



Supplement to the Jamaica Gazette

VOL. XXXII.

THURSDAY, JANUARY 14, 1909.

No. 1.

Colonial Secretary's Office,
3rd November, 1908.

THE GOVERNOR directs the publication, under section 53 of Law 51 of 1908—The Post Office Law 1908, of the following Rules and Regulations, for the guidance of the Post Office in Jamaica, and also of the following Rules and Regulations for the subordinate staff of the General Post Office, which have been made by His Excellency, under the provisions of Section 52 of the above Law.

By command,

H. CLARENCE BOURNE,
Colonial Secretary.

RULES.

DISTRICT POSTMASTERS AND THEIR ASSISTANTS.

1. Any person employed in any business of the Post Office, whether appointed by the Governor or employed by the Postmaster for Jamaica, or by any person under him, or on behalf of the Post Office, is considered an officer of the Post Office Department under the provisions of Law 51 of 1908, sec. 60.

2. No person who shall not have attained the age of 16 years, or who shall have been dismissed from the public service, shall be eligible for employment in a District Post Office in any capacity.

3. A Postmaster is required to enter into a bond, with two good and sufficient sureties, for the due and faithful performance of his duties. The penalty of the bond to be in such amount as may be required by the Postmaster for Jamaica.

4. Before entering on the performance of any Post Office duty whatever, it will be necessary for the District Postmaster, and any assistant, to take the following declaration prescribed by law :—

I do solemnly and sincerely declare that I will not wittingly or willingly open or delay, or cause or suffer to be opened or delayed, contrary to my duty, any letter or anything sent by the Post, which shall come into my hands or custody by reason of my employment relating to the Post Office, except by the consent of the person or persons to whom the same shall be directed, or by an express warrant in writing, under the hand of the Governor, or under his authority for that purpose, or except in such cases where the party or parties to whom such letter, or anything sent by the post shall be directed, and who is or are chargeable with the payment of the postage thereof, shall refuse or neglect to pay the same; and except such letters, or anything sent by the post, as shall be returned for want of true directions, or when the party or parties to whom the same shall be directed cannot be found; and that I will not in any way embezzle any such letter or anything sent by the Post as aforesaid; and I make this solemn declaration conscientiously intending to fulfil and obey the same, and by virtue of the provisions of "The Post Office Law 51 of 1908.

This declaration was made before me, at _____ in
the _____ of _____ the _____ day
of _____ 19 _____.

Justice of the Peace.

Note—The bond and declaration above referred to must be forwarded as soon as possible to the Postmaster for Jamaica.

5. As a District Postmaster is responsible for the correct and faithful performance of the duties of his office, he must *on no account*, delegate the performance of such duties to any person other than his duly qualified assistant.

6. A Postmaster must, *on no account*, permit any unauthorized person to have access to the Post Office, and he must be careful not to open or make up mails on the counter of a store, or in any other exposed place where it would be possible for any unauthorized person to examine or remove the contents of such mails, or where it would be possible for mail matter to be mislaid or lost.

7. District Postmasters must use every precaution to guard against fire and theft.

8. No District Postmaster is to leave his district without special permission having been first obtained, and, in every instance in which leave of absence is applied for, he must submit the name of some competent substitute, and he must also forward a letter, signed by his two sureties signifying their approval of the arrangements proposed for the performance of the Post Office duties during his absence.

9. A District Postmaster is required to give *immediate* notice to the Postmaster for Jamaica of the insolvency

or death of either of his sureties, and to submit, *as soon as possible*, the name of a new surety, stating his Christian and Surnames in full, as well as the nature of his occupation, and place of residence.

10. Should a surety of a District Postmaster desire to be released from his suretyship, he should at once communicate the fact to the Postmaster for Jamaica who will in such case call on the District Postmaster to give fresh security; but no surety can relieve himself from responsibility under his bond, unless the Postmaster for Jamaica agrees thereto.

11. Should a District Postmaster become himself insolvent, or involved in his circumstances, he must *at once* report the fact to the Postmaster for Jamaica.

12. In the event of the death or insolvency of a District Postmaster, it will be for his sureties or any one of them to take charge of the office, or to make suitable arrangements for its proper conduct, pending the action of the Department, and to report the circumstances at once to the Postmaster for Jamaica.

13. Under the provisions of the Post Office Law, No. 51 of 1908, sec. 6, no officer of the Post Office Department can be compelled to serve in any corporate or public or parochial office or employment, or on any jury or inquest, or in the Militia.

14. A District Postmaster may be called upon, at any time, to undertake the duties of District Registrar of Births and Deaths, also, for which he will be paid at the rate of sixpence for each entry of a Birth or Death.

OFFICE HOURS.

15. Each District Post Office must be kept open to the public from 7 a.m. to 5 p.m. every day, except on Sundays. District Postmasters must also attend at such other hours as may be necessary for the receipt and despatch of mails.

16. In case of the arrival, after office hours and before 9 p.m., of a mail of which the public have been accustomed to an immediate delivery, the District Post Office must, in every such case, be kept open for delivery of letters, &c., for not less than 30 minutes after the mails have been checked, during which time Stamps and Postal Orders must be sold to the public and Registered Letters, Parcels, &c., must be included in the general delivery going on. Registered Letters, Parcels, &c., *for despatch*, must not, however, be received from the public after 5 p.m.

17. When an office is closed to the public, there must not be any partial delivery of letters to any person, but the office must be closed to all persons alike.

18. A notice showing the hours at which the office is opened and closed, and the hours at which the mails should arrive and be despatched, must be placed, for the information of the public, in a conspicuous part of each District Post Office; and when any alteration of such notice becomes necessary, it must be promptly made.

TRANSFER OF OFFICE.

19. When a District Postmaster desires to be relieved of his appointment, he should give to the Postmaster for Jamaica *three full months* notice of his intention to resign.

20. On the transfer of an office to a newly appointed Postmaster, the form of transfer account and inventory of Post Office property must be filled up and signed, both by retiring and by the in-coming Postmaster.

21. This form of transfer account and inventory will be supplied from the General Post Office, and must be returned as soon as possible, after it has been filled up and signed. Such list must accompany the transfer account, and should there be any discrepancy in the list of articles of furniture, or stores, the circumstance must be reported at once.

22. When a transfer of an office takes place the in-coming Postmaster and Telegraph Clerk must close the account current to the date of transfer in the same manner as it is closed at the end of each month and forward it to the head office, Kingston, accompanied by all the necessary returns and receipts as well as by a receipt from the in-coming Postmaster and Telegraph Clerk for the amount of stamps, cash, &c., handed over by the out-going Postmaster. Should there be, on closing the transfer account, a balance against or in favour of the out-going Postmaster and Telegraph Clerk the amount of such balance must be reported at once in a separate letter, addressed to the Postmaster for Jamaica both by the out-going and the in-coming Postmaster. The transfer account on being sent to the head office must be registered.

DISTRICT POST OFFICES.

23. A Post Office should be in a convenient and central situation, and must not be removed from one part of a town, village, or settlement to another part, without the approval of the Postmaster for Jamaica having been obtained in the first instance.

24. A separate room or apartment, convenient for the purpose, must be provided, when possible, by each District Postmaster, for the conducting of the business of the office, and, where possible, there should be a shelter for persons applying at the office.

25. In cases where a whole room cannot be set apart for use as a Post Office, a portion of a room must be railed off for the purpose, and all mail matter, for delivery or for despatch, must be kept always under lock and key in the proper boxes.

26. A bar room or a public room in a tavern must never be made use of as a Post Office.

27. Each District Post Office will be supplied with the following articles of furniture:—

1. A Sign Plate, marked "*Post Office*," which must be placed outside the Post Office in the most conspicuous position.

2. A Posting Box, which must be fixed inside the office in such a manner as to be easily accessible to the public, for the posting of mail matter from without both by day and *night*. With the posting box will be sent a label marked "*Letter Box*," and a "*Caution plate*" in respect of letters containing value. Such label and caution plate to be affixed respectively over and below the aperture for the posting of letters.
3. A Delivery and Despatch Press, containing also drawers for stamps, registered letters, &c., and compartments for books, forms, scale, and other articles.

Note.—In the cases of some of the larger Post Offices, the Delivery Press and the Despatch Press will be separate.

28. The following books, forms, and other supplies will also be furnished :—

Books.

Mails received.
 Mails despatched.
 Registered letters received.
 Registered letters despatched.
 Inland and parcel post parcels received.
 Inland and parcel post parcels despatched.
 Receipts to public for registered letters.
 Stamp and postal order requisition.
 Mis-sent and re-directed letters (Form No. 2).
 Dead letter account (Form No. 4).
 Remittance letter.
 Report of errors.
 Requisition for forms, &c.
 Rules and regulations for the guidance of District Postmasters.
 Post Office Handbook.

Forms.

Blue letter bills.
 Bye letter voucher or monthly sheet.
 Ship letter declarations.
 Remittance letter envelopes.
 Envelopes enclosing Parochial Treasury receipt.
 Inland parcel bills, &c.

Stores, &c.

Pencils, black, blue and red.
 Twine.
 Wax and pan.
 Scale and weights.
 Dead letter bag.
 Bag for monthly returns.
 Ink-pad and tin of indorsement ink.
 Date-stamp and type.
 Registered letter stamp.
 Seal.

29. Each District Post Office will be furnished, on the requisition of the Postmaster, with a supply of forms, stores, &c., sufficient for one month's use, and the District Postmaster must be careful to avoid waste of the stores, and he must not use any form for any other purpose than that for which it is intended.

LETTERS.

30. A copy of section 7 of the Post Office Law, No. 51 of 1908, is given below for the information and guidance of District Postmasters:—

"The Postmaster for Jamaica, by himself or by the other officers and servants of the Post Office, shall have the exclusive privilege of conveying from one place to another between which postal communication is or may hereafter be established, and of receiving, collecting, sending, despatching, and delivering, all letters, except in the following cases; that is to say."

