. A Messenger is not allowed to distribute letters within the Town delivery of the Head Office.

Delivery of unposted letters or papers.

164. A Rural Messenger is not allowed to deliver unposted letters, &c. (see Rule 150).

The following is a copy (except as regards the special information required for each Post) of the Messengers' Instructions referred to in Rule 156:—

1. (Special Information).

Limits of his delivery.

2. The Messenger must deliver letters at every house within 70 yards of his walk, described below, and at every house in the villages through which he passes, whether within 70 yards or not, unless otherwise ordered by the Surveyor.

3. Single houses, out of a village, at a greater distance than seventy yards from the prescribed route, need not be delivered by him, unless specially included.

4. (Special Information).

Dating his letter bill.

5. The hour of his arrival at the end of the walk, and the hour he leaves on his return journey, must be entered by the Messenger on the Letter Bill, independently of any entry to be made by a Sub-Postmaster.

Out-boundary letters.

6. Letters for houses beyond his delivery must be left at one of the Sub-Offices, or at any house on his walk, where he may be directed to leave them by the persons to whom they are addressed.

Letters posted on his walk for his delivery.

7. He is not allowed to deliver an unpaid letter until it has passed through the Head Office, nor must he deliver a stamped letter handed to him for a place on his walk until the stamp has been defaced at a Sub-Office. The Postmaster will instruct him respecting the delivery of such letters. (See Rule 163.)

Prohibition to make any charge.

8. He must not, on pain of dismissal, make any charge as his own perquisite upon the delivery or collection of any letter whatever, whether on his regular route or beyond it.

Horn.

9. He must blow a horn or a loud whistle, to let the public know of his coming, especially on his inward walk.

10. He is required to sell stamps along his route, and to purchase from the Postmaster each morning a sufficient number of stamps to meet the usual demand. He must pay for these stamps before he starts, and the Postmaster will allow him the full commission of one per cent.

Sale of stamps on his walk.

11. On his inward walk, the Messenger must call at each Sub-Office for the letters which may have been posted there, and must receive, on the road, all letters which may be handed to him for the Post, whether paid in money, unpaid, or stamped, except letters for registration. If a person should object to purchase a stamp from the Messenger and affix it to the letter, or if the Messenger should be without stamps, the Messenger must take the letter with the postage in money, and affix stamps to the proper amount when he gets to the end of his walk. (See Rules 260 and 264.) He cannot be required to register any letter handed to him for despatch, because letters for registration must be tendered at a Post Office.

Collection of letters.

12. If there be a Wall Box or Pillar Box on his route which he is required to clear (special instruction being given in each case by the Postmaster), he must be very careful not to clear it before the proper hour, as indicated on the box. It is his duty to see that the box is in proper repair, and to inform the Postmaster if such should not be the case. He must take care that the door is not left unlocked.

Clearing pillar or wall letter boxes.

13. The letters which he takes out loose must be counted and their numbers entered in the Bill by the Despatching Officer. On the inward journey those collected at Sub-Offices, not having sealed bags, will be counted and the numbers entered by the Sub-Postmaster in the proper space on the Messenger's Bill; and the Messenger must himself count those which he takes from Wall Boxes or receives loose from the Public, and properly enter the numbers on the Bill. The Postmaster will sign the Bill when he has satisfied himself that the entries are correct.

Counting of his letters.

14. He is strictly forbidden to carry or deliver any circulars or letters of any kind which have not been regularly posted, or to assist in any way in the carriage or distribution of any newspaper that is not passing through the Post; and he must not attempt to evade this Rule by carrying such letters or newspapers as parcels. He is not allowed to be a news agent, nor to deliver newspapers for a news agent. (See Rule 150.)

Prohibition to deliver circulars, newspapers, &c. not posted.

Fee for carrying private bag.

15. It will be the Messenger's duty to convey any Private Letter Bag, duly authorized, to be left at any place on his route, and he will be entitled to the customary fee of 10s. 6d. a year for its conveyance.

Employment of substitutes.

16. He must not employ another person to perform any part of his duty. He may, however, obtain occasional leave of absence from the Postmaster, and he will then be required to provide a proper substitute. When the Messenger absents himself on plea of illness, the Postmaster will satisfy himself that he is unable to work. In all such cases the substitute is to receive the full wages of the Messenger. The substitute must, of course, make the Official Declaration, and whenever a substitute is employed, the circumstance must be noted specially on the Letter Bill.

Misconduct of messengers, &c.

17. In the event of any misconduct on the part of the Messenger, if a Postmaster finds that his admonitions are disregarded, he will not fail to report the circumstances of the case to the Surveyor, and if the Messenger should arrive at the Head Office in a state of intoxication, so as to incapacitate him from a proper discharge of his duty, or should otherwise so seriously misbehave himself as to make his suspension necessary, the Postmaster will suspend him and report him immediately.

18. The Messenger must be made thoroughly to understand the regulations herein laid down; and when he has carefully read them he must sign the acknowledgment below.

19. The Postmaster will preserve this Form, and show it to the Messenger whenever he requires to see it for his guidance.

(Acknowledgment by Messenger.)

Acknowledgment of Instructions.

"I have read these Instructions and understand them. I am aware that I am not allowed to employ any person to do any portion of my duty, nor to absent myself from duty without permission from the Postmaster; that I am not to deviate from the route laid down for me; that I am not to deliver letters beyond the official boundary pointed out to me; and that I am liable to be dismissed if I make any charge whatever on the delivery of any letter for my own perquisite, or if I carry or deliver any circular or newspaper that has not been duly posted."

Signature of Messenger.

X. PRIVATE BOXES AND BAGS.

165. Any person can have a private box (see Rule 146, Fee for a box. &c.) who is willing to pay the appointed fee. Where this fee goes to the Revenue* it is fixed at one guinea per annum, to be paid in advance; and where it goes to the Postmaster, he may demand the same terms, though he may, at his option, take less. The same also, in most cases, are the terms for a private bag, except that, in addition, Fee for a bag. there is a charge for conveyance; the maximum of which is half a guinea per annum if the bag be conveyed by a rural post messenger, and two guineas, if by a contractor for a mail cart or other horse post.† If a resident within the Town Free Delivery have a private bag, he is considered to rent both a private box and a private bag, and he must pay at the rate of a guinea for each, or two guineas per annum. As the use of a private bag may possibly Not to be made up without permission. incommode the service, none must be allowed without the permission of the Surveyor. It is very desirable that no private bag conveyed by a Rural Messenger should, when empty, exceed one pound in weight.‡ If, in any case, a question should arise whether or not the fee due Prepayment of fee. to a Rural Messenger shall be demanded in advance, such question must be referred for decision to the Surveyor. No Bag not to be made up by Letter Carrier, &c. Messenger or Letter Carrier is allowed to put into a private bag the letters which he has taken out for delivery.

166. No Rural Messenger or Mail Contractor can Refusal to carry a bag. refuse to carry a private bag without authority from the Surveyor, for which he must apply through the Postmaster.

XI. MAIL CARTS.

167. Mail Cart Contractors are paid by a warrant of the Receiver and Accountant General, and when they present it duly signed to a Postmaster he is required to cash it, taking special care, however, that it is signed by the Contractor himself, and that the money is paid to no other person. If the Postmaster pay the money into wrong hands, he is liable to be called on to make it good. For the disposal of the Warrant when cashed see Rule 245, sec. 6. Payment of Contractors.

* When the fees go to the Revenue, special instructions are given as to the manner of bringing them to account. (See also Rule 214, sec. 7.)

† If a Bag be conveyed by a Branch Messenger, he, and the Mail Driver or Messenger who may convey the Bag from the Head Office to the point from which he starts, are each *entitled* to the full fee.

Checks on the performance of Mail Cart services.

168. It is a Postmaster's duty to notice the manner in which a Mail Cart service is performed, and to inform the Surveyor of any irregularity he may observe, such as, carts improperly built to carry any person besides the driver ; carts out of repair, unsafe, or simply discreditable to the service ; horses unfit for their work, or in a discreditable condition ; horses overworked ; drivers unsteady or otherwise untrustworthy ; drivers of improper age, or in any way unfit for the situation. A Mail Cart Driver is liable to punishment by law for being drunk on duty, or for any delay of the mails attributable to carelessness or wilful negligence.

Illegal conveyance of passengers.

169. A Postmaster must not fail to report any instance which comes to his knowledge of a Mail Cart Driver carrying a passenger, and he must endeavour to obtain clear proof of such offence, as it is necessary that the offender should be punished by law : he should also take steps to satisfy himself that a Driver does not carry passengers, and he should inform the Police of the illegality of the practice, and request them to report any instances they may observe, letting them know that half the penalty is payable to the person who gives such information as may lead to a conviction. Every driver should be made to read and sign the form of " Caution " which is supplied.

Regularity of Mail Carts.

170. It is a Postmaster's special duty to require the strictest regularity in the working of a Mail Cart, taking care to state on the Time Bill the cause of any loss of time, however small, and to make a special report to the Surveyor when the loss of time is serious or frequent.

Time Bill.

171. Every Mail Cart service is checked by a Time Bill, in which the Postmaster is required to enter the actual hours of arrival and despatch. (See note to Rule 39.) The instructions at the foot of the Time Bill must be carefully observed.

XII. MISSING LETTERS.

Check on the sorting duties.

172. The subject of missing letters is a matter in which a Postmaster should consider the reputation of his office to be at stake, and his efficiency as a controlling officer involved. He should, therefore, make such arrangements as will enable him positively to name the officers through whose hands any particular letter may have passed, and the duties should be so divided that each letter may pass

through as few hands as possible in its transit through the office. When an application for a missing letter is made by the public, the particulars must be reported to the Secretary, in the proper form, and a corresponding entry made in the "Missing Letter Book;" and, pending instructions from the Secretary, every endeavour must be used to learn all the circumstances of the case, in order to be prepared for a further report. It is not sufficient simply to inquire whether the missing letters are recollected, but all persons through whose hands they should have passed must be closely and minutely questioned; and if any circumstance at all unsatisfactory, however indirectly it may relate to the matter, should transpire, it must be reported. Very careful inquiry is also to be made of the persons who are stated to have posted letters and of those into whose custody they should have been delivered from the Post Office.