- "1. Letters sent by a private friend in his way, journey, or travel so as such letters be delivered by such friend to the party to whom they shall be directed."
- "2. Letters sent by a messenger on purpose concerning the private affairs of the sender or receiver thereof."
- "3. Process or proceedings issuing out of a court of justice."
- "4. Letters sent out of the island by a private vessel (not being a packet boat.)"
- "5. Letters of merchants, owners of vessels of merchandize, or the cargo or loading therein, sent by such vessels of merchandize, or by any person employed by such owners for the carriage of such letters according to their respective directions, and delivered to the respective persons to whom they shall be directed, without paying or receiving hire or reward, advantage or profit for the same in anywise."
- "6. Letters concerning goods or merchandize sent by common known carriers, to be delivered with the goods which such letters concern without hire or reward or other profit or advantage for receiving or delivering such letters."

"But nothing herein contained shall authorize any person to make a collection of such expected letters for the purpose of sending them in the manner hereby authorized."

"The following persons are expressly forbidden to carry a letter, or to receive or collect or deliver a letter, although they shall not receive hire or reward for the same; (that is to say,)"

- "1. Drivers of mail carts or carriages, mail couriers, or persons in charge of mails."
- "2. Common known carriers, their servants or agents, except a letter concerning goods in their carts, waggons, or carriages, or on their pack animals."
- "3. Owners, masters, or commanders of ships, vessels, steamboats, or boats called or being passage or packet boats, or droghers, wherries or ferry boats, sailing or passing coastwise or otherwise between, to, or from places within this island, or their servants or agents, except in respect of letters of merchants, owners of ships, or goods on board."
- "4. Passengers or other persons on board any such ships, vessels, steamboats, or boats called or being passage or packet boats, or droghers, wherries or ferry boats, except messengers sent specially

concerning the private affairs of the sender or receiver thereof.

31. District Postmasters should give immediate notice to the Postmaster for Jamaica of any illegal conveyance of letters that may come to their knowledge.

32. A letter shall be deemed a post letter from the time of its being mailed at the Post Office to the time of its being delivered to the person to whom it is addressed; and a delivery to such person, or to his servant, or agent, or other person considered to be authorized to receive the letter, according to the usual manner of delivering such person's letters, shall be considered a delivery to the person addressed.

33. By the term "TOWN DELIVERY," as applied to the delivery of letters, is meant such letters as are intended for delivery from the office at which they are posted.

34. No letter for delivery within the island may exceed eighteen inches in length, nine inches in width, or six inches in depth, unless it be sent to or from one of the Government offices.

35. No letter for transmission to the United Kingdom, British Possessions, or Foreign Countries may be more than two feet in length or one foot in width or in depth.

36. In order to facilitate the correct delivery of letters, &c. in Kingston, the addresses should show the name of the street and the number of the house at which each letter, &c., is intended to be delivered. District Postmasters are therefore requested to make this requirement known to the public, and to endeavour to ensure its observance.

37. A letter or packet once posted must be forwarded to its destination, and on no application, however urgent can it be delivered back to the writer, or any other person, except by an express warrant in writing, under the hand of the Governor, or under his authority. Any application for such express warrant must be made through the Postmaster for Jamaica; but *on no account* must a letter, &c. be detained to await the result of any such application.

38. District Postmasters are enjoined not to give to any other person than the party addressed, information with respect to letters passing through their offices. A District Postmaster should consider his situation to be one of trust, and must not abuse the confidence placed in him by disclosing the addresses of letters passing through his hands. It is indispensable that this rule should be strictly enforced, in order to assure the public that the confidence reposed in the Department, in entrusting it with the transmission of correspondence, will not on any pretext be abused. District Postmasters should ever be careful to avoid, as far as possible, taking cognizance of the object, or supposed object, of letters received or forwarded by them. Nothing can be more discreditable to the service than a well-grounded complaint, that the nature of an individual's correspondence has been made known through the indiscretion of some person employed in a Post Office.

39. Applications received from the police for information concerning letters or other mail matter must not be entertained. Should such an application be received from an Inspector of constabulary or other police officer, he must be referred to the Postmaster for Jamaica.

40. Letters, &c. addressed to initials or fictitious names must not be delivered unless the address contains a designated place of delivery, but must be forwarded to the Postmaster for Jamaica at once.

POST CARDS.

41. Post cards may be transmitted by post between places in Jamaica, as well as between places of the Universal Postal Union, on the following conditions:—

1. They must not exceed the maximum size of $5\frac{1}{2}$ by $3\frac{1}{2}$ inches nor the minimum size of $3\frac{1}{4}$ by $2\frac{1}{4}$ inches.
2. The address, and nothing else, must be written, printed, or otherwise impressed on the side of the post card which bears the Post Office stamp and instructions, and no part of the address must be written, printed, or otherwise impressed across such stamp.
3. Anything (including a letter or communication of the nature of a letter) may be written, printed, or otherwise impressed on the reverse side of the post card, but must not extend to the front.
4. Nothing whatever may be in any manner attached to a post card, nor must a post card be cut or folded or otherwise altered.

42. The reply paid post card consists of a *double* card folded in the centre, one portion being intended for use by the poster, and the other portion to be torn off and used, in reply, by the addressee. Each portion of the card is impressed with a stamp representing the amount of the postage chargeable thereon. The conditions of transmission by post of reply paid post cards are the same as those in force with respect to the transmission of *single* post cards.

43. As the *reply portion* of a reply paid post card, originating in Jamaica, or in a country of the Universal Postal Union, is, as already stated, obviously intended for the use of the person to whom the card is addressed in replying to the sender, District Postmasters must be careful not to interfere in any way, by obliterating the stamp or otherwise, with such portion of the cards posted at, or received for delivery at, their offices. But of course, when the reply portion of the card is re-posted, it must be treated *in all respects*, as if it were a *single* post card, whether it originated in the Island or in a country of the Universal Postal Union.

44. In addition to those issued by the Post Office Department, private post cards may be sent by the inland post as well as abroad. *For conditions see Post Office Handbook.*

45. If any one of the above conditions has not been fulfilled, the card will be surcharged at the unpaid letter rate of postage.

46. A post card which is prepaid (*exclusive of the value of the stamp impressed on its face*) by postage stamps, at

the prepaid letter rate of postage can pass through the post; indeed, any card which is so fully paid is permitted to pass. If it be insufficiently prepaid it must be charged at the letter rate of postage.

47. Should a post card be noticed to bear upon it anything of an obscene, libellous, or otherwise obviously objectionable nature, *on no account* must it be delivered, but it must be sent under cover to the Postmaster for Jamaica, accompanied by a statement of the reason assigned for its detention.

48. Post cards addressed to countries of the Universal Postal Union must be manufactured of cardboard or of paper of such consistency as not to hinder manipulation.

BOOK-PACKETS.

49. It is not compulsory to send book-packets by post.

50. A book-packet may contain any number of separate books or other publications, photographs (when not on glass or in cases containing glass or any like substance), drawings, prints, or maps, and any quantity of paper, or any other substance in ordinary use for writing or printing upon; and the books or other publications, prints, maps, &c. may be either printed, written, engraved, lithographed, or plain, or any mixture of these. Further all legitimate binding, mounting, or covering of a book, &c. or of a portion thereof, is 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, pens or pencils in the case of pocket books, &c., and, in short, whatever is necessary for the safe transmission of such articles, or usually appertains thereto; but the binding, rollers, &c. must not be sent as a separate packet.

Circulars, i. e., letters which, according to internal evidence, are being sent in identical terms to several persons, and the whole or the greater part of which is printed, engraved, or lithographed, may also be sent by book post.

51. Every book-packet may be posted either without a cover (in which case it must not be fastened, whether by means of gum, wafer, sealing wax, postage stamps or otherwise), or in a cover open at the ends or sides, so as to admit of the enclosures being readily withdrawn for examination, though, for the greater security of its contents, the packet may be tied round with string, in which case the string may be cut at the Post Office, the packet when it has been examined, being refastened as it was before.

52. No book-packet may contain anything which is sealed, or otherwise closed against inspection, or any letter, or any communication of the nature of a letter, whether separate or otherwise, unless the whole of such letter or communication be printed, or it be a circular letter (*see* foregoing rule). Entries, however, merely stating the contents of the packet, or who sends the book, or to whom it is given, are not regarded as of the nature of a letter; indeed, as respects the name and address of the sender, writing is not only permitted but recommended, so that if the cover come off, or if for any other reason the packet cannot be forwarded to its destination, it may be returned to the sender.

53. District Postmasters may examine any book-packet, whether sent by post without a cover, or in a cover open at the sides or ends, in order to discover whether it is contrary, in any respect, to the conditions required to be observed.

54. It is the duty of District Postmasters, whenever they have ground for suspecting an infringement of any of the conditions laid down, to open and examine book-packets passing through their offices, and, in case any one of the required conditions above-mentioned has not been fulfilled, every such book-packet must be charged at letter rates.

55. No book-packet for inland delivery may exceed three pounds in weight, nor exceed two feet in length, or one foot in width or depth: and should any such packet be posted for transmission by book-post it must be forwarded by the first post to the Returned Letter Branch, the cause of its transmission being stated thereon thus, "*Over-weight*" or "*Over-size*."

56. All photographs, drawings, prints, or other things which may be obviously of an indecent or obscene character, are excluded from the privileges of the book-post.

57. When a book-packet or parcel is surcharged at the letter-rate of postage on the ground of it containing communication of the nature of a letter, it must *at once* be closed against further inspection, by being carefully sealed.

PARCELS.

58. It is not compulsory to send parcels by post.

59. Parcels may be transmitted by post under the following conditions:—

60. No parcel for transmission by inland post may exceed one lb. in weight, nor exceed two feet in length, or one foot in width or depth.

61. Any parcel over the limit weight of one lb. which may be posted at an Inland Parcels Post Office, or at a Railway Post Office transacting Inland and Foreign Parcels Post business, for transmission by ordinary post must be forwarded as an Inland Parcels Post parcel if it has been properly prepaid at the rate of 3d. per lb. and does not exceed eleven pounds in weight. If the above, or other conditions have not been observed the parcel must be dealt with in the usual manner, i. e., forwarded to the head office, Kingston, with an error report.

62. No parcel can be transmitted by inland post, unless the postage thereon shall have been fully prepaid.

63. There must be no writing or printing on the parcel or on its cover, in addition to the address of the person for whom the parcel is intended, except the address of the senders, a trade mark and number and prices of the articles.

64. Parcels must be made up in covers open at the ends, or put up in such a manner as to be easy of examination.

Seeds, &c., may, however, be enclosed in boxes, or in bags of linen, and bags entirely closed may be used for the purpose, provided they be transparent, so that the nature of their contents may be easily ascertained.

65. Such bags as are not transparent, and boxes, must be fastened in such a manner as to admit of their being readily opened at the Post Office.

66. Should any of the conditions contained in the foregoing rules be infringed the whole parcel must be treated as a letter.

67. No letter or letters, or anything of the nature of a letter, must be enclosed in a parcel.

68. If a letter be found enclosed in a parcel it must be withdrawn and taxed at the unpaid letter rate.

69. No explosive substance, glass, liquids, or any other matter likely to injure the officers of the Post Office or the contents of the mail bags, can be sent in a parcel through the post; and should a parcel containing any such articles be posted, it must be detained by the District Postmaster, and the fact reported to the head office.

A District Postmaster will, of course, refuse to receive any such parcel that may be handed to him for transmission by post.

70. The words "By parcel post" should be plainly written on the cover of a parcel, and it should be well and securely put up.

71. The postage prepaid on parcels for delivery within the island must be prepaid by postage stamps.

72. The rule No. 69, forbidding the transmission by post of articles which might damage the contents of the mail bags, is so far relaxed as to permit the transmission of scissors, knives, razors, forks, steel pens, nails, and such like articles, provided that they be packed and guarded in so secure a manner as to prevent their injuring the officers of the Post Office or the contents of the mail bags, while at the same time the articles may be easily examined.

73. If any parcel containing such articles as are referred to in the foregoing Rule be posted without being packed in the manner directed, it must be detained, and the circumstance reported to the head office.

74. District Postmasters may examine any parcels passing through their offices, in order to ascertain whether the conditions laid down have been complied with; and, in cases where they have any reason to suspect an infringement of the rates, it will be their duty to make such examination.

75. It will be the duty of a District Postmaster to bring under notice the case of any packet, or parcel, from abroad the contents of which may appear to him to be liable to Customs duty and he must detain the parcel in office until he receives instructions from the head office as to its disposal.

PARCEL POST BETWEEN JAMAICA AND THE
UNITED KINGDOM, &c.

76. A parcel intended for transmission over sea must *not* be posted in a letter box but must be handed in to the person in charge of the Post Office. If however any such packet be found in the letter box it must be sent up as directed with a note on the Letter Bill to that effect and an Error Report attached to it, so that it may be correctly treated at the head office.

Of course if such parcel does not in other respects fulfil the conditions laid down for the guidance of District Postmasters it must be detained in office and the facts reported.

77. Such parcel must have affixed to it the requisite Customs declaration duly filled in with particulars, *and it must be fully prepaid by postage stamps before it can be accepted for transmission by post.*

78. It must *not* contain anything likely to damage other parcels or any person.

It must be carefully packed; and especially so if any glass, crockery or liquid be enclosed.

In the case of liquid the bottles, &c., must be securely packed in some absorbent material so that in case of accident the liquid may not do damage.

79. A receipt must *not* be given for any such parcel *except* on the printed slip provided for the purpose, which must not be signed but only date stamped.

80. The address of such parcel must however be duly entered on the Letter Bill to Kingston and in the office record shewing full particulars of the parcel, and of its receipt and despatch, for reference in case of need.

81. The address of each parcel received from another office either for delivery or in course of transmission must be carefully compared with the entry on the Letter Bill and any important discrepancy reported to head-quarters.

82. If any such parcel be found after examination by the Customs, not to be liable to duty a red label to that effect will be affixed thereto, and such parcel must be delivered free of charge to the addressee or his recognized agent.

83. If, however, a parcel is liable to duty, the amount of duty assessed by the Customs will be noted on a blue label affixed thereto, and the amount of duty stated on such label will be charged against the Postmaster on the Letter Bill and must be collected from the addressee or his agent before the delivery of such parcel as other unpaid postages are.

84. Full particulars of each parcel received for delivery must be kept in the proper record of parcels received, and on delivery the signature of the addressee or his agent must be taken as is the case with Registered Letters.

85. If any parcel from over sea be not claimed within fourteen days after date of receipt at a District Post Office the Postmaster must report that fact to the Postmaster

for Jamaica in order that instructions may be issued to him as to its further treatment.

86. If the addressee of any such parcel refuses or neglects to pay the Customs duty assessed thereon within fourteen days after its receipt at a District Post Office, or such further time as the Postmaster for Jamaica may direct, the parcel will have to be sent to the King's warehouse and there treated as are other imported parcels or packages similarly detained, for security of import duty.

87. To avoid that alternative and for the convenience of the public it will be the duty of the District Postmaster to use every effort to effect a prompt delivery, and to advise parties concerned as to what is required of them in the matter.

NEWSPAPERS.

88. A newspaper is a printed publication containing general news and information of recent events, and which is published frequently.

89. It is not compulsory to send newspapers by post.

90. Newspapers can be forwarded by post on the following conditions;—

91. They must be forwarded without covers, or in covers open at the sides or ends, so as to admit of their being easily opened and examined.

92. They must not contain any enclosure whatever.

93. They must have no writing on them, or on their covers, except the name and address of the person to whom they are sent.

94. Should these conditions not be complied with, newspapers must be taxed at letter rates.

95. The same care is to be used in the transmission and punctual delivery of newspapers as of letters, &c. When newspapers are received at but not intended for that office, they should be at once re-posted to the correct address, "mis-sent" being endorsed on the wrapper in the usual way and the case reported. If, on the other hand, a newspaper is received at an office after previously having been mis-sent to some other office the wrapper of such paper should be obtained from the addressee and sent under cover to the Postmaster for Jamaica.

96. Postmasters are strictly forbidden to open newspapers sent for delivery at or passing through their offices for the purpose of reading them, or allowing them to be read.

97. District Postmasters are allowed to distribute Island newspapers forwarded to them in bundles by publishers, a list being furnished of the names of the parties to whom such newspapers are to be delivered; and it is the practice of publishers to include, in such bundles of newspapers, a copy for the District Postmaster in return for such service.

98. Newspapers when sent by post in bundles, must be so put up that they may be easily counted, and the number of newspapers contained in each bundle must be marked on the outside.

105. Book-packets, packets of samples or patterns, and newspapers to or from non-union countries, are liable to the same rates of postage as are chargeable for their transmission by mail packet.

106. The masters or captains of private ships conveying letters from this island are entitled by law, to a gratuity at the rate of one half penny for each article of mail matter when the sea service exceeds 300 miles and one farthing when the sea service does not exceed 300 miles; and when such gratuity is paid at a District Post Office, the Postmaster must be careful to take the receipt of the master, captain, or agent on the printed form provided for the purpose, and take credit in the current month's account for the amount paid sending up the voucher.

107. All letters received by private ships arriving at any of the outports must bear an impression of the office date stamp.

108. *The postage* chargeable on all ship letters received at the Post Office of the port at which the ship arrives must, in the first instance, be entered by the District Postmaster in his book of "*Mails Received*" as a charge against his office, in the unpaid column.

109. The owners, charterers, or consignees of any inward-bound vessel, or of any goods on board any such vessel, are entitled, if resident at the port of entry, to receive their letters free of any charge for postage, unless the commander of such vessel shall have delivered such letters at the Post Office, in which case the usual rates of postage must be charged upon each of such letters respectively; and provided also, that the letters brought by any one vessel to any one such person shall not collectively exceed six ounces in weight.

110. In order to entitle owners, charterers, or consignees of vessels, or of any goods on board, to benefit under the above instruction, they must be described as such on the addresses or superscriptions of their respective letters.

111. Letters from abroad for persons other than "consignees" should be handed over to the Post Office by the Customs officer to be dealt with and they must be taxed double rate of foreign postage. A receipt must be given for such loose letters to the Customs officer.

Any letters handed over to the Post Office by the Customs officer prepaid by stamps of the country, where they are supposed to have originated, not obliterated and the letters not having passed through any Post Office, must be treated as wholly unpaid and taxed in the usual manner double the prepaid foreign rate, but the stamps must not be obliterated.

Letters for "consignees" at the ships' port of arrival, on which the agent of the ship will not pay the postage on the excess over the 6 ounces, must be handed over to the Post Office and treated in the ordinary way.

Letters for consignees required to be delivered elsewhere, should be handed over to the Post Office to be dealt with, the 6 ounces allowed to consignees being

charged for at the inland rate of postage, and the excess at the single foreign rate of postage.

RECEIPT AND DESPATCH OF MAILS.

Receipt of Mails.

112. On the arrival of a post, it will be the duty of a District Postmaster to ascertain if the number of the mails received for his office, and for any offices served by post branching therefrom, is correct, and when a pass book is in use to see that the number of mails entered therein agrees with the number received.

113. He must, before cutting the strings of the mails, carefully examine the impressions of the seals on all bags and parcels received, in order to satisfy himself that the mails have not been tampered with in transit; and should any irregularity be observed, he should *at once* call on the mail carrier for an explanation, and report the fact, *without delay*, to the head office, furnishing, when practicable, the evidence of a second party as to the facts.

114. In the event of a mail which is due at an office not being received, the District Postmaster should, when possible, notify the fact immediately to the Postmaster at the office from which the mail should have been despatched, and the circumstances must be reported to the head office *without delay*.

115. The addresses of all Error Reports from District Postmasters relating to the non-receipt of a mail, a registered packet, or a parcel by Mail Coach *must* be entered on the Blue Letter Bill; and be treated, *in all respects*, as a registered packet.

The entry on the Letter Bill will be as follows:—

"Postmaster for Jamaica. Error Report."

116. The exact time of the arrival and despatch of the mails must be entered in the proper column of the time bill, and, when necessary, the number of mails received and despatched. The cause of any irregularity or delay that may have occurred in the transmission of the mails must also be noted in the proper place provided for such purpose on the time bill, which must then be placed in the way bag with the mail for the next office on the line of ride.

117. Each mail will be accompanied by a letter bill printed on blue paper, and containing entries of the amounts of unpaid and paid postages, as well as of the addresses of all registered letters sent in the mail.

118. On opening each mail, the letter bill must first be looked for, and the addresses of any registered letters contained in the mail, and the amounts of postages received, must be carefully compared with the entries on the letter bill.