Applications for missing letters.

Inquiries.

173. All applications received from the Secretary for missing letters, as well as those made to the Postmaster, must be entered in the Missing Letter Book, which should also contain full notes of any circumstances which may appear likely to throw any light upon the case in question, or to assist in any future inquiry. The Missing Letter Book should be attended to by the Postmaster only, and should be kept securely under lock and key. In large Offices, it may be sometimes necessary that this duty should be performed by a Confidential Clerk.

Missing Letter Book.

Postmasters are not allowed to keep a private record of the addresses of letters which they may suppose to contain property.

174. A quarterly Return of Missing Letter Cases, is to be made in the prescribed form, which must be carefully filled up, and punctually forwarded.

Return of Missing Letters.

XIII. ERRORS AND MIS-SENDINGS.

175. Every error and irregularity must be reported in the proper form as soon as possible after it is observed; and any omission to do so will be considered a neglect of duty.

Report of Errors.

176. An "Error Book" must be kept in which a record is to be made of each irregularity committed in the office, describing its nature, the date of its occurrence, the name of the officer by whom it was committed, and the notice which has been taken of it.

Record of Errors.

Forms for
reporting.

177. The following is a list of the forms to be used in reporting errors:—

DESIGNATION OF FORM.	FOR WHAT PURPOSE USED.	OFFICER TO WHOM THE REPORT SHOULD BE ADDRESSED, AND TO WHOM APPLICATION IS TO BE MADE FOR THE FORMS.
London Mis-sent Report (black)	Reporting Letters, &c. mis-sent from London by Night Mail.	The Secretary.
Ditto (red) -	Ditto ditto by Day Mail	” ”
Surcharge Error Report (black)	Reporting omissions to surcharge Letters, &c. received from London by Night Mail - -	” ”
Ditto (red) -	Ditto received from London by Day Mail - - - -	” ”
Ditto (green) -	Ditto received from any other Office - - - -	” ”
Registered Letter Irregularities.	Reporting all irregularities in the treatment of Registered Letters, and also failures in regard to Letter Bills - -	” ”
Report of Mis-sent Letters.	Reporting Mis-sent Letters received from any Travelling Post Office - - - -	The “Inspector-General of Mails.
Report of Sub-Office* Letter Bill Irregularities.	Reporting discrepancies in charges made on Travelling Office Sub-Office Letter Bills -	” ”
Report of Errors -	Reporting Letters mis-sent from Provincial Offices - -	The Surveyor.
Bag Irregularity Report.	Reporting every kind of irregularity in regard to Mail Bags -	”
Report of Stamping -	Reporting bad or imperfect stamping at any Office from which a Bag is received, and also at the Sub-Offices - -	”

Mis-sent Letters:
to be stamped ;
and reported.

178. Every mis-sent letter, book-packet, or newspaper must be stamped on the address side with the dated stamp, the index letter of which must show by what mail the letter arrived, and the error must be reported in the proper form.

179. Letters must be sent, as a rule, to the Post Towns to which they are addressed.

Mis-directed
Letters:
to be stamped ;
and correctly
addressed.

Letters, however, for places which have been transferred from one Post Town to another, when addressed to the former Post Town, must nevertheless, for the first month from the date of the alteration, be sent to the right Post Town, and, if forwarded to the Post Town actually named, must be reported as “mis-sent.” After the first month such

* This refers only to a few Offices, whose Sub-Offices vouch with the Travelling Office.

letters must, in conformity with the usual rule, be sent according to their addresses, and need not be reported as "mis-sent." In either case the letters must be marked with the words "mis-directed to," and be impressed with the dated stamp, and the addresses must be corrected before the letters are forwarded. The same course must be pursued with other mis-directed letters.

180. The mis-sent or mis-directed letter must then be forwarded to its destination,* and any postage charged on it must be claimed in the manner described in Rule 186. Mis-sent letters and mis-directed letters are not to be charged with additional postage. Disposal of Mis-sent, &c. Letters.

181. Any person who complains of the delay or mis-sending of a letter should be requested at once to address himself to the Secretary, enclosing the cover of the letter. Complaints of mis-sendings.

XIV. RE-DIRECTED LETTERS.

182. A re-directed letter is a letter which, without having been opened, is re-posted for the same person, but to a different address. Such letters may be re-directed by the public; or by an officer of the Post Office, when written instructions to do so, properly signed, are received from the persons to whom they may be addressed. Re-directed Letters.

183. Re-directed letters and book-packets are liable to additional postage (see Rules 46 and 52), unless the re-direction be from one place to another within the delivery of the same Head Office and be made by an officer of the department. Official letters (that is, letters from or to Government departments) are exempted from re-directed postage. (See Note to Rule 112.) Additional charge; and exemptions from.

184. A registered letter when re-directed is not liable to more additional charge than an ordinary letter. Registered Letters.

185. Letters addressed to commissioned officers in the army, navy, or ordnance in any of Her Majesty's colonies, or on any foreign station, who, before receiving the letters, may have started on their return home, or to another station, may be re-directed to such officers when removed *upon service*, and are to be delivered to them for the same amount of postage that would have been chargeable had the letters been delivered at their original address. The same privilege extends to the letters of soldiers and seamen, when on Letters to commissioned officers.

* Such letters forwarded to London must be enclosed in the covers provided for the purpose, which are addressed to the "Morning Duty Clerk," &c., and these covers should be sealed.

active service, whether abroad or at home, except as regards foreign postage, which must be paid. No such privilege, however, is to be allowed with regard to letters for a commissioned officer, when such officer is in the United Kingdom, and was so when the letters were posted.

How to claim the postage on a mis-sent or re-directed letter.

186. If there is unpaid postage on a letter which has arrived mis-sent, or which has to be re-directed, it must be claimed in the "mis-sent and re-directed claim" form, which must be wrapped round the letter, and must bear on the outside, as well as inside, the name of the office in the bag for which it is forwarded. The amount claimed in the form must, of course, be only the unpaid postage which has been charged upon the claiming office; but the amount charged on the office to which it is re-addressed must include the additional re-directed postage. If the letter be despatched through a Forward Office the claim form must be made out for that office, but the postage must not, of course, be charged against it.

How to take credit for it.

187. The particulars of the several "mis-sent and re-directed claims" made during each week are to be entered in the "List of Claims" form, which is to be forwarded with the Weekly Account, and credit is to be taken for the amount under the proper heading.

Mis-sent claim forms from other Offices.

188. When a Mis-sent and Re-directed Letter Claim is received from another office, the amount must be checked with the postage on the letters to which it relates. In all cases the correct amount must be entered in the proper column; but where there is a discrepancy, it must be checked by a Clerk or Assistant, and his signature also must be attached to the form. These forms must be sorted alphabetically according to date, tied together, and forwarded to the Receiver and Accountant-General in the Weekly Account.

XV. RETURNED LETTERS.

When to be returned.

189. A letter, book-packet, or newspaper, which cannot be delivered, is to be forwarded to the Returned Letter Branch by the first night mail despatch after the necessity for so doing becomes apparent to the Postmaster; who is to be guided in that matter by the Rules herein-after laid down.

Returned Letter Bag.

190. These letters are to be sent to the Returned Letter Branch in canvas bags, which are provided for the purpose. The bags are to be tied and sealed, and are to contain nothing but that which is intended for the Re-

turned Letter Branch, and “loose postage stamps” (see Rule 263). They are to be sent by Night Mail only, enclosed in the London bag. Postmasters are furnished with books of Returned Letter Claim forms and counterfoils. One of these forms must be forwarded every day, except Saturday or Blank day,* to the Returned Letter Branch, whether there may be any letters to be returned or not. The Claim form sent on Sunday will include Saturday’s letters, but it must be entered in the account for the week ending the following Saturday. When there are letters, book-packets, or newspapers to be forwarded, the claim form must be enclosed with them in the Returned Letter Bag; and when there are no letters, &c. to accompany it, the form, when stamped and signed, must be folded into the shape of a letter, according to the printed address on the back, and must be despatched in the London night mail bag as an ordinary letter. The counterfoil, which will remain in the book as a permanent record, must be an exact copy of the form; and in making out the weekly account, in which a space will be provided for the purpose, the total amount of postage claimed during the week must be entered from the counterfoils. When there are no letters, book-packets, or newspapers to forward, a bag need not be despatched for the purpose of sending up “loose stamps,” “overcharged covers and receipts,” “official covers and letters,” or “allowance vouchers” of any other kind: these can be detained until there are letters, &c., requiring to be forwarded.

191. When the Returned Letter Bag contains a Registered Letter, or an official Money Letter, the address must be written on the claim form despatched with it, and an entry must be made on the London Bill thus, “Returned Letter Bag.” This bag is not to be tied with green tape. When a separate Registered Letter Bag containing the usual slip is made up, the “Returned Letter” Bag is not to be entered on the slip, but on the Letter Bill sent in the London Bag.

192. Two boxes or pigeon holes should be provided for returned letters; one of them to contain letters ready to be returned, and the other those which are waiting the proper period of return.

* On the day *before* Christmas Day, Good Friday, or the Queen’s birthday, these days being holidays in the General Post Office, no Returned Letter Bag or Claim Form is to be forwarded; and the Claim Form sent up on the above-named days must embrace the accounts of the two days.

Explanations on
Returned Letters.

193. The reason for which a letter or newspaper is sent to the Returned Letter Branch, must always be written in red ink on the address side, which must also bear an impression of the Office Stamp of the date on which it is so sent. The words in italics, which follow the description of the letter in each of the following rules, are those which must be written with red ink on the letters to which the rule applies.

Letters to be
returned by first
post.

194. Letters, &c., described under the following heads A to E must always be sent to the Returned Letter Branch by the first night mail despatch after they are observed.

A. Letter posted without an address. (*Not addressed.*)

B. A letter posted without the name either of a Head Office or a Sub-Office on the address, unless for a person living within the delivery of the office when posted, or for a well-known person or place in any other delivery. (*Insufficient address.*)

C. A Letter for a deceased person, when it cannot be delivered to a proper representative. (*Deceased.*)

D. A Letter addressed to a street or place, when there is no street or place in the town of the same name or a similar name, unless there be no reasonable doubt that the letter can be delivered to the person for whom it is intended. (*No such street in.*) (*Office Stamp.*)

E. A letter so addressed as to apply equally to two or more persons or firms, without sufficient indication of the right owner; the Postmaster at the same time having a real difficulty in determining to whom the letter ought fairly to be delivered. (*Insufficient address.*)*

When an obscurely
addressed letter
may be delivered.

195. A letter for a well-known person or firm, even when wrongly or obscurely addressed, may be delivered, provided there be no reasonable doubt that it will reach its proper owner; but where any such doubt may exist, the letter must be dealt with under Rule 194, section E.

Ditto.

196. A letter addressed to a street, and to a person residing in such street, but to no number, or to a wrong number, may be delivered to such person, provided there be no reasonable doubt that he is the right owner;

* When there are two or more persons of the same name whose letters are so similarly addressed that they cannot be distinguished, it is the Postmaster's duty to explain to them personally the risk that is incurred of mis-delivery, and to advise them to furnish their correspondents with a distinctive address.

otherwise the letter must be dealt with under Rule 194, section E.

197. When a letter is addressed to a person, well known to reside in a certain street, but to a different number from that of his residence, the letter must not be delivered to him, until careful inquiry be made at the number indicated in the address; as there may be another person of the same name residing there. When an obscurely addressed letter may be delivered.

198. A letter addressed to a street, whether with or without a number, if there be no person of the name resident in the street, may be delivered to a person of the name residing in another street, provided there be no reasonable doubt that he is the right owner; otherwise it must be dealt with under Rule 194, Section E. Ditto.

199. A Letter having no Post Town upon it, but addressed to a place of the same name as one within the rural delivery, must be sent to that place, whether there be a Sub-Office there or not: if the owner cannot be found at once, it must be brought back; and, instead of being sent to another Post Town under which there may be a place of the same name, it must be forwarded to the Returned Letter Branch marked (*Not known at—* [Name of Village.] *Insufficient Address*). If, however, there be no doubt of the place for which the letter is intended, it may be forwarded accordingly. Obscure addresses for Rural Districts.

200.* A letter for a place in the delivery of another Post Town, when received mis-directed, must be properly addressed, and forwarded accordingly by the first post; it must be marked "*Mis-directed to (Office Stamp)*," and is not liable to any additional postage. Mis-directed letters for rural districts.

201. Letters described under the following heads, F., G., H., I., must be kept for one week, and, if not then claimed, must be forwarded to the Returned Letter Branch, marked with the words printed in *Italics*. Letters to be kept for one week.

F. A letter which is refused. (*Refused.*) Unless the owner may ask to have it kept until he can pay the postage that may be charged on it, in which case it may be kept for one month.

G. A letter for a person who has gone away without leaving an address. (*Gone—no address.*)

H. A Letter, the owner of which cannot be found, although it be addressed to a particular house. (*Not to*

* This rule may be applied to Letters for persons or firms who are well known to reside in a neighbouring town, and when it is evident that the letters have been simply mis-directed.

be found.) Unless directed "to remain till called for" at such house, or "to wait arrival," or in words to that effect; in which case it may be considered to be finally delivered when left there.

I. A letter addressed to the town only, and to a person not known, unless directed to be "kept till called for." (*Not known.*)

Letters to be kept one month.

202. A letter addressed to the "Post Office," or "to be kept till called for,"* must be kept for one month, and then forwarded to the Returned Letter Branch. (*Not called for.*)

Letters to be kept three months.

203. At seaports, a letter, addressed to a ship, may be kept three months, unless it be known that the ship has failed to arrive as expected, or has sailed to some other port, and is not likely to return within that period. In such cases, when the ship has left no instructions, the letter should be sent to the Returned Letter Branch by first post, marked (*Ship sailed, not known where.*)

Registered letters.

204. Registered letters and official money letters are subject to all these Rules, but, whether kept in the office or forwarded to the Returned Letter Branch, great care must be taken that the check upon them is not lost. (See Rule 191.)

Parliamentary and voting notices.

205. An undelivered parliamentary or voting notice must not, under any circumstances, be detained longer than a week and, when it comes within any of the conditions of Rule 194, it must be sent to the Returned Letter Branch by first post.

Postmasters to be guided by the spirit of these Rules.

206. In acting upon these Rules, every Postmaster should bear in mind that the object of them is to ensure the delivery of every letter to its right owner; and, when that is impossible, to secure its speedy return to the person who wrote it, by means of the Returned Letter Branch of the Circulation Office; but in no case should any of the rules be so applied as to prevent the delivery of a letter to a person for whom it may be reasonably believed to be intended.

Examination of Returned Letters from Sub-Offices.

207. A Postmaster must carefully examine letters sent back from his Sub-Offices before he forwards them to the Returned Letter Branch, and if he considers that they have been improperly returned, he must send them back to the Sub-Postmaster with proper instructions.

*A telegraphic message left at a Post Office to be called for, addressed to a person unconnected with the Department, is to be treated exactly as an unpaid letter. (See Rule 281.)

208. No undelivered letters are to be exempted from the above rules, except the cases specified in Rule 205, neither is any exception to be made as respects letters called Valentines, which must be treated in all respects like other letters.

209. Should a letter intended for one person be delivered to another (which must be prevented if possible), and should it be opened by the wrong person, there must be written upon it the name of the person by whom it was opened, and the reason why, as thus, "*Opened by (name of person)—not for him;*" and the letter must be re-sealed, care being taken, as in all other cases in which a letter is re-fastened, that the seal is not placed upon the original fastening.

210. It is not permitted to return any letter to the writer or sender, or to any one else, or to delay forwarding it to its destination according to the address, even though a request to such effect be written thereon; as every letter must be delivered to the person to whom it is originally directed, and to him alone. All applications for the return of letters which have arrived for delivery must be sent to the Returned Letter Branch of the Circulation Office, and it must be stated whether the letter is still at the Office; and if so, how long it has to remain; as thus, "*The letter (or newspaper, book, &c., as the case may be) is here, and has to remain days.*"

211. If a letter should be received under cover to an officer of the Post Office with a request that he will post it, such request must not be complied with, and the letter, with the application respecting it, must be sent to the Returned Letter Branch of the Circulation Office.

XVI. ACCOUNTS.

212. The Revenue Account of a Head Postmaster is balanced every Saturday night. In the "Weekly Account" Form, which must be sent to the Chief Office by every Monday's post, together with the Letter Bills, receipts, &c. enclosed in the proper envelopes, he must debit himself with all the moneys for which he is responsible on Revenue Account, and take credit for every authorized disbursement.

213. The Weekly Account Form itself is in a great measure self-explanatory. The same may be said of almost every form used in the accounts, and Postmasters should make themselves thoroughly acquainted with the headings of all such forms, and with the explanatory notes on each, which must be taken as instructions how the form is to be used.

214. In making out the Weekly Account the following instructions must be observed :—

Receipt Side.

How to fill up the
Debit side.

1st. The first entries are those of the balance against the Postmaster at the end of the previous week, the postage stamps, &c. then remaining unsold, and the postage on undelivered letters remaining in the office. These entries must, of course, tally with the corresponding items for which credit was taken in the previous account.

Balance of errors.

2d. The “ balance of errors ” against the Postmaster, resulting from errors in previous account, as per statement on the back of that account.

Debit of unpaid
postage ;

3d. The total postage on unpaid letters received must be entered day by day in the columns allotted for that purpose, under the several headings ; and the number of arrivals daily must be stated at the head of each column.

of paid postage.

4th. The total postage collected for Foreign and Colonial letters and newspapers, prepaid by money, must be entered day by day in the columns allotted for that purpose ; and the number of despatches daily must be stated at the head of each column.

Letter Bills to be
sent up with the
account.

5th. Every letter bill received must, without fail, be sent up with the account, and the total number of bills enclosed must be inserted. The letter bills are to be sorted according to their description, viz. :—London, Cross Post, &c., and arranged according to their date, the bill of the earliest date being placed at the top ; and the Cross Post bills should also be sorted alphabetically. There will be separate bills for the paid and unpaid Cross Post letters. An unpaid bill must be enclosed in every Cross Post bag despatched, and, in addition to the unpaid bill, a paid bill must be sent, whether there be any postage or not, to those towns to which Foreign, Colonial, or Ship letters are forwarded.

- 6th. Care should be taken that the amount of postage to be debited tallies exactly with that of the bills which verify the entries. The debit on “Local” Postage Account and Surcharge Account is not verified by vouchers, and it is therefore incumbent on a Postmaster to take special care that he do not fail to bring to account every item of postage derived from such sources. Debit entries must agree with the Letter Bills.
- 7th. Those Postmasters who are required to account to the Revenue for private bag and box fees, for guarantee posts and for rents, or to charge themselves with fines for registered letter irregularities, or with deductions for life assurance, must make the entry in its proper column, under the heading “Miscellaneous Receipts,” in the account for the week during which the money is received. Debit of Bag and Box Fees, &c. &c.
- 8th. A Postmaster must debit himself with the value of postage stamps, Street Lists, &c., sent to him during the week; with transfers from Money Order Account (see Rule 219), and with cash remittances sent to him to enable him to meet payments on Revenue account (see Rule 219), and (on the line left blank) with any other monies which he may have received on Revenue Account. Debit of Stamps, Street Lists, &c.

Payment Side.