119. The amount charged on the blue letter bill as "*unpaid*" should represent all unpaid mail matter for delivery at the receiving office, and the amount entered as "*paid*" should represent the amount of postage *paid in money* on mail matter posted at the office from which the mail under examination was despatched, whether

such paid mail matter be intended for delivery or be sent as *forward*.

120. The amount of unpaid postage on any letters for delivery at the receiving office, but which may have been mis-sent to, or re-directed from, a corresponding office, will be included in the charge in the letter bill for unpaid postages. Should such mis-sent or re-directed letters not be intended for delivery, the amount of postage should not be so included.

121. Should a Postmaster find in the mail a letter, marked "Registered," or *containing value*, the address of which is not entered on the letter bill, he must himself enter the address of the letter on the letter bill, and treat such letter in every respect as a *Registered Letter*, reporting the circumstance to the Postmaster for Jamaica by the same post.

122. If any such letter, whether marked, "Registered," or *containing value*, be fully prepaid, both as to registration fee and ordinary postage, it must *not*, be surcharged; but if not fully prepaid, then such letter must be surcharged with the double registration fee of four pence, in addition to the ordinary rate of postage, less the value of stamps affixed if any.

123. Should a registered letter, &c., the address of which appears on the letter bill, not be received, the Postmaster should *at once* report the fact to the Postmaster for Jamaica. He should also, when practicable, call the attention of a second party to the non-receipt of the letter, &c., and procure all such evidence within his means as will tend to establish its non-receipt. The bag or wrapper in which the mail was received must be carefully preserved.

124. If the amount of unpaid and paid postages charged as sent are found to be correct, the necessary entries must be made in the letter bill under the head of "*amount received*."

125. If any discrepancy be observed between the amount entered on the letter bill as sent, and the amount received, the addition must be gone over by the assistant, or, when this is not practicable, the District Postmaster must a second time *himself* tell up the postages, and then state, in the proper place provided in the letter bill, the amount actually received.

126. The bill must, in any case, be impressed on the right hand upper corner with the date stamp, and be signed by the Postmaster; and, should any discrepancy be observed, the bill must also bear the signature of his assistant, should one be employed, or if not, then the words "*checked twice*" must be added by the Postmaster.

127. All letter bills which exhibit a discrepancy between the amounts of postages entered as sent and the amounts actually received, must be forwarded to the head office at the end of the month, with the "*Monthly Unpaid Sheet*."

128. All discrepancies in a letter bill must be reported to the Postmaster for Jamaica by *first post* in the Form "*Report of Errors*."

129. A letter bill is, *on no account*, to be returned to the despatching Postmaster for correction, nor should any intimation be conveyed to him that his entries have been discovered to be inaccurate.

130. When the letter bill has been checked, the rates on all the letters, &c., received are to be carefully examined, and if any are found to be under-charged or under-paid, the correct rate is to be substituted or added, and the District Postmaster must affix his initials thereto; if, on the other hand, any are found to be overcharged, the tax must be corrected, and such correction must be verified by the initials of the District Postmaster, and, in either case the letter bill must be amended accordingly.

131. When the postage stamps on letters, &c., are found not to have been properly obliterated, they must be obliterated by the receiving Postmaster, *with his date stamp*, and the matter reported to the Postmaster for Jamaica.

132. The addresses of all the letters, &c., received must then be examined, and should any have been mis-sent, they must be stamped with the date stamp, and the words "*Mis-sent to*" written before such impression. Such letters must be then forwarded by the first post to their proper destinations, and, should any charge for postage have been made in respect of such letters, it must be claimed in the manner directed under the head of "*Mis-sent and Re-directed Letters*."

133. Mis-sent and re-directed letters must be forwarded to their destinations without any additional charge being made for postage.

134. All letters, &c. received must then be stamped with the date stamp, and assorted for delivery to the public.

135. The addresses of all registered letters received must then be carefully entered in the book of "*Registered Letters Received*."

Note—For special instruction for dealing with registered letters, see "*Registration*."

136. When all the mails have been thus dealt with, the amounts of postages actually received from each office must be entered in the "*Book of Mails Received*" in the column appropriated to such office.

137. Care must be taken that the entries above referred to are made as of the dates of despatch of the letter bills from the corresponding offices, and not as of the dates of the arrival of the mails at the receiving office, unless the dates of despatch and receipt of the mails be the same.

138. The bags and wrappers in which mails are received must, in each case, be emptied of the whole of their contents, and, in the case of bags, it will be necessary to turn each bag inside out. (This is to prevent any possibility of any of the contents of the bag remaining in it.) The bag and wrapper received from an office must, of course, be returned with the mail for that office.

139. When a mail arrives during office hours the office must be closed to the public until the mails have been checked, when it must be immediately re-opened.

140. District Postmasters must be careful to avoid a mis-delivery of letters, &c., but they should at the same time, use every effort to effect a speedy delivery of all mail matter, and they should, as soon as possible after a mail has been assorted, and *before* the despatch of the return mail, check the letter boxes, not only to ascertain if any letters had been wrongly assorted, but to discover and to return at once to destination any letters that might have been mis-sent.

141. The postage charged on each letter, &c., must be collected at the time of delivery, the District Postmaster being held responsible for such postage.

142. A refund cannot be made of the postage charged upon a letter which has been delivered to and opened by the addressee, except under special circumstances, or under authority received from the Postmaster for Jamaica.

143. Should, however, a mis-delivery, arising from a similarity of names or other like cause, occur, a District Postmaster is authorised, and the letter being returned to him with a satisfactory explanation, to refund the amount of any postage that may have been collected thereon. In the event of the letter having been opened the fact must be stated thereon by the person who opened it, thus "*Opened by* _____ *but not 'for (signature).'*"

144. A Postmaster is not legally bound to give change, but, *if absolutely necessary*, may require that the exact amount of postage on any letter or packet be tendered or paid to him in current coin. In a matter of this kind, however, as in all other intercourse with the public a Postmaster is expected to afford every accommodation in his power, and to treat every individual having transactions with his office *with the utmost courtesy*, and he must strictly enjoin a similar line of conduct upon his assistants, if any.

145. A District Postmaster is not bound to receive postage or any other kind of stamp that may be tendered in payment of postage, which must, in every instance, be paid in current coin.

146. It will be the duty of a District Postmaster to use every endeavour to forward, as soon as possible, to its proper destination any mail that may be mis-sent to his office, and to report the fact by first post to the head office.

147. A mis-sent mail must, of course, not be opened, *on any account*, at the office to which it has been mis-sent; but, should the fastening appear to be insecure, an additional string, sealed with the office seal, should be fastened thereto.

148. The letter bills received from each office must be filed separately, and in order of date, and, at the end of each month, the several bundles must be folded, so as to show the name of the office and month, be tied together, and put away. They must be preserved for eighteen months.

Despatch of Mails.

149. A District Postmaster must make up a mail for each of his corresponding offices, as shown in the circulation list with which he will be furnished.

150. The letter-box must be cleared of all mail matter at regular intervals during the day, and specially the first thing in the morning and the last thing in the evening, and immediately before the making up of a mail for despatch, and, at those offices where the mails pass through late at night the box should be cleared at 9 p.m. and later if customary.

151. All such mail matter must be stamped, rated when necessary, and the postage stamps thereon obliterated, in the manner described under the head of "Stamping and Rating."

152. Besides rating all the wholly unpaid letters, &c. the District Postmaster must be careful to examine *all* other mail matter, in order to ascertain whether or not the full rates of postage chargeable thereon have been prepaid, and, when necessary he must tax the letter, &c., double the deficiency.

153. Letters found without any address, or with addresses so imperfect or indistinct as to render it impossible to effect a correct delivery or despatch of them, must be stamped, and forwarded, *by the first post*, to the General Post Office, the Postmaster writing on the face of each such letter the cause for its being so forwarded, thus, "*No address*," "*Imperfect address*," or "*Indistinct address*," as the case may be.

154. When a District Postmaster observes a letter, or other article of mail matter, passing through his or her office with a stamp or stamps that have been previously used, the letter, or other article of mail matter, must be at once forwarded to the Postmaster for Jamaica with a special report shewing, when possible, the name and address of the poster as well as of the addressee of such letter. Such letter, or other article of mail matter, must not on any account be forwarded to its destination.

155. The letters, &c., must then be sorted, if for despatch in the pigeon holes appropriated to the corresponding offices, and, if for office delivery, in the pigeon holes alphabetically arranged for the purpose.

156. Any letter or packet, whether for despatch or delivery, observed to be imperfectly sealed, or found open (excepting, of course, those which are obviously intended to be sent open, such as a book packet or parcel or printed circular), must be carefully re-fastened with 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 letters, and the words "*Imperfectly sealed*" or "*Found open*" must be written near the seal, and the initials of the officer who deals with the letter affixed thereto.

157. Should a District Postmaster observe a letter passing through his office to be so torn or otherwise damaged as to endanger the safety of its contents, it will be his duty, if possible, to repair such damage, and, when

repair is not possible, he should enclose the letter in another envelope and address it, and, in either case, note the fact on the cover of the letter, and affix his initials thereto. It will also be his duty to notice and to report to the head office at once the circumstance of any letter, &c., being found in the posting box and bearing evidence of having been tampered with or in a damaged condition.

158. 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 forwarded forthwith, under cover, duly registered, to the Postmaster for Jamaica, with a report, stating precisely where and how it was found. The District Postmaster must also be careful to examine all the letters that may be in the letter box or mail bag at the time, and furnish a list of the addresses of any that may present such an appearance as to lead to the belief that the article of value may have escaped therefrom; and any such article, not the property of the District Postmaster or his assistant, found in any part of the Post Office, must be treated in a similar manner.

159. A District Postmaster must not receive from the hands of the public any letters, except such as are tendered for registration. All ordinary letters, &c., must be posted in the letter box.

This instruction is not intended to prevent a Postmaster from weighing letters, &c., for the public, which he may still do, so long as it does not interfere with the performance of his other duties, but in each case, after a letter, &c., (not intended to be registered) has been weighed, it must be handed back to the person who brought it, to be by him posted in the letter box.

160. The Circulation List, previously referred to, will contain the names of all the Post Offices in the Island; and any alteration that it may be necessary to make from time to time, in such Circulation List, will be notified from the head office, and must be forthwith made by the District Postmaster.

161. Corresponding offices are those with which mails must be exchanged.

162. Forward offices are those of the corresponding offices through which must be sent letters, &c. addressed to places beyond the corresponding office.

163. Letters addressed to a Post Office which is not a corresponding office must be included in the mail for the forward office of such post town, as indicated by the Circulation List.

164. All mail matter for despatch having been sorted in accordance with the foregoing instructions, the mail must be made up, at the time appointed in the following manner:—

165. The unpaid postages on mail matter for delivery at corresponding offices must be added up and entered in the proper column of the book of "*Mails sent*." The amount of unpaid postage on any mis-sent and re-directed letters, for delivery at the office for which the mail is intended, must be included in the charge for unpaid postage

above referred to; and should such postage have been previously charged on the despatching office, credit must be claimed therefor, in a No. 2 Form.

166. The amount of postage on unpaid letters, &c. addressed to places beyond the corresponding office for which the mail is intended, is not to be included in the charge for unpaid postage, because, as these letters will not be delivered at that office, the postage thereon must not be charged against the District Postmaster. The District Postmaster receiving such "*forward*" letters, must, however, in transmitting them to their destinations, include, in the letter bill for the office to which such letters are addressed, any postage that may be chargeable thereon; thus, for instance, an unpaid letter posted at "*Morant Bay*," and addressed to "*Mandeville*," must first be forwarded to Kingston, upon which office the unpaid postage would not be charged; the Kingston office, however in transmitting the letter to Mandeville, would charge that office with such postage.

167. The amount of postage paid in *money* on *all* mail matter for despatch in each mail whether for delivery or sent as "*forward*," must then be entered, in the proper place, in the column headed "*Paid*" in the book of "*Mails sent*."

168. The book of "*Registered Letters Despatched*" must then be written up as previously directed.

169. With each mail must be despatched a "*Letter Bill*" showing the amount of "*unpaid*" and "*paid*" postages, and the number and addresses of registered letters contained in the mail.

170. The letter bill for each of the corresponding offices must be prepared thus, by filling up, in the space provided for the purpose, the name of the office from which the mail is despatched, the date of the day on which the mail is despatched, the name of the office for which the mail is intended, the amount of unpaid postage for collection at such office, and the amount of postage prepaid, *by money*, at the despatching office on all letters, &c., whether sent for delivery or as forward. The entries of unpaid and paid postages on the Letter Bill must be taken from the book of "*Mails sent*."

171. The Blue Letter Bill, if correctly filled up in the manner above described, will represent in the column headed "*Unpaid*," the amount of postage to be collected by the receiving Postmaster, and in the column headed "*Paid*" the amount of postage received *in money* by the despatching Postmaster, and for which he is accountable.

172. No entries will be necessary in respect of ordinary letters fully prepaid by postage stamps.

173. District Postmasters are required to be very accurate in the additions and entries of the "*unpaid*" and "*paid*" postages on letters, &c. sent to their corresponding offices.

174. The total number and the addresses of all registered letters for despatch must be carefully entered on the letter bill from the book of "*Registered Letters Des-*

patched" which must have been previously written up from the counterfoils of the "*Registered Letter Receipt Book*," and from the entries of the addresses of forward letters in the book of "*Registered Letters Received*," and the last thing previous to the closing of the mail, the entries on the letter bill must be compared with the addresses on the registered letters themselves.

175. The letter bill must invariably be signed by the person who actually makes up the mail; and when such person is not the Postmaster, the word "for" must be prefixed to the word "Postmaster."

176. The unpaid, the prepaid, and the forward correspondence sent from each office must be tied up in separate bundles in accordance with the following regulations:—

I. Paid Letters for Delivery in Kingston.

All letters addressed to persons in Kingston, must be sorted and tied separately into bundles, the white labels marked "Paid Letters for Delivery in Kingston" being tied to each bundle.

II. Paid and Unpaid Letters for other Post Offices, via Kingston.

The paid and unpaid letters not addressed to, but passing through Kingston, must be similarly assorted and tied separately into bundles, a red label marked "Paid and Unpaid Letters for other Post Offices" being tied to each bundle.

III. Paid and Unpaid Letters for Abroad.

Paid and unpaid letters for England, United States of America, and for other places abroad must be made up into separate bundles and labelled with yellow labels.

The District Postmaster must be careful not to mix the letters for Kingston with those passing through Kingston, and not to make too many bundles of the correspondence.

The unpaid mail matter for Kingston must, as at present, be wrapped up in the letter bill with all the registered letters, and need not be divided as in the case of ordinary letters, &c.

Second class inland mail matter, viz., book-packets and parcels need not be divided, but all such mail matter for places *abroad* must be tied up into separate bundles.

177. The foregoing instructions having been complied with, the registered letters must be wrapped up in the letter bill, tied round with a string, and placed together with the unpaid and paid letters and other mail matter, in the wrapper provided for such purpose as hereinafter referred to, which must then be folded up, tied round tightly, both across and lengthwise, with string, and sealed with a clear impression of the office seal. In the case of a bag, the string to be tightly fastened round its neck and sealed.

178. In the case of offices from which newspapers are despatched in large numbers, separate bundles must be made of such newspapers.

179. A time bill will accompany each mail, and every Postmaster must be careful to enter thereon, in the proper columns, the exact time of the despatch of the mail, and, when necessary, the number of mail bags despatched, and also if the courier's watch is received in good order, should a watch be used on the line of road. The reported cause of any delay or irregularity that may take place in connection with the despatch of the mails must be noted on the time bill.

180. In cases where space is provided therefor, the time bill must bear an impression of the office date stamp.

181. The time bill must then be placed on the outside of the mail parcel for the next office on the line of road.

182. Each mail must be enclosed in a canvas wrapper, which will be supplied from the head office.

183. With each mail, a way bag will be sent, in which must be placed the mails for all corresponding offices except Kingston.

184. The mail parcels between Kingston and each office on the *main line* will be contained in a separate bag or wrapper, and, in such cases, it will not be necessary to seal the mail parcel, but only the bag or wrapper.

185. A Postmaster is required to see that all bags and wrappers used at his office are in proper repair, and must take care to apply to the head office for a fresh supply before any of those in use are worn out.

Any casual repairs necessary to render a mail bag or wrapper fit for use until a new bag or wrapper is supplied from the head office may be effected by the District Postmaster, and the account therefor, duly certified as correct, must be forwarded to the Postmaster for Jamaica.

186. Every mail, whether made up in a parcel or enclosed in a bag, must be carefully sealed with the office seal.

187. It is most important that the impressions of the office seal on all mail bags and parcels despatched from an office should be so clear as to admit of their being easily read at the receiving office. District Postmasters are, therefore, required to use great care in the performance of this duty.

188. The mail bags or parcels must then be placed in the covering sack, shoulder bag, or mail cart which must be locked by the District Postmaster. On the receipt of a mail, the covering sack, or shoulder bag must be brought into the office by the courier, and be unlocked by the District Postmaster. Should the covering sack, or shoulder bag not be locked on receipt, the contents must be carefully examined, if possible, in the presence of a witness, and the circumstance reported to the Postmaster for Jamaica.

189. Should a mail by any chance be left behind, it will be the duty of the District Postmaster to use every effort to forward it to its destination as speedily as possible, and should he neglect to do so, he will be held accountable for any delay occasioned by such disobedience of instructions.

190. All letters, &c., that may be posted on the day of the despatch of a mail, but *too late* for transmission by such mail, must be stamped with the "*Too late*" stamp, or marked "*Too late*" in red ink or red pencil.

191. Should a District Postmaster at any time notice anything connected with the conveyance of mails, which, in his opinion, would be likely to interfere with the due performance of the mail service, such as the bad condition of stock, mail cart, or saddlery, bad character of courier, &c., &c., it will be his duty to report the fact to the head office; and, should the case be of such a nature as to require immediate action, the District Postmaster will take such steps as may appear to him necessary for the safe and speedy conveyance of the mails.

STAMPING AND RATING.

192. Each District Post Office will be supplied with—
An Ink Pad.

A Date Stamp, with movable type for the year, month and day, which must be regularly adjusted every morning.

A Registered Letter Stamp R.

A Stamping Pad, on which letters, &c., must be stamped.

193. All letters and other mail matter for despatch must bear an impression of the office date stamp over the *postage stamp* or stamps, except *free* correspondence which must be date-stamped on the back.

194. Letters, &c., received from any other office, whether for delivery or to be forwarded, must be stamped immediately after the mails have been checked and letters, &c., posted must be stamped as soon as they are taken out of the posting box, which must be done at regular intervals during each day.

195. Letters, &c., received from any other office must be stamped on the *back*, and not on the face which bears the address, and the impression of any other office date stamp must not be interfered with. Special care must be taken in stamping that the impression is perfect; and, in order to secure this end, the date stamp must be kept perfectly clean, which may be done most effectually by brushing it with a brush wetted slightly and dipped in powdered potash or soda, or with a brush dipped in turpentine. Type which has been used must be cleaned before being replaced in the box.

196. The stamping should be performed on an even and slightly elastic pad, of the consistency of vulcanized india-rubber; and the stamp should be held firmly in the hand, and struck upon the letter with a *light* sharp blow.

197. The ink pad will be contained in a tin case, the cover of which must be kept always shut when the pad is not in use, so as to prevent its becoming dry and dirty. The pad must be replenished, when necessary, with the endorsement ink, which will be supplied from the head office, and which must be rubbed into the pad.

198. When the pad becomes dry, apply, with a feather, a few drops of the special ink supplied for the purpose, and rub the ink well into the pad with the handle of the stamp, by a circular motion, from left to right and right to left alternately.

Before, however, applying any fresh ink to the pad, turn it upside down, and rub the ink to the surface in the manner above described. Should it then fail to give a clear impression of the dated stamp, it will be evident that it requires fresh ink to be supplied as above.

Oil must not, *on any account*, be applied to the pad.

199. Inland letters, &c., when wholly unpaid, or insufficiently prepaid, must be rated *in black ink or in blue pencil*, on the right hand upper corner of the address side; and in the case of insufficiently prepaid letters, &c., the District Postmaster should, when adding the additional postage note, on the face of the cover, the weight of such letter, &c., thus: "*Over 1 oz.*," "*Over 2 ozs.*" and so on. The ordinary lead pencil must not be used in taxing letters or in making official entries.