215. 1st. “Balance of errors” is for the entry of any balance in the Postmaster’s favour resulting from an error in the previous account. (See Rule 221.) How to fill up the Credit side.
- 2d. Under the head of Dead, Mis-sent, and Re-directed Letters must be entered the “re-directed” and “returned letter” claims made in the week ending Saturday, of which there are duplicate copies in the counterfoil of the claim forms. Credit for Dead Letter Claims;
- 3d. Returned copies of Street Lists (see Rule 217, &c.), must be entered on the credit side. for unsold Street Lists;
- 4th. The amount due monthly for the Postmasters salary, for assistance, and for compensation of any kind, and for the salaries of those Clerks who are not paid weekly, must be claimed in the account for the week that includes the last day of each month, and must be the twelfth part of the yearly allowance. for allowances paid monthly;
- 5th. The salaries of Sub-Postmasters and Receivers, including allowances to them for delivery and collection, when such are not specified as weekly allowances, are to be claimed in the accounts for for allowances paid quarterly;

for allowances paid weekly ;

for poundage on stamps ;

for incidental payments ;

for gratuities and guards' wages ;

for cash transferred to money order account ;

for unsold stamps, &c.

Allowance receipts.

Transfer of cash from revenue to money order account ;

from money order to revenue account.

the weeks which include the last day of the months of March, June, September, and December.

6th. All weekly payments must be claimed in the account for the week in which they are made.

7th. Credit must be taken weekly for the poundage due on stamps sold (see Rule 254), and a table is supplied to enable a Postmaster to calculate the amount.

8th. "Incidental payments," under which term are included all authorized expenses not contained in the list of allowances must be certified by the Surveyor before they can be claimed.

9th. Gratuities on Ship Letters and wages of Mail Guards, which are paid only at a few towns, must be claimed as soon as paid.

10th. Transfers of cash to Money Order Account (see Rule 217), must here be placed on the credit side. Transfers credited in the Revenue Account must be debited in the Money Order Account.

11th. The last entries on the payment side are those of the stock on hand on Saturday night of unsold stamps, books, &c., and of undelivered letters, and the balance of cash. These must be carried forward to the "receipt" side of the account for the following week (see Receipt side, Rule 1).

216. It is necessary that a receipt should be taken for every payment that is made. A Postmaster need not however forward a receipt for his own salary and allowances, his signature to the account being a sufficient acknowledgement.

The receipts should be sorted according to the description of payment, so as to agree with the items in the account.

217. On the Monday in each week the Postmaster must transfer the cash balance (exclusive of shillings and pence) appearing to be due from him on his Revenue Account for the previous week to his Money Order Account, and must advise the Comptroller of the Money Order Office of the transfer on the form supplied for the purpose.

218. Intermediate transfers from Revenue to Money Order Account may, if necessary, be made at any period of the week, and such transfers must be advised on the proper form on the day of transfer to the Comptroller of the Money Order Office.

219. On the other hand, if the revenue cash should be found insufficient to pay the salaries and wages which

are due, the requisite sum can be transferred from the money order cash, (care being taken, however, not to cripple that account,) and credit must be taken in the Money Order Account, for the sum transferred, which must be entered on the receipt side of the Weekly Account. If the money order cash will not admit of the requisite sum being transferred to revenue, application for funds must be made to the Receiver and Accountant-General in the proper form. (See Rule 214, sec. 7.)

220. The Comptroller of the Money Order Office must be advised, in the proper form, of any transfer to or from the Money Order Account, and a transfer must not be entered in the accounts until an acknowledgment of the advice has been received. Advice of transfer.

221. A duplicate copy of the Weekly Account must be kept, and these copies should be bound together in the form of a book. All errors which may be discovered in the account will be communicated to the Postmaster by the Receiver and Accountant-General, and the balance of them, to be debited or credited, must be entered against the words "Balance of errors," on the "Receipt" or "Payment" side, as the case may be, in the account for the following week. All corrections thus notified should be entered in red ink in the duplicate copy of the account. Office copy of the Weekly Account.

222. The Weekly Account must be signed by the Postmaster, and must also be certified by the Chief Clerk or other Clerk, who must therefore, of course, be satisfied of the correctness of every entry. Signature to the Weekly Account.

223. A supply of forms, sufficient to enable duplicate copies to be kept, is sent every three months. Supply of Weekly Account Forms.

224. All communications on the subject of the accounts must be made to the Receiver and Accountant-General, but if a Postmaster is at a loss to understand any part of the foregoing instructions he must apply to the Surveyor. Applications on the subject of the accounts.

225. The Postmaster is furnished with a list of all authorized allowances, and the Surveyor gives him notice on a printed form of any alteration which may be made in them. On receiving the Surveyor's notice, he should at once correct his list; and until the notice be received it will be useless to claim the altered allowance, as the receipt for it will not be passed by the Receiver and Accountant-General. Lists of allowances.

In regard to payment of Mail Guards' wages, a Postmaster is to act on any instructions that he may receive from the Inspector General of Mails.

Payment upon
scale.

How to report
increments.

226. When an officer is paid upon a scale giving him an annual increase of salary (see Rule 23), the Postmaster must, one fortnight before such increment becomes due, report the case to the Surveyor in the proper "Schedule Form," of which he should forward *two* copies, and in any other Form which may also be required by the Surveyor. When the proper sanction is obtained, the Surveyor will return one of the Schedule Forms to the Postmaster, as his authority to commence the altered payment, and until he receive such notice he is not to pay the increment. The Postmaster must at once return the Schedule Form to the Surveyor, when he has made the necessary entries in his establishment book. (See Rule 27.)

Reduction to
minimum wages
on vacancies.

227. When an appointment, the salary of which is paid upon a scale, becomes vacant, the payment is at once reduced to the minimum of the scale, and the Postmaster must make a special report to the Surveyor of the date of the reduction.

Payment of
substitutes.

(For the proper mode of paying a substitute, see Rules 25 and 26.)

Record of Letter
Bills.

228. A book must be kept in which to record the amount of paid and unpaid postage entered on each letter bill which is despatched to London, to a Travelling Post Office, or to a Head Office; so that in case the bill be lost the particulars of the entries upon it can be furnished.

Daily Balance of
Postage cash.

Debit side ;

229. The Revenue cash should be balanced daily, and a book should be kept specially for that purpose; on the debit side must be entered the amount of undelivered letters and debts for postage, brought forward from the previous day, and the amount of postage, paid and unpaid, chargeable to the Postmaster in the letter bills of the day, both inwards and outwards, together with cash received on Revenue account from any other source, and paid into the window till: on the credit side should be entered the amounts claimed during the day in mis-sent or returned letter forms, as shown by the counterfoils in the books of forms, the amount of undelivered letters and of debts at the time the account is being made up, and the cash in the till; a balance should then be struck, and if there be any cash over or short, the amount should be duly entered on either side, in order to complete the account.

Credit side ;

230. The postage stamps at the window should be balanced each day in like manner, entering on one side the stock at the window at the last balance, and the

amount added afterwards from the main stock ; and on the other side the stock remaining unsold when the balance is struck, and the cash in the till.

231. The amount of cash thus collected on Postage and Stamp Account, together with any money that may be transferred from Money Order Account, should be entered on the debit side of another book, called the Cash Book, on the credit side of which should be entered every kind of official payment as claimed in the payment side of the Weekly Account, and also the amount of cash transferred to the Money Order Account.

232. These two books, which require at the generality of offices only a brief period of attention each day, will enable a Postmaster effectually to guard against any loss to himself, and will also show him whether he has duly brought to account every item of Revenue received by him.

Surcharges.

233. A surcharge is the additional postage charged upon a letter, book-packet, or newspaper, (see Rule 55,) which has been either insufficiently prepaid, or taxed with too little unpaid postage :* a Postmaster is responsible that inland letters, &c., of this description which pass through his office, shall be properly surcharged ; and every officer under his control should be vigilant to notice any deficiency of postage on letters or newspapers, drawing thereto the attention of the Surcharging Officer, to whom he should take them at once.

234. *When a Postmaster is not on duty himself*, he must hold some *one* Clerk or Assistant responsible for properly making all surcharges and entering them in the Surcharge Account Book, whether the deficiencies be discovered by that particular officer, or by any other. The officer who makes the surcharge must annex his initials to the tax.

235. When the stamps upon a letter are insufficient to pay the postage (see Rule 45) the deficient postage must be charged upon the letter at the unpaid rate, and a note

* The postage which the receiving Postmaster charges on a letter arriving from another Head Office wholly unpaid and untaxed, or on a letter re-directed at another Head Office, and neither prepaid with fresh postage nor taxed, is also to be considered a surcharge ; but the postage taxed at the despatching office on a letter wholly unpaid or on a re-directed letter is not a surcharge.

must be made of the weight of the letter. Thus, if a letter weighing more than $\frac{1}{2}$ an ounce, but not exceeding 1 oz., be posted with only a penny stamp affixed, and thus wanting another penny stamp, it must be marked "Above $\frac{1}{2}$ oz., 2d." In stating the weight the word "Above" must always be used: If the postage stamps on a book-packet be deficient, the surcharge must be made in accordance with Rule 51, Section 10. If a letter weighing above 4 oz., should not bear stamps sufficient to pay three quarters of the postage, it must not be surcharged, but must be sent to the Returned Letter office, marked "Above 4 oz., postage not 3 quarters."

Outward
surcharges.

236. The "Outward" account in the surcharge book applies to letters despatched from an office (whether posted at it or passing *through* it); and the number of letters surcharged *each day*, as well as the amount of postage, must be entered in the proper columns, as a check on the due performance of the duty.

Inwardsurcharges.

237. The "Inward" account applies to letters received for delivery at a Head Office, or its Sub-Offices, and surcharged at the Head Office, or at a Sub-Office (see 241); and the number of such letters, with the amounts of postage, must be entered in the book in the proper columns.

Report of neglect
to surcharge.

238. It is very desirable that all deficiencies should be detected at the offices where the letters are posted; and every instance in which, owing to the neglect of the despatching office, it is necessary to surcharge an inward letter must be carefully reported in the proper form. The letters which most frequently escape surcharge are those which somewhat exceed half an ounce in weight, but bear only one penny stamp.