200. When the postage is prepaid by money the word "*Paid*" must be written *in red ink or in red pencil*, against the amount so paid; thus: "*Paid—*."

201. If the weight be exceeded to the smallest extent even though the balance be merely turned, the letter, &c., becomes liable to an additional rate.

202. After the stamping and rating have been performed, the letters, &c., must be sorted into the proper boxes for delivery or for despatch, as may be necessary.

203. Foreign letters, &c., when wholly unpaid or insufficiently prepaid must not be rated at District Post Offices, but must be forwarded to the General Post Office, where they will be dealt with.

OVER-CHARGES AND ALLOWANCES.

204. All applications for refund of postages must be submitted for the decision of the Postmaster for Jamaica, except cases of wrongly delivered letters.

205. In submitting an application for a refund of postage collected on a letter, stated to have been over-charged, the District Postmaster, if satisfied that the demand is just, must obtain the cover of such letter, mark upon it the actual weight of the letter before it was opened, if possible, and forward it to the Postmaster for Jamaica, with all necessary information.

206. District Postmasters will be allowed to claim credit for postage charged upon letters addressed to them on Post Office business, on their transmitting such letters and their covers, with the first No. 4 Form sent up to the Returned Letter Branch.

207. Should any postage be erroneously charged on a letter, &c., addressed to a public officer who is entitled to receive his official correspondence free of postage, it must not be collected, but the amount thereof must be claimed in the next week's No. 4 Form, with which the cover of such letter, duly endorsed by the addressee with the

words "*On official business*," and signed by him, must be transmitted.

208. In cases where postage has been charged on such official letters, in consequence of the neglect to comply with the conditions laid down in regard to the franking privilege, no refund must be made without reference to the Postmaster for Jamaica.

209. If, notwithstanding every precaution on the part of a District Postmaster, a letter is delivered to, and opened by, a person for whom it was not intended the reason why it was opened must be stated on the letter, and certified by the signature of the person who broke the seal, and any postage that may have been collected thereon may then be refunded without reference to the head office.

MIS-SENT AND RE-DIRECTED LETTERS, NEWSPAPERS, BOOK-PACKETS, AND PARCELS.

210. When letters, &c., are mis-sent to any office the words "*Mis-sent to*" must be written on the face of such letters, &c., and an impression of the office date stamp made immediately after such words, and the mis-sent letters, &c., must then be forwarded to their destinations by the following post, the error being reported to the head office in the proper Report of Error Form.

211. 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, as laid down in Rule 212 when written instructions to do so are received from the person to whom they may be addressed, by an officer of the Post Office.

212. A District Postmaster may, on the written request of the person to whom a letter, &c., is addressed, re-direct such letter, &c., to any other Post Office, and the written request must be filed in his office, for future reference if necessary. Before complying with any application for re-direction of a letter, &c., a District Postmaster must satisfy himself that the applicant is entitled to make the request.

213. If it be evident to a District Postmaster that a letter, &c., has been wrongly addressed to his office, he must at once apply to the head office for instructions.

Additional postage will not be charged upon any mail matter which is re-directed by an officer of the Post Office, or upon any letter which may be re-directed and re-posted *intact* at the Post Office of delivery. Post cards, newspapers, prices current, book-packets and parcels which may have been taken out of the Post Office, will, however, when re-directed and re-posted, be charged additional postage, at the prepaid rate.

214. The address of any registered letter which may be re-directed must be entered, in full, in the proper place on the No. 2 Form, as well as on the blue bill.

215. In order to enable a District Postmaster to claim credit for any postages which may have been charged against him in the first instance on letters, &c., mis-sent to, or re-directed from, his office, a No. 2 Form is provided.

216. In this form must be enclosed all mis-sent or re-directed letters, &c. despatched from an office, and in it the Postmaster must claim credit for so much of the postages due on such letters, &c. as may have been originally charged against him; and the form, after having been duly filled up, must be signed by the Postmaster, and stamped with the office date stamp. The counterfoil must then be carefully written up.

217. The full postage to be collected on any mis-sent or re-directed letters for delivery at a corresponding office, must be included in the amount charged for unpaid postage in the letter bill for such office, and the despatching Postmaster must claim credit for the amount in the No. 2 Form referred to in the foregoing Rule. Care must be taken, when transmitting mis-sent and re-directed letters in a No. 2 Form, that they are either enclosed in, or tied up with, the forms, so that the receiving Postmaster may not have any difficulty in identifying the letters referred to in the form. The total amount of postage to be collected on such letters should also be marked at the back of the form, and, in the case of letters not intended for delivery at a corresponding office, the word "*Forward*" must be added.

218. Any postages due on mis-sent or re-directed letters, &c., not intended for delivery at a corresponding office, but sent through such office as forwarded, must not be included in the amount of unpaid postages entered on the letter bill for such office; the District Postmaster must, nevertheless, claim credit for any postage due thereon which may have been previously charged upon him, as pointed out in Rule 216.

219. The amounts claimed in the No. 2 Forms, on account of postage on mis-sent or re-directed letters, &c., must, at the end of each month, be entered from the counterfoils of the No. 2 Form, in the proper columns of the *Monthly Unpaid Sheet*. When no claims for mis-sent or re-directed letters, &c., have been made during the month, the word "*Nil*" must be written across the No. 3 account.

220. The Forms No. 2 received from other offices are to be compared with the letter, &c. which accompany them; and the correct amount of postage which the despatching District Postmaster is entitled to claim on letters, &c., so received, must be inserted in the proper places in the respective forms, which must be certified by the receiving District Postmaster's signature.

221. When any discrepancy is observed between the amount claimed in a No. 2 Form, and the amount of postage for which a despatching Postmaster is actually entitled to get credit, the No. 2 Form must be checked and signed by an assistant, when one is employed, as well as by the Postmaster, and the error must be reported to the head office in the proper Report of Error Form.

222. The Forms No. 2 received from corresponding officers must, at the end of each month, be forwarded, *without fail*, to the head office, with the *Monthly Unpaid Sheet* and other returns, except in the case of re-directed Parcel Post Parcels.—See Rule 223

223. On re-directing a Parcels Post Parcel to any other District Post Office, or, on receiving from any District Post Office, a re-directed Parcels Post Parcel, a District Postmaster must advise the Postmaster for Jamaica at once of the fact on an Error Report Form. A No. 2 Form must always accompany a re-directed parcel, the words "letters" and "postage" being merely altered to "parcels" and "duty" respectively. The receiving Postmaster must certify the claim and send it up by *first post*, under cover to the accountant.

DEAD LETTERS, NEWSPAPERS, BOOK-PACKETS, AND PARCELS.

224. By the term "Dead," as applied to letters, &c., is meant all such mail matter as, from any cause whatever cannot be delivered to the addressees. A dead letter return must be sent up to the General Post Office by the first post in each week.

225. All such letters, &c. as shall, from any of the three causes hereinafter mentioned, become "Dead," must be transmitted to the Returned Letter Branch at the head office with a "*Dead Letter Claim*."

226. The conditions under which dead letters, &c. must be returned to the Dead Letter Branch, and the times at which such return must be effected, are as follows.

227. *If refused*—All letters, &c., refused by the addressee must be returned to the General Post Office by the *first mail* made up after refusal, except such refusal shall have been conditional; as, for instance, when time is required to obtain the amount of postage charged on such letters, &c., in which case, the letter, &c., may be detained for one week. In every such case however, the cause of detention must be endorsed on the letter by the detaining Postmaster.

228. *If unclaimed*—When letters, &c., are uncalled for, they must be sent up to the Returned Letter Branch by the first post in each week. Inland letters after the expiration of four weeks, dating from the day of receipt of the letter at the office, as indicated by the impression of the office date stamp, and foreign letters after the expiration of eight weeks from the date of their receipt.

229. 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 instruction, the letter should be sent to the Returned Letter Branch by first post, marked "*Ship sailed, not known where*."

230. *If "Addressee deceased."*—Letters, &c., addressed to persons who may be deceased must also be returned by the first post in each week after the expiration of four weeks from the date of their receipt, should there have been no application made for them by any person legally authorized to receive such letters, &c.

231. On each dead letter, &c., so transmitted to the Returned Letter Branch, the District Postmaster must be particular to write, in red ink, or red pencil, the reason for its non-delivery, thus: *refused*, "*unclaimed*," "*addressee*

deceased," as the case may require, and each dead letter, post-card, newspaper, book-packet or parcel which may be forwarded to the Returned Letter Branch must bear a clear impression of the office date stamp, the date being that on which the letter, &c., is despatched to the Returned Letter Branch at the head office, Kingston.

232. Should there be any undelivered registered mail matter for transmission to the Returned Letter Branch, the addresses of such letters, &c., must be entered, in full, in the proper place in the dead letter claim, and the black dead letter bag (referred to subsequently), in which dead letters, &c., are to be forwarded, must be sealed with a clear impression of the office seal, and registered in the usual manner; the necessary entry being made in the letter bill, thus, "*dead letter bag*," and the necessary entry to show disposal, made in the proper column of registered letter book.

233. A space is provided in the dead letter claim for the entry of any amounts, on account of refund of postage for which a Postmaster may be entitled to claim credit in accordance with previous instructions.

234. In the No. 4 Form, referred to in the foregoing instructions, must be entered the postages charged, if any, on the letters, &c., accompanying such form, the addresses of all registered letters, &c., that may be forwarded therewith, and the total number of letters, &c., and the Form must be stamped with the office date stamp and signed.

235. The No. 4 Form having been filled up in the manner described above, must be tied up with the dead letters, &c., and placed in the black bag supplied from the head office for the purpose, which must be enclosed in the mail bag for Kingston.

236. The dead letter bag must be tied with string and treated as registered, *but must not be sealed*, except when a registered letter is contained therein, as pointed out in Rule 232.

237. Should there be no undelivered letters to be returned, a blank No. 4 Form, on which the word "*Nil*" should be written, must, nevertheless, be signed, enclosed in the proper black bag and forwarded, by the first post in each week, to the Returned Letter Branch.

238. The total amount of postage claimed on return letters, &c., transmitted during the month, as well as the total amount of claims for postage refunded during the month, must be entered in the proper place at the back of the *Monthly Unpaid Sheet*.