How to bring sur-
charges to account:

239. The surcharge postage on outward letters must be charged on the letter bills, in the same manner as ordinary unpaid postage.

Outwards;

Inwards.

240. The respective sums surcharged inwards at a Head Office and at the sub-offices *must not be entered separately in the Weekly Account*, but the daily aggregate of all surcharges on inward letters must be debited in one item in the proper column of the weekly account.

Surcharges made
inwards at Money
Order Offices.

241. The amounts entered on the letter bills by Sub-Postmasters of Money Order Offices, such as "Postage surcharged by Sub-Postmaster on letters received for delivery," must be copied daily into the inward account in the Surcharge Book; the name of the sub-office from

which such postage is received being inserted in the column for "signature of officer," with the amount opposite.

242. The circumstance of its being the duty of Money Order Offices to make surcharges in no way relieves a Postmaster from the necessity of paying strict attention to the performance of that duty as regards all letters passing through his *own office*, even when they may be in transit to or from a Money Order Office subordinate to him. Postmaster bound to examine them.

243. If a letter be received for delivery taxed or surcharged above the proper amount, the Postmaster must not alter the tax; but when the letter has been delivered and the postage paid, he can obtain the cover and forward it to the Secretary, applying for authority to refund the overcharge. Such letter should be very carefully weighed previous to its delivery, and the weight noted for after reference. Postage which is thus authorized to be refunded is to be claimed under the proper heading in the Claim Form (see Rule 190), which should be accompanied by the receipt of the person to whom the postage is refunded. Letters for delivery when over-taxed.

Remittances.

244. A Postmaster is expressly forbidden to make use of any portion of his official balance for private purposes, however short the period. If it should be necessary for the Secretary to apply to him for an arrear, in consequence of his neglect of these rules, and if he should fail to remit the money or furnish a satisfactory explanation by return of post, a Clerk will be despatched to take charge of his office; and should he be ultimately restored to his situation, he will have to pay the expense incurred by this proceeding. Should the debt remain unpaid at the end of ten days from the date of the Secretary's letter, the office will be declared vacant. Official moneys not to be used for private purposes; penalty of doing so.

245. If there is a branch of the Bank of England in the town, remittances must be made in bills, drawn by such branch and payable to Her Majesty's Postmaster-General, or order; and in all other cases in one of the following forms, viz. :—

1. In drafts or cheques drawn on a London bank.
2. In bills for periods not exceeding 21 days drawn by a provincial bank on a London bank.
3. In whole bank post bills, or whole notes of the Bank of England.

4. In country bank notes if payable in London.
5. In coin securely packed.
6. In warrants of the Receiver and Accountant-General which have been cashed by the Postmaster.

The following form of a bill of exchange should be adopted:—

“ 100/.

“ Twenty-one days after date, pay to Her Majesty’s Postmaster-General, or order, One hundred pounds, for value received of *A. B.*, being Her Majesty’s money.

“ *C. D.*

“ To London.”

When bills require endorsement the following is a proper form:—

“ Pay to Her Majesty’s Postmaster-General, or order.

“ *C. D.*”

246. When a bill having been returned for endorsement is again remitted to the Receiver and Accountant-General, it must be entered on the letter bill, advised, and otherwise treated like a new remittance.

247. If a bill should be sent up having a longer period than 21 days to run it will be returned, and country bills which on presentation at the London Bank are not accepted will be returned; and in such case the Postmaster must not fail to remit the value of the returned bill by return of post. No promissory note, even though drawn by a banker, is to be remitted; and no private bill.

248. Every cheque, bill, bank note, or warrant remitted must be stamped on its face (as nearly as possible in the centre) with the dated stamp of the day such remittance is made.

249. Gold which is deficient in weight is subject to a charge of threepence for every light sovereign, and twopence for every light half sovereign. Defaced silver coins will be returned.

250. Every letter containing a remittance must be entered in the letter bill, like a registered letter; and a separate advice, on the proper form, must be forwarded to the Receiver and Accountant-General by the same post as the remittance; and if an acknowledgment of any remittance be not received by return of post, the Postmaster must immediately apprise the Secretary.

Bills not to run longer than 21 days.

Promissory notes and private bills rejected.

Remittances to bear the office stamp.

Light gold.

Check on the despatch of Remittances.

251. Great precaution must be taken to see that Remittances are properly secured, tied with green tape, correctly entered on the letter bills (see Rules 65 and 66), and safely deposited in the mail bags; and a Postmaster, besides subjecting himself to the usual fines (see Rule 85), will be held responsible for any loss arising from negligence in these respects. The Remittance, whether in gold, silver, or notes, should be properly folded in the fly-leaf of the printed Remittance Letter, and the letter itself should be fastened with good sealing-wax, and entered on the letter bill, thus:—"Money Remittance." When the Remittance is from a Sub-Postmaster, the name of the Sub-Office must always be added.

To be tied with green tape and entered on the Letter Bill.

How to enclose a Remittance.

252. The numbers, ciphers, and dates of all Bank Notes should be kept, and entered on the letter of advice, in order to facilitate inquiry should the Remittance not reach its destination. (See also Rule 293.)

Numbers of Bank Notes.

XVII. POSTAGE STAMPS.

253. A Postmaster is required to have on hand a sufficient stock of postage labels, and penny stamped envelopes, and to sell them to the public at the following prices:—

Postage stamps must be kept for sale.

<i>Stamped Labels.</i>				Prices.
Penny Labels	-	-	-	1 <i>d.</i> each.
Twopenny do.	-	-	-	2 <i>d.</i> each.
Fourpenny do.	-	-	-	4 <i>d.</i> each.
Sixpenny do.	-	-	-	6 <i>d.</i> each.
Shilling do.	-	-	-	1 <i>s.</i> each.

<i>Stamped Penny Envelopes.*</i>				s.	d.
1 to be sold for	-	-	-	0	1 $\frac{1}{4}$
2	”	-	-	0	2 $\frac{1}{4}$
4	”	-	-	0	4 $\frac{1}{2}$
6	”	-	-	0	6 $\frac{3}{4}$
8	”	-	-	0	9
† 12	”	-	-	1	1 $\frac{1}{2}$

* On application at the Office of Inland Revenue, Somerset House, W.C., London, embossed stamps of any value are placed on envelopes, newspaper wrappers, or letter paper.

† Every complete dozen, in any larger number, must be charged at the same rate.

Poundage on Sale. 254. A poundage of one per cent. is granted on the sale of postage labels. The penny envelopes are supplied at the wholesale price of *1l. 1s. 9d.* for a half-ream of 240; and the above prices will yield thereon a profit of about ninepence, which is equal to nearly three and a half per cent.

How supplied. 255. Sub-Postmasters must obtain their supplies of postage stamps and stamped envelopes from their Head Postmasters, and Head Postmasters must procure their supplies from the Metropolitan Office alone. Town Receivers may obtain their stamps from the Head Office, or the Stamp Office, or any other licensed vendor.

Credit Stock to Postmasters. 256. A Postmaster is, in the first instance, supplied on credit with a certain stock of stamps and envelopes, considered and called the "full stock" of his office, a certain portion thereof being termed the "reserve stock;" and

Monthly return of stocks on hand. on a day appointed in each month he must make a return,* in the prescribed form, to the Metropolitan Office, showing the stock then on hand of entire pounds' worth of labels, and complete half-reams of envelopes; and also showing what number of pounds' worth of labels and half-reams of envelopes is wanting to make up his "full stock." Further, whenever it is necessary to draw on the "reserve stock" for labels or envelopes, application must be made on one of the same forms for an intermediate supply.

Intermediate supplies.

Credit stock to Sub-Postmasters and Receivers. 257. Every Sub-Postmaster and Receiver must, on taking office, be supplied on credit by the Postmaster with one pound's worth of penny postage labels. For this supply he must give a receipt (in the prescribed form), which the Postmaster must carefully preserve as evidence that the amount is due to him, and must produce when required by the Surveyor. The Sub-Postmaster or Receiver must enter daily in his letter bill the amount of the penny labels he has on hand; and when his stock is reduced to ten shillings' worth he must remit not less than ten shillings to the Postmaster, who will send him penny labels to that amount, with one label over in every ten shillings' worth for poundage, which will thus

After supplies to them. be something less than one per cent. Should the Sub-Postmaster or Receiver neglect to remit the price of

How to deal with non-payment from them.

* Any Postmaster detected in falsifying his account of stamps will be dismissed the service.

the stamps, a Postmaster is not bound to send him a supply, but should at once call on him for payment; and, if his demand be not complied with by return of post, he should report the case to the Surveyor. Although this regulation applies only to penny labels, every Sub-Postmaster and Receiver is expected to keep a sufficient stock of the other kinds of stamps, on all supplies of which, not received on credit, he is entitled to the whole of the poundage; and he is bound to apply at once to the Postmaster for any stamps which the public may require, but which he may not have on hand, sending the price with his application: he is entitled to the *full* poundage on all stamps which he may obtain over and above the credit stock, as for such supplies he must of course pay ready money.

258. Every supply of stamps sent to a Sub-Postmaster must be entered in the proper place on the Sub-Postmaster's or the Messenger's bill, and the Sub-Postmaster must acknowledge their arrival by his signature.

Check on supplies to Sub-Postmasters, &c.

In like manner a Sub-Postmaster must always enter on his own bill, or on the Messengers', as the case may be (see Rule 159, &c.) the amount of cash which he sends to pay for a fresh supply of stamps, the particulars of which he should describe in a separate memorandum addressed to the Head Postmaster.

Check on cash sent by Sub-Postmaster for fresh supplies.

259. In cases when a credit stock of £1 is insufficient, special authority may be obtained for a larger credit stock, which may include stamps of all kinds, provided the Sub-Postmaster who requires it be under a bond to the Crown. A special instruction is given in such cases.

Credit stocks above £1.