239. Every letter, &c., received in the Returned Letter Branch of the General Post Office is, if necessary, opened, and, when possible, returned to the writer or sender; such as cannot be returned by reason of imperfect address or illegible signature, or from any other cause, are destroyed.

240. On a dead letter being found to contain money or any article of value, it is registered, and reposted to the writer's address, unless, from any cause, it is found impossible to do so, in which case, the contents or value

thereof is passed to the credit of the revenue. A record is kept of all letters containing value which pass through the Returned Letter Branch; and, in the event of a claim in respect of any such letter being subsequently put forward and established to the satisfaction of the Postmaster for Jamaica, steps will be taken for obtaining a refund of the amount to the party who may be shown to be entitled to receive it.

241. The postage due on all undelivered letters, &c., will be charged upon the writers or senders to whom they may be returned, and from whom such postage is recoverable under the provisions of the Jamaica Post Office Law, No. 51 of 1908, section 56.

242. In the event of the writer of a returned letter refusing to pay the postage due thereon, it will be the duty of a District Postmaster to point out the obligation contained in the law above quoted, which will, in every instance, be strictly enforced, but he must not institute legal proceedings without special instructions from the Postmaster for Jamaica.

POSTAGE, IMPRESSED AND JUDICIAL STAMPS, POST CARDS, NEWSPAPER WRAPPERS AND POSTAL ORDERS.

243. The following denominations of the above are issued from the head office to each District Postmaster for sale to the public.

Postage Stamps.

Halfpenny stamps	...	at $\frac{1}{2}$ d. each
One penny stamps	...	at 1d. each
Twopenny stamps	...	at 2d. each
Two pence halfpenny	...	at 2½d. each
Threepenny stamps	...	at 3d. each
Fourpenny stamps	...	at 4d. each
Sixpenny stamps	...	at 6d. each
One shilling stamps	...	at 1s. each
Two shilling stamps	...	at 2s. each
Five shilling stamps	...	at 5s. each

Post Cards and Wrappers.

Single post cards	...	at $\frac{1}{2}$ d. each
do. post cards	...	at 1d. each
Reply post cards	...	at 1d. each
do. post cards	...	at 2d. each
Newspaper wrappers	...	at $\frac{1}{2}$ d.

244. Postmasters must always keep on hand a supply of each denomination of stamps, post cards, postal orders, &c., sufficient to meet the wants of the public, and before their stock in hand is exhausted, they must make a requisition for a further supply, in the form provided for the purpose.

245. The attention of District Postmasters is specially directed to the preceding Rule. The pre-payment of letters, &c., *by money* is held by the Department to be most objectionable; and, in each instance of a letter or other mail matter being observed to have been so prepaid the District Postmaster will be called upon at once to explain why the stock of postage stamps in his office was allowed to become exhausted.

246. Impressed Stamps.

Description.	Value of Impressed Stamp.			Value of Paper.			Total value to be collected.		
	£	s.	d.	£	s.	d.	£	s.	d.
Bank Slips for one penny	...	0	0	1	No charge	...	0	0	1
Ditto Two pence	...	0	0	2	0	0	2
Ditto Threepence	...	0	0	3	0	0	3
Ditto Sixpence	...	0	0	6	0	0	6
Ditto Ninepence	...	0	0	9	0	0	9
Ditto One shilling	...	0	1	0	0	1	0
Ditto One shilling and sixpence	...	0	1	6	0	0	1	6	7½
Ditto Two shillings	...	0	2	0	0	0	1	6	2 1½
Ditto Three shillings	...	0	3	0	0	0	1	6	3 1½
Ditto Four shillings	...	0	4	0	0	0	2	0	4 2
Ditto Five shillings	...	0	5	0	0	0	2	0	5 2
Ditto Six shillings	...	0	6	0	0	0	2	0	6 2
Foreign Bills of Lading, per set of two	...	0	1	6	0	0	6	0	2 0
Coastwise Bills of Lading, each	...	0	0	3	0	0	1	6	0 4½
Foreign Bills of Exchange, per set of two	...	0	0	3	0	0	6	0	0 9
Ditto	...	0	0	6	0	0	6	0	1 0
Ditto	...	0	0	9	0	0	6	0	1 3
Ditto	...	0	1	6	0	0	6	0	2 0
Ditto	...	0	3	0	0	0	6	0	3 6
Ditto	...	0	4	6	0	0	6	0	5 0
Ditto	...	0	6	0	0	0	6	0	6 6
Ditto	...	0	7	6	0	0	6	0	8 0
Ditto	...	0	9	0	0	0	6	0	9 6
Ditto	...	0	10	6	0	0	6	0	11 0
Surveyor's Notice Forms each	...	0	1	0	0	0	1	0	1 1
Title Forms	...	0	1	0	0	1	0	0	2 0
Ditto	...	0	2	0	0	1	0	0	3 0
Ditto	...	0	3	0	0	1	0	0	4 0
Ditto	...	0	4	0	0	1	0	0	5 0
Ditto	...	0	5	0	0	1	0	0	6 0
Ditto	...	0	10	0	0	1	0	0	11 0
Ditto	...	0	15	0	0	1	0	0	16 0
Ditto	...	1	0	0	0	1	0	1	1 0

NOTE.—When an Impressed Stamp of higher value than appears on this Schedule is required the P.M. must make special Requisition for it.

247. Judicial Stamps.

The "Judicial Stamps," are Postage Stamps of the undermentioned denominations, with the word "Judicial," over-printed across the face of each, viz.:

Five Shillings; Two Shillings; One Shilling; Sixpence; and Threepence.

The "Judicial Stamps" must be sold at the face value stated above. They should not be used for paying the postage on a letter, or any other article of mail matter, and they must not be sold by the District P. M. for such purpose, or for use as an Impressed Stamp.

Should an article of mail matter, paid by means of "Judicial Stamps," be posted, it must be treated as wholly unpaid; and the stamps must not be obliterated with the office date stamp, or in any other way.

The D. P. Ms. duty is limited *only* to selling the stamps to the public; all information as to the fees, &c., will be supplied to the public at the court stations.

248. Postal Orders—

AMOUNT.	COMMISSION.
Sixpence	Halfpenny
One shilling	Halfpenny
One shilling and sixpence	Halfpenny
Two shillings and sixpence	Halfpenny
Five shillings	One-penny
Ten shillings	Twopence

249. An Assistant to a District Postmaster, or Postmistress *must not* be permitted to sell, or to sign postal orders except in the unavoidable absence of the Postmaster, or Postmistress, from sickness or otherwise; and the Assistant who so acts for the Postmaster, or Postmistress must be one who has been duly appointed by the Postmaster for Jamaica, or whose employment has been approved by him with the consent of the sureties of such Postmaster or Postmistress.

250. When an Assistant signs a postal order under the circumstances above stated, he, or she, must sign his, or her, own name and not that of the Postmaster, or Postmistress, for whom she may be acting, and the word "*Assistant*" must be written before the printed word "*Postmaster*" on the postal order.

251. Postal orders must *not* be signed or be impressed with the "date stamp" until they are being issued to the public.

Note—For "Postal Order Instruction" see Post Office Handbook.

252. By the first post in each month, a District Postmaster must send in a "*Requisition*" on the form provided for the purpose for such an amount of postage, impressed and judicial stamps, post cards, wrappers and postal orders as may be necessary for the requirements of his office for the then current month, due regard being had to the average monthly sales and to the amount of Stamps Postal Orders, &c., remaining on hand at the end of the previous month.

253. On the receipt at the General Post Office of the requisition, duly filled up and signed by the District Postmaster, the amount of stamps, postal orders, &c., therein asked for, if within reasonable limits, will be supplied and forwarded with the requisition, the acknowledgment at foot of which must be signed by the District Postmaster, and returned to the General Post Office by following post.

254. A Postmaster must not make more than one requisition for stamps, postal orders, &c., during the month except he shall have been previously instructed to do so, or in exceptional cases when there has been an unforeseen increase in the sale of stamps, postal orders, &c., which must be explained at the time that the additional requisition is made; and unless such explanation is received, the requisition will not be supplied.

The practice of making more than one requisition during the month causes much unnecessary labour and inconvenience at the head office.

It is not always practicable to supply stamps, postal orders, &c., by return of post; District Postmasters must therefore, take care to make their requisition in such time, so as to admit of the receipt of the stamps asked for before the supply on hand is entirely exhausted.

255. Commission, at the rate of one per cent., on the amount of postage stamps and cards sold, and of two and a half per cent. on impressed stamps sold is allowed to each District Postmaster, (poundage scales are supplied to all District Post Offices.)

256. A mutilated stamp, or a stamp cut into halves must not be recognised in payment of postage, nor can the postage on any mail matter be prepaid by any other than a Jamaica postage and revenue stamp, and postage cannot be effected by means of impressed or embossed stamps cut out from post cards, &c.

257. Stamps should be affixed to letters, &c., on the right-hand upper corner of the address side.

258. All Jamaica postage and revenue stamps affixed to letters, &c., in prepayment of postage must be properly obliterated, but any other stamps so placed, must not be interfered with.

259. Postage stamps which have already been used or cut into halves, and which may be found affixed to letters, &c., in prepayment of postage, must not be again obliterated, but must be dealt with in accordance with the instructions laid down at page 20 Rule 154.

260. District Postmasters must use the greatest care in handling and keeping postage and judicial stamps, as, in the event of any such stamps becoming defaced through insufficient care, they will be held responsible for any loss arising therefrom.

261. All District Postmasters are permitted to purchase postage stamps from the public if not soiled, or otherwise damaged, at a discount of two and a half per cent., viz., at the following rate:—

s.	d.		s.	d.
1	7½	for stamps of the value of	1	8
3	3	" "	3	4
4	10½	" "	5	0
6	6	" "	6	8
9	9	" "	10	0

and so on, the full value, less one halfpenny, being given for any number of stamps not exceeding one shilling and eightpence in value. No separate stamps, however must on any account be purchased, it being probable that the stamps offered for sale in this state may have been stolen. They must, in all cases be presented in strips containing at least two stamps.

262. A District Postmaster must at once, report to the head office any suspicious circumstances that may come under his notice, giving rise to the belief that any stamps offered for sale have been improperly obtained.

REGISTRATION.

263. Any prepaid letter, newspaper, book-packet, or parcel for delivery within the island, may be registered on payment in stamps, or in money, of the registration fee.