260. Every Rural Messenger is required to sell postage labels at the same prices at which Postmasters are empowered to sell them. (See Rule 164, sec. 11.) The Messenger is to receive the same poundage as is given to a Sub-Postmaster.

Rural Messengers to sell postage stamps; and have poundage thereon.

261. As far as practicable, the stamps on letters posted at a Head Office or its subordinate office, as well as those brought in by Messengers, should be carefully examined, for the purpose of ascertaining that they have not been previously used and are not forged. (See Rule 264.)

Old stamps or forged stamps.

If any be discovered which appear to have been previously used, the letters to which they are affixed must be charged with postage at the unpaid rate, and the words "old stamps" must be written on them. The sus-

Mode of treating old stamps.

pected stamps must not be obliterated, but must be *carefully marked across* with a pen and ordinary ink, thus,—



so that the mark may not be an obstacle to any subsequent inquiry. The *decision* as to whether such stamps have been previously used must rest either with the Postmaster or with some person authorized by him to decide in the matter. A special note of such cases should be made and preserved for reference, showing, when possible, the officer or person from whom the letter was received.

How to treat
forged stamps.

262. When a Postmaster observes a postage stamp which he suspects to be forged, he must neither tax nor detain the letter to which it is affixed, but must report the circumstance by first post to the Secretary, stating the full address of the letter, and if possible the name and address of the person who posted it.

Postage Stamps
found loose.

263. Defaced postage stamps found loose in the office, and also undefaced stamps not the property of the Postmaster, must be sent in the first returned letter bag to the Metropolitan Office, made up in packets, which must be sealed, and marked "Postage stamps from _____," (the date stamp being affixed).

The number of stamps so sent up must be entered on the returned letter claim form, distinguishing the defaced from the undefaced; and corresponding entries must be made on the counterfoil of the claim form. (See Rule 190.)

Postage stamps found loose at Sub-Offices must be sent to the Postmaster, and forwarded by him along with his own. Sub-Postmasters must be required to enclose such stamps in a wrapper, and to enter the amount on the letter bill.

Every officer should be informed that it is his duty to hand to a Postmaster all such stamps which he may find; and that if any obliterated stamps are found in his possession, he will be liable to severe punishment.

Officers forbidden
to deface stamps

264. No officer of the department must be allowed to deface the stamps on letters posted by himself, and

no Rural Messenger to deface the stamps on letters which he collects. Further (if the force be sufficient to allow of such an arrangement) no officer should deface the stamps on letters handed to him to be posted until they have been examined by another person. posted by themselves.

265. In order to prevent frauds which have sometimes been attempted upon the Revenue, by the use of postage stamps formed by joining together clean portions cut from labels which have previously passed through the post, the letters which formerly appeared at the lower corners of the postage labels are now repeated at the upper corners, transposed, however, so as to afford still greater security; thus:— Joined stamps ;
check against their
use.



On the right and left-hand side of each label, the number of the plate from which it is printed will appear in small figures, as shown above. If any postage label passing through the office should appear to have been formed by pieces cut from separate stamps, it must be ascertained whether the letters at the corners are arranged in the manner above described, and whether the number on each side of the label is the same. Should any difference appear in these respects, the letter must be treated as laid down in Rule 261.

XVIII. MISCELLANEOUS RULES.

266. No information must be given respecting letters which pass through a Post Office except to the persons to whom they are addressed. Official secrecy. No officer must make public any official communication which he may receive, unless he should be directed to do so; nor must he make known information, which he may obtain by means of his office, of the private affairs of any person.

Sealing of letters found open.

267. Any letter or packet, whether for despatch or delivery, observed to be unfastened, excepting of course those which are obviously intended to be sent open, must be carefully refastened with proper letter sealing-wax, which must be impressed with the Office seal, care being taken that the wax is not placed upon the original seal or fastening of the letter; and the words "Found open," with the initials of the officer who deals with it, must be written near the seal.

Money, jewellery, &c. found in Post Offices.

268. Any money, jewellery, undefaced postage stamps, or any other article of value found loose in the letter box, or in a mail bag, must be transmitted forthwith to the Returned Letter Branch of the Circulation Office, with a report stating precisely where and how it was found; and any such article, not the property of the Postmaster or of his Officers, found in any part of the office, must be treated in a similar manner. The letter in which it is sent must be entered as a money letter. As to loose stamps found in the office, see Rule 263.

Repair of mail bags.

269. A Postmaster is required to see that all bags and pouches used at his office are in proper repair.

When requisite, he must cause them to be mended, and will send the bill for such repairs to the Surveyor, for his certificate, at the end of every quarter. A careful record should be kept of all bags, &c. sent to be repaired, so that no bags may be lost, and that the bill when sent in may be completely checked.

Application for new bags, &c.

When new bags or pouches are required, application must be made to the Surveyor, stating the size and kind required, both of which are indicated by the number annexed to the description in the printed list supplied to every Postmaster.

Quarterly returns of letters for delivery.

*weeks ending 21 Jan^y
21 April
21 July
21 October*

270. Once in each quarter an account is kept at every Head Office for one week of the number of letters, &c. arriving for delivery, including those for its sub-offices. A printed form is supplied to the Postmaster, showing the week selected for the return, and mode in which the correspondence is to be counted. The Postmaster should carefully compare the current return with that for the previous quarter and that for the corresponding quarter of the previous year; and in the event of any considerable increase or decrease in either of the columns A, B, or C, an explanation thereof should at once be given, to save time and trouble. Great care must be taken in the preparation of these returns.

271. Book-packets and newspapers paid by postage stamps are to be counted as letters in the entries on letter bills of Sub-Offices, Messengers, and Receiving Officers, and also, unless specially excepted, in all returns that may be kept of correspondence for any purpose. It will be observed, however, that in the quarterly returns they are counted separately.

Book-packets, packets, &c to count as letters; except in quarterly returns.

272. Pillar and Wall Letter Boxes are erected for the convenience of persons living at a distance from a Post Office; and when a Postmaster is of opinion that it is necessary to establish new boxes, or to remove existing boxes to more convenient localities, he should report to the Surveyor. Instructions as to the erection of each box are furnished in a special letter. Care must be taken that the hours of collecting are correctly stated on the boxes, which must on no account be cleared before the appointed time. The hour of collection should be regulated by the town clocks. (See Rule 39.) One of the two keys which are supplied for each box must be carefully preserved by the Postmaster, and the other should not be left in the hands of the collecting officer longer than is absolutely necessary, but should be hung up in the office in a place appointed for the purpose.

Pillar and Wall Boxes :

Collections from :

Keys of :

The alleged loss of a key should be strictly investigated, and if the key should not be found, the Surveyor must be informed. When a lost key is found, the reward of 2s. 6d. to the finder, as notified on the label, must always be made good by the person through whose carelessness the loss may take place.

Loss of keys :

The letters posted in these boxes should be counted ~~at~~ ^{during one week in each quarter - ending 28 Jan., April, July, October - each collection, when it is possible to do so,} and the number entered in a book kept for the purpose.

Counting the letters :

The boxes are usually washed at certain periods, and repainted when necessary; but the Postmaster should not suffer them to be in a discreditable condition without informing the Surveyor. The locks and hinges should be oiled to prevent rust. Any damage should be once reported to the Surveyor, and if a box should become insecure, the aperture should be closed, and a notice posted on the box stating that it is closed temporarily during repair.

Washing and painting of :

Oiling the hinges :

Repair of damage :

273. Before taking legal proceedings for the recovery of postage on letters delivered from the Office, the Postmaster is recommended to apply to the Secretary for advice.

Proceedings for recovery of postage.

Postal Guide.

274. A copy of each edition of the British Postal Guide is officially supplied to each Postmaster, Sub-Postmaster, and Receiver; and he must consider the Guide as an instruction for himself, as well as a book of reference for the public. The Guide itself contains full information as to the means of procuring supplies for sale.

Postal Official Circular :

275. The "Postal Official Circular" (Postmasters' edition) is supplied every week to all Head Postmasters, with a sufficient number of copies for distribution to his Sub-Postmasters and Receivers.

Contents of :

The Circular contains all new instructions which it may be necessary to issue, and which are denoted by consecutive numbers for the purpose of reference; it also contains various information on postal matters, including vacancies and promotions in the department. It must be exhibited in a part of the office conspicuous to every officer but not open to the public; as some of the matter, particularly that relating to dismissals, is addressed to the officers of the department alone. It is a Postmaster's duty to make himself thoroughly acquainted with the instructions in the Circular, and to require his subordinate officers to do the same. One copy at least of each Postal Official Circular must be carefully preserved in a portfolio.

to be read by all officers :

Any numbered instruction which it may be necessary to issue specially during the week is repeated in the Circular.

To be preserved.

Notices to the public are issued in separate Forms, and are to be placed conspicuously in the window, or in whatever part of the office they can be most conveniently read by the public.

Notices to the public.

Supplies of instructions, &c., to Sub-Postmasters :

The Postal Guides, Postal Official Circulars, and Special Instructions are sent to the Postmaster for distribution to his Sub-Officers and Receiving Officers, and he is responsible that they are forwarded accordingly, duly entered on the letter bills, and that each Sub-Postmaster acknowledges their arrival by attaching his signature to the entry. Should any such form be missing at a sub-office, and should its entry on the letter bill not be acknowledged by the Sub-Postmaster, it will probably be supplied at the Postmaster's expense.

to be entered on the Letter Bills :

If the Forms are lost through the negligence of any officer, they will be supplied at his expense.

Penalty for losing them.

London Street List :

276. A Postmaster must keep on hand, for sale, copies of both editions of the list of "Principal Streets and Places in London and its Environs, as divided into Postal Dis-

tricts:" the price being respectively one penny and one shilling per copy.

Every Sub-Postmaster and Letter Receiver must keep a supply of the penny edition of the book; and, on receiving any order for the superior edition, must obtain from his Head Postmaster, without delay, the required number. Supply to be kept:

Notices respecting the sale of both editions must be conspicuously exhibited in the office window; and a copy of the cheaper book should always be kept in readiness for the public to refer to. Notices of sale of:

Application is to be made by the Postmaster to the Receiver and Accountant-General (on the usual form on which requisitions for postage labels, &c., are made) for such supplies of these books as may be required for sale, whether at the Head Office or at the offices subordinate to it. how supplied:

A profit of twenty per cent. will be allowed on the price of the cheaper book. Of the superior edition five copies will be supplied for the price of four (4s.), or any smaller number at 10d. per copy; and Sub-Postmasters and Letter Receivers must be supplied at the same rates. Profit on sale of.

277. At certain Towns the Letter Carriers are provided with uniform, consisting of a coat (one for summer wear and another for winter) a hat, and a cape. The uniform must always be worn when the officers are on duty,—a regulation to be strictly enforced. Uniform clothing:

278. The Postmaster must require the uniform to be kept clean and in good condition; and if it be worn or abused, it will be a question whether it may not be renewed at the cost of the officer in fault. The men should wear their last year's clothing when engaged in in-door duty, and proper drawers should be provided to hold the clothing which it may be necessary to have in the office. It is desirable that the men should provide themselves with a waistcoat and trousers of a uniform pattern, as this will add to the respectability of their appearance. The articles can generally be obtained cheaply if a proper agreement be made. to be carefully preserved.

279. The Department having entered into a contract for the transmission, by Electric Telegraph, of messages relating to the business of the Post Office, a "Pass Book" is provided for some Postmasters, for reporting registered Telegrams.

Telegraph Pass Books to be used officially.

letters mis-sent from London (Rule 86). Some few Postmasters are also provided with a Pass Book, which enables them to transmit, without prepayment, messages on other subjects through the medium of the Electric and International Telegraph Company; but although the Pass Book authorizes them to forward official messages free, they are to use the telegraph only in cases of urgency.

How to be filled up.

280. Each page of the Pass Book for reporting registered letters consists of three forms. The first (No. 1) is to be handed, properly filled up and signed by the Postmaster, to the officer of the Telegraph Company, when the message, which must be written on one of the Company's usual forms, is delivered for transmission. A full copy of the message sent on each occasion must be written on the back of the form No. 2 (which must also be properly filled up and signed), and this form must then be forwarded to the Secretary, by first post, in one of the envelopes, having the words "Electric Telegraph Message Pass" printed outside at the left-hand lower corner. The third form (No. 3) must be filled up in each case, and retained in the book. Messages must always be clear, but in as few words as possible. Neither the address of the sender of a message, nor that of the person to whom it is sent, is to be included in stating the number of words comprising a message.

Messages to be clear.

Telegrams for the public left at Post Office.

281. A Telegraphic Message left at a Post Office to be called for, addressed to a person not connected with the Department, must be treated in all respects like an unpaid letter posted at the office. A Postmaster is not required to pay any "portorage" on such a message, and he may refuse to take it in, unless left free of charge. (See Rule 202.)

Official Correspondence.

282. Applications and inquiries addressed to the Secretary, either by the public or by a Postmaster, or by any other officer of the Department, become official papers, and, when referred to a Postmaster for any purpose, must on no account be retained by him, but must be carefully returned to the Secretary along with the report that may be required. In like manner papers referred to the Postmaster by the Surveyor must be returned to that officer.

Return of official papers.

How to reply.

283. No official paper of any kind, whether it require a reply or not, should be returned without some observations denoting that it has been received; and such observations should be written, if possible, directly following the communication to which they reply; so that the questions and

answers, or observations and rejoinders, may appear in consecutive order, according to their dates, and that the papers may be read like the pages of a book. Bag wax must never be used for sealing official letters.

284. When papers relating to errors committed by his subordinates are referred to a Postmaster, he must not be content with simply forwarding their explanations, but must state whether they may be accepted as satisfactory, and must add any information that may be necessary to render the matter quite clear. How to forward an explanation.

285. Postmasters are not permitted to forward their private correspondence with each other free of postage. Postmasters not to correspond free of postage.

A Postmaster or Sub-Postmaster who is a news-agent is forbidden, on pain of immediate dismissal, to employ a servant of the department to carry or deliver a newspaper which has not been regularly posted.

286. When it is necessary for a Postmaster to address one of the public by letter, in order to rectify an error committed at his office, he must prepay the letter and the officer who has committed the error must bear the expense. Letters to the public,

287. When any expense, whether to the department or to the public, is caused by the fault of any officer, the Postmaster-General will, if he think fit, direct such expense to be paid by the officer. Losses arising from negligence.

288. Forms, on which are printed the signature or address of the Surveyor, are supplied to Postmasters from the Surveyor's Office, and must be applied for accordingly. Forms supplied by Surveyor.

289. All other forms, of every kind in current use at a Post Office, except the reports specified in Rule 177 as addressed to the Inspector-General of Mails, are supplied from the Secretary's Office; and a Postmaster must make application for them to the Secretary, adding to the address of his letter the words "*Application for Stores.*" There is a special form of application for money order stores. Forms supplied by the Secretary.

291. All printed Circulars, Books, or Forms supplied by the Department, must in due time be sent back to the Metropolitan Office as waste paper; none must be destroyed. Care must be taken that no stores are improperly returned as waste, and the waste paper sent in by Sub-Postmasters should, with that object, be carefully examined before it is forwarded to the Metropolitan Office. Waste paper should be returned at the end of each Quarter. Waste paper.

292. The following Books and Forms, when out of use, must be retained for the periods specified below, and Periods at which certain Forms become waste paper.

must afterwards, at the end of the then current quarter, be sent to the Metropolitan Office, for disposal as waste paper :—

British Postal Guide	Three Months.
Special Circulars and Notices to the Public	} One Year.
Postal Official Circular*	
Money Order Books	} Two Years.
Sub-Office Letter Bills	
Town Receivers' Bills	
Returned Letter Claim Forms (Counterfoils)	
Messengers' Bills	
Registered Letter Receipts and Counterfoils	Three Years.
Letter Carriers' Attendance Book ...	Ten Years.

Endorsing bank notes.

293. Any Officer of the Post Office who is engaged in the collection of the Revenue, or in the transaction of Money Order business, is strictly required to endorse on every Bank note which he receives the name of the person from whom he takes it and the date of its receipt; and on every note which he pays away he must endorse his own name and the date of the payment.

Life Insurance.

294. In order to encourage the officers of the Department to make provision for their families at their death, by insuring their lives, assistance is given in the payment of the premiums on such insurances, according to arrangements described in the printed form in which applications for such assistance must be made. This form is supplied to any Head Postmaster by the Metropolitan Office. The following are the Regulations regarding Life Insurance :—

Assistance to pay premiums.

Form of application.

Policy to be forwarded.

1. At the first claim for assistance by any officer, not insuring his life under the arrangement described in paragraphs 6 to 37, the policy must be forwarded to the Receiver and Accountant-General for inspection.
2. All such claimants for assistance in the payment of their premiums must send to the Receiver and Accountant-General, during the month of January in each year (neither earlier nor later), their receipts for payments actually made in the *previous* year; thus the receipts obtained between the 1st January and 31st December, 1860, must be forwarded during the month of January, 1861.

Date on which application must be made.

* These circulars must not be returned until the Postmaster has received the Amended and Supplementary Rules embodying the new instructions, or a revised edition of this Code of Rules.

3. The receipts must be enclosed in the yellow printed form headed "Life Insurance," which may be had of any Head Postmaster, or at the Metropolitan Offices of England, Ireland, and Scotland; and no claim for assistance will be admitted unless this rule be obeyed, and the proper form be correctly filled up with the particulars it calls for. Much trouble to the Department, and delay in admitting claims, may be obviated by carefully perusing the printed yellow form in question before enclosing receipts, and also by accurately filling in the required information.
4. The signature of the applicant attached to the yellow form must always be countersigned by the Head Postmaster of the District, or the Head of the Department to which the applicant belongs.
5. No officers, except such as received assistance before the 24th January, 1859, are entitled to aid from the Insurance Fund, unless they are wholly employed in the service of the Department. To whom the privilege is allowed.
6. The Postmaster-General having had reason to believe that the difficulty of paying the whole annual premium, on a policy of insurance, out of a salary which is received monthly, or wages which are received weekly, prevented many Officers of the Post Office from insuring their lives, who, but for this difficulty, would gladly have made that provision for their families, has authorized such weekly or monthly deductions to be made from the wages or salaries of those amongst his Officers who shall prefer the arrangement, and who will annually make up the premiums upon the sums for which those Officers now are, or desire to be, insured. Premium payable by periodical deduction from salary, &c.
7. In order that the Officers who, on this plan, may be about to insure their lives for the first time, and the Officers who may wish to effect insurances in addition to those which they have already effected, may not have to wait until the first year's premium has been saved by weekly or monthly deductions from their wages or salaries, but may attain their object at once, the Postmaster-General requested certain Insurance Offices to enter into an arrangement which will presently be described. Selection of Insurance Offices.

8. In selecting the Offices to which this application was made, the Postmaster-General was guided solely by the fact that those Offices had been chosen more frequently than any others by the Officers of the Department who were already insured; but it was, of course, open to other Insurance Offices to submit proposals on the subject for the consideration of the Postmaster-General, and is so still.
9. The following Offices, which have consented to the arrangement referred to, include not only such as agreed to do so on the application of the Postmaster-General, but those which have themselves applied to be added to the list. The arrangement is according to age:—

	Established in
Union - - -	1714
London Assurance - -	1720
Pelican - - -	1797
Globe - - -	1803
Provident Life - - -	1806
Norwich Union - - -	1808
North British - - -	1809
Scottish Widows' Fund - -	1815
Edinburgh Life - - -	1823
Alliance - - -	1824
Scottish Union Insurance - -	1824
Standard - - -	1825
Scottish Amicable - - -	1826
Mutual - - -	1834
Family Endowment Life Assurance and Annuity Society - -	1835
United Kingdom - - -	1836
Britannia - - -	1837
General - - -	1837
Scottish Provident - - -	1837
City of Glasgow - - -	1838
Provident Clerks - - -	1840
Reliance and East of England - -	1840
United Kingdom Provident - -	1840
European - - -	1853
London Equitable Life Assurance - -	1855

10. Insurances can be effected in any one of these Offices, on a scale of premiums for participation, or on a scale for nonparticipation in profits.