264. In the case of a registered newspaper, book-packet, or parcel transmitted by post, it must be entered as such on the blue letter bill, the words "*Newspaper*," "*Parcel*," or "*Book-packet*" being placed after the address.

265. Letters, &c., may also be registered for transmission to the United Kingdom, British Possessions, and to most Foreign Countries. (See Post Office Handbook).

266. Under the regulations of the Universal Postal Union, the poster of any registered article to, or from a place abroad, may require the Post Office to return a receipt, signed by the person to whom such registered article may be addressed. Whenever therefore such receipt is required by the poster of any registered article, a fee of 2d, in addition to the original registration fee and the postage, must be prepaid in stamps at the time the article is tendered for registration.

267. All such registered mail matter must be clearly marked "A.R." in blue pencil by the District Postmaster registering. When a registered article from a place abroad is *received* at a District Post Office bearing on the face of the envelope the letters "A.R." it is an indication that an acknowledgment of receipt of delivery is required; and it will be the duty of the District Postmaster to obtain, on the printed form marked "A." the signature of the person to whom the article is delivered. A receipt must, however, also be signed in the office record as usual. The receipts obtained on the printed form "A." must be at once returned to the Postmaster for Jamaica, under cover of an envelope which must be duly registered. Jamaica.

British West Indies.

A.

AVIS DE RECEPTION.

ACKNOWLEDGMENT.

d'un objet recommandé enregistré sous le No. et
adressé à

for a registered article entered under No. and
addressed to

M. à le 19

Mr. at on the 19

le soussigné déclare qu'un objet recommandé à l'adresse
susmentionnée et provenant.

The undersigned certifies that a registered article to
the address mentioned above and originating.

de a été dûment

from has been duly

livré le 19

delivered on the 19

Timbre du bureau

Stamp of the delivering

Signature (*)

du chef du bureau

distributeur.

of the head of the delivering office.

distributeur.

Office.

Signature (*)

du destinataire.

of the addressee.

* Cet avis doit être signé par le destinataire ou, si les règlements du pays de destination le permettent, par le chef du bureau distributeur puis être mis sous enveloppe et renvoyé sous recommandation, par le premier courrier.

* This intimation should be signed by the addressee or, if the regulations of the country of delivery permit it, by the head of the office of delivery, and it should then be placed in an envelope and returned registered by the first mail.

268. Letters, &c., intended to be registered should be handed to the Postmaster, and should not, *on any account*, be dropped into the letter box. The postage and registration fee on such letters, &c., must be fully prepaid.

269. Should a letter, &c., marked "*Registered*," or evidently intended to be registered, be found in the letter box, the District Postmaster must treat such letter, &c., in every respect as if it had been duly tendered for registration by the poster, and he should write on the cover of such letter, &c., the words "*Found in the letter box*."

270. Letters found in the letter box containing value or marked "*Registered*," are liable to the double registration fee of four pence, in addition to the ordinary rates of postage.

271. Registered letters may be divided into three classes:—

1. Letters duly registered, *i.e.* which have been handed in by the poster, and for which a receipt has been given on the proper form. This class of letters must be fully prepaid.
2. Letters *containing value* or marked "*Registered*," but not duly registered, found in the letter box. Upon these the ordinary rates of postage are chargeable, in addition to a *double registration fee* of four pence. This class of letters may, of necessity, sometimes be unpaid; or insufficiently prepaid, in which case, due credit must be given for the value of any postage stamps affixed thereon, when rating the surcharge for collection.
3. Letters found in the mail, marked "*Registered*" or *containing value*, but not entered on the letter bill. Should a Postmaster find in the mail a letter, marked "*Registered*" or *containing value*, the address of which is not entered on the letter bill, he must himself enter the address of the letter on the letter bill, and treat such letter in every respect as a *Registered Letter*, reporting the circumstance to the Postmaster for Jamaica by the same post.

If any such letter, whether marked "*Registered*," or *containing value*, be fully prepaid, both as to registration fee and ordinary postage, it must *not* be surcharged; but if not fully prepaid, then such letter must be surcharged with the double registration fee of four pence, in addition to the ordinary rate of postage, less the value of stamps affixed, if any.

272. The instructions in the foregoing rules in regard to the rating of letters, &c., compulsorily registered apply only to letters, &c., for delivery within the island and not to foreign letters, which must be forwarded to the General Post Office for treatment.

273. Complaints of the losses of letters containing value *but not registered*, having been frequently made to the Postmaster for Jamaica, District Postmasters are instructed to be careful that all unregistered letters, &c., posted at their offices for delivery within the island and which are supposed to contain value, are duly registered

by them, a double registration fee of *four pence* being imposed thereon. District Postmasters must not, however, register any letters, &c., unless they have good reason for suspecting that they contain value. By a strict observance of this instruction, it is hoped that the complaints, before referred to, may be very materially lessened, if not altogether removed.

274. If on the delivery of a letter, &c., compulsorily registered under the foregoing circumstances it is clearly shown to the satisfaction of the Post Office that such letters, &c., did not contain value, the fee and fine imposed will be returned to the addressee, on application being made to the Postmaster for Jamaica.

275. On receiving a letter, &c., for registration, a District Postmaster must see that the postage and registration fee are duly prepaid, as any deficient postage will be charged against him by the receiving Postmaster. A duly registered letter, &c., *must* be delivered free of charge to the addressee.

276. A District Postmaster must decline to register any letter or thing presented for registration, if the coin or other article of value enclosed therein be not securely placed so as not to move about, or be not covered by a proper and a well fastened envelope, or if the cover bears marks of having been tampered with. If, however, any such letter or thing, after having been refused, should be found in the letter box, it must be compulsorily registered, the fact being noted on the cover, which must be securely tied and sealed with an impression of the office seal, and a special report of the circumstances made by same post to the Postmaster for Jamaica.

Mail matter coming under this Rule must not be repaired with stamp paper as is often done. It must be securely tied and sealed with an impression of the office seal.

277. In the case of an imperfectly addressed letter, &c., being presented for registration, a District Postmaster must, if possible, have the address corrected by the sender, but, when this is not practicable, the letter, &c., must nevertheless, be registered and forwarded as addressed.

278. A letter, &c., which does not bear on its face the name of the party for whom it is intended, but merely the initials of the addressee, must not be received for registration. The same instructions will apply in the case of a registered letter with a fictitious address.

279. The foregoing instructions having been complied with, the District Postmaster must then grant a receipt to the poster in the form provided for the purpose, on which the address of the letter, &c., must appear, and the counterfoil of such receipt must be filled up at the same time, and must show, in addition to the address of the letter, the name of the party posting; the receipt and its counterfoil must be impressed with the office date Stamp, and on the left hand upper corner of letter, the corresponding number of the receipt must be inscribed.

280. The letter, &c., must then be impressed with the office date stamp on a clean spot on the envelope, in addition to cancelling the postage stamps, and with the

registered letter stamp and marked with blue pencil across its front and back, thus:—

Registered.	R
Mr. John Smith,	
Kingston,	
Jamaica.	

care being taken to interfere, as little as possible, with the address, and, finally locked up in the proper box for despatch.

281. The object in marking a registered letter, &c., in the manner above described is, that it may be easily distinguished from the unregistered correspondence with which it is despatched and received. District Postmasters are, therefore, enjoined to be very careful in the performance of a duty, the neglect of which may possibly cause the miscarriage of a registered letter, &c., and they must immediately bring under notice each instance in which a registered letter, &c., received in the mails for their offices is not marked as described.

282. When a registered letter, &c., is re-directed, or is returned to the Returned Letter Branch of the General Post Office, a record of the fact must appear in the book of "*Registered Letters Received*," against the original entry of receipt of the letter, &c., as well as in the book of "*Registered Letters Despatched*."

283. When a registered letter, &c., is sent to the Returned Letter Branch of the General Post Office the address must be entered on the accompanying Dead Letter Form No. 4, and an entry of the fact that a dead letter bag containing a registered letter, &c., is enclosed in the mail must be made on the blue bill, thus, "*Dead Letter Bag*."

284. Before the despatch of a mail, the book of "*Registered Letters Despatched*" must be written up from the counterfoils of the book of receipt forms, and from the entries of "forward" registered letters in the book of "*Registered Letters Received*;" the proper entries of addresses of registered letters must then be made on the blue letter bill, as directed at page 22, Rule 174.

285. The address of any registered letter which may be re-directed must be entered, in full, in the proper place on the No. 2 Form, as well as on the blue letter bill.

286. The addresses of all registered letters, &c., whether forward or for office delivery, received in the mails from corresponding offices, must, after the mails have been checked, be entered in the book of "*Registered Letters Received*."

287. The addresses of any of such letters as may be sent as forward must also be entered in the book of "*Registered Letters Despatched*," the column in the book of "*Registered Letters Received*," which shows to what office such letters are sent, being duly filled up.

288. The addresses of all registered letters, &c., for delivery to the Parochial Treasury must be entered, in duplicate, on the lists contained in the "Receipt Book" the duplicate list being obtained by means of "*Carbonic ink paper*" which will be furnished with the book.

289. After all the entries have been made in such book, *both lists* must be carefully examined and signed by the Postmaster or by his assistant who delivers the correspondence referred to, and also by the Clerk from the Parochial Treasury to whom such letters, &c., are being delivered.

290. One of the lists taken from the book must then be handed, with the letters, &c., to which it refers to the Clerk from the Parochial Treasury. The book itself being always kept by the Postmaster as an office voucher, the entries therein being transferred in due course, to the "Record of Registered Letters Received."

291. Correspondence handed in from the Parochial Treasury for registration must be similarly entered "in duplicate" on lists in a "Receipt Book" such entries to be made at the Parochial Treasury and verified by the signature of the responsible officer of that department.

292. The Postmaster to whom such letters are tendered, must carefully compare the addresses of such letters, &c., with the entries in the book, and on being satisfied, *in all respects*, will admit receipt of such correspondence by signing both lists. The Postmaster must then take out and keep one of such lists and return the receipt book to the Clerk from the Treasury. The lists so kept by the Postmaster must be carefully filed in the Post Office, and the entries thereon must in due course (as with other registered letters) be copied into the book of "Registered Letters Despatched."

Note.—All the entries and signatures in each of the books and lists referred to must be legibly written, and in all respects