11. These Offices have undertaken to advance policies, at the ordinary yearly rates of premium, to those Officers of the Post Office who are included in the arrangement, and desire to avail themselves of it; and the Insurance Offices will receive the premiums on insurances thus effected in quarterly instalments from the Receiver and Accountant General, who will collect those premiums by weekly or monthly deductions from the wages or salaries of the Officers insured.

12. The customary allowance from the Void Order or Insurance Fund of 20 per cent., or one fifth, of the premiums on policies not exceeding 300*l.*, will continue to be granted to Officers insuring under this arrangement; but the Postmaster-General of course retains the power of withholding this allowance at any future time, if he shall think fit, in part or altogether.

13. The following Table will show the sum which will be deducted weekly or monthly from the wages or salary of an Officer who may desire, under this arrangement, to insure his life for 100*l.*, at a given age, and on the scale for participation in profits. The Table is based on an average of the rates of the before-named Offices, and the Departmental allowance at present authorized, of 20 per cent., or one fifth, has been deducted from the average rate thus obtained. The amount really payable by the Insurer will vary (though very slightly) from the amounts given in the Table, according as the rates of the Office which he may select are higher or lower than the average.

Table of deduction from salary, &c. for premiums.

Age of Insurer on Birthday following the Date of Policy.	Weekly Payment, which if continued from the given Age for the whole Term of Life, will insure a Sum of 100 <i>l.</i> at Death, with Participation in Profits.			Monthly Payment, which if continued from the given Age for the whole Term of Life, will insure a Sum of 100 <i>l.</i> at Death, with Participation in Profits.		
	£	s.	d.	£	s.	d.
YEARS.						
20	0	0	7½	0	2	8½
25	0	0	8¼	0	2	11¼
30	0	0	9¼	0	3	4
35	0	0	10½	0	3	9½
40	0	1	0	0	4	4½
45	0	1	2¼	0	5	1½
50	0	1	4	0	6	1½
55	0	1	8¾	0	7	6
60	0	2	0½	0	8	10¼

Insurances on a scale of premiums for non-participation in profits can of course be effected for a somewhat smaller weekly or monthly payment. If the Policy shall exceed 300%, the rate of premium will vary still further from the rates given in the above Table, as the Departmental allowance extends only to the premium on 300%.

14. The before-named Offices have further undertaken to pay all policies not exceeding 50%, and to advance 50% out of policies exceeding that amount, immediately upon proof of the Insurer's death and of the claimants right to receive the money.
15. They are also prepared to grant policies for premiums, the payment of which shall cease when the Insurer attains the age of 60 ; an age at which, under the new Superannuation Act, many Government Officers will retire from the service, and suffer a considerable loss of income.
16. If any Officers of the Post Office shall be desirous of securing Deferred Annuities, or of effecting Insurances on joint lives, the arrangement for the collection of the premiums in small sums will be extended to them. But in these cases the Departmental allowance of 20 per cent. will not be given, unless the Insurance shall be for the benefit of the Insurer's family at his death.
17. Under the arrangement thus described, the Officers of the Post Office will have it in their power to obtain all the advantages given by good Insurance Offices, upon terms which have hitherto been offered by Benefit Societies only.
18. It is believed that the great facility now offered for the payment of the premium, and the concession of prompt payment of fifty pounds on the death of an insurer (payment having hitherto been deferred for from three to six months) cannot fail to promote Life Insurance amongst the officers of the Post Office.
19. Officers of the Post Office may henceforth, on attaining one of their annual increments of wages or salary, employ that increment for the benefit of their families in effecting a policy of insurance.
20. In order that the Officers of the Department may have full information as to the various kinds of insu-

rance which are open to them, and as to the rates of premiums charged, several of Insurance Offices have, at their own cost, furnished a sufficient supply of prospectuses and tables of rates, to the Metropolitan offices in London, Dublin, and Edinburgh, and to each Head Postmaster in the United Kingdom.

21. Officers who may desire to insure their lives under the new arrangement must notify their intention to the
- How to apply for assistance to insure.

Receiver and Accountant General,
General Post Office,
London,

on one of the Forms headed "Life Insurance, A. 1.," (a supply of which is forwarded to each of the Metropolitan offices, and to each Head Post Office), and must inform him of the Insurance Office which they have selected, of the amount for which they wish to insure, of their rank or position in the service, and of the amount of their wages or salary.

22. The Receiver and Accountant General will then forward to each intending Insurer a form of proposal to the Insurance Office selected by that Insurer.
23. The Insurer must fill up the form of proposal and return it to the Receiver and Accountant General, who will forward it to the Insurance Office selected by the Insurer.
24. When the Directors of that Insurance Office have satisfied themselves in the usual manner as to the health and constitution of the intending Insurer, they will grant him a policy, which they will forward to the Receiver and Accountant General for transmission to the Insurer.
25. The Receiver and Accountant General will forward the policy to the Insurer, will inform the Insurer of the Amount which will have to be deducted from his weekly wages or monthly salary, will require the Insurer to acknowledge the receipt of the policy, and to give written authority for the proposed deduction from wages or salary, and will inform the Officer entrusted with the payment of the Insurer's wages or salary of the amount which he is to deduct, and of the manner in which he is to account for it.
26. The Receiver and Accountant General will pay over to the Insurance Offices, quarterly, the pre-
- Mode of proceeding to effect insurance.

miums which he has collected by weekly or monthly deductions.

27. In the event of the death of an insurer before the termination of any one of the years over which the collection of his premium extends, the amount remaining to be collected from his wages or salary at the date of his death will be deducted from the amount of the policy payable to his Representatives.

Thus, the case of an Insurance being effected on the 1st of October in any year, and of the Insurer dying between that day and the 30th September in the succeeding year, that portion of the premium which remained to be collected from him at the date of his death would be deducted from the sum due by the Insurance Office to his Representatives.

28. Insurers under this arrangement, who may retire from the service upon a pension, will continue to enjoy the benefits of the arrangement after their retirement.

29. Insurers under this arrangement, who may quit the service from other causes than that of superannuation, will not continue to enjoy the benefits of the arrangement, but must make their own terms with the Offices in which they are insured, according as they are disposed to maintain or to discontinue their insurances.

30. Insurers under this arrangement, who, though they continue in the service, may be desirous of discontinuing their Insurances, or of disconnecting themselves from the arrangement, may attain their object by giving written notice to the Receiver and Accountant General, who will accordingly discontinue his deductions from the Insurer's wages or salary on the anniversary (next following the date of the notice) of the day on which the Insurer came into the arrangement.

Thus, an Insurance effected on the 1st October in any year must be maintained (if the Insurer remains in the service) up to the 1st October in the succeeding year; and a notice of intention to discontinue that Insurance or depart from the arrangement will take effect only on the 1st October next following the date of the notice.

31. Officers who are already insured in any of the before-named Offices, or in any other Insurance

Office, may have their premiums saved for them by weekly or monthly deductions from their wages or salaries. By what means to be done.

32. Officers who may desire to avail themselves of the latter arrangement must notify their intention to the Receiver and Accountant General, General Post Office, London, on one of the forms headed "Life Insurance, B. 1.," (a supply of which is forwarded to each branch of the Metropolitan Offices and to each Head Post Office). On this form they must inform the Receiver and Accountant General of the name of the Office in which they are insured, of the amount of their premium, of the date on which it is payable, of their rank or position in the service, and of the amount of their wages or salary.
33. In reply, the Receiver and Accountant General will inform them of the amount to be deducted from their wages or salary (after allowing them the customary Departmental assistance of 20 per cent., or one fifth of the premium on policies not exceeding 300*l.*), and he will inform the Officers entrusted with the payment of their wages and salaries of the amount to be deducted, and of the manner in which it is to be brought to account.
34. When the Receiver and Accountant General has, under this latter arrangement, collected the whole premium due by any Officer who is already insured, he will hand it to that Insurer or pay it to the Insurance Office, according as the Insurer may desire.
35. Under the arrangement described in the last three paragraphs the deductions from an Insurer's wages or salary will be made in *advance* of his payment to the Insurance Office. In the event of the death of an Insurer, or of his retirement from the service on any other ground than that of superannuation, the Receiver and Accountant General will refund the money collected in advance of the payment to the Insurance Office, to the Insurer's Representatives or to the Insurer himself.
36. In conclusion, the Postmaster-General once more desires that it may be distinctly understood that the Department gives no opinion as to the stability of the offices named, that it has sought their co-operation solely on the ground stated in Paragraph 8;

that it cannot advise its Officers in the selection of an Insurance Office; and that the responsibility of that selection must rest entirely with the Insurers themselves.

37. It must also be understood that the whole scheme is open to be modified or altogether terminated, so far as the Post Office is concerned, by the Postmaster-General at any future time.

Book of Rules for
Head Offices.

295. A Postmaster must be strictly guided by the Rules laid down in this book, and as they ought to be carefully perused, the plea of ignorance must not be offered as an excuse for not observing them. Particular attention must also be paid to the explanatory notes on the forms used by the Department, and a Postmaster should consider them in the light of specific instructions.

Correction of
Book.

When any Regulation in this Book is altered or cancelled by instructions issued after its publication, the Postmaster should make a memorandum in the margin, noting the alteration and referring to the instruction in which it is laid down.

Rules for Sub-
Postmaster.

296. Every Sub-Postmaster is furnished with a Book of "Sub-office" Regulations, and each Head Postmaster should have a copy of it for his guidance, and to enable him to call the attention of the Sub-Postmaster to any breach of the Rules which he may detect.

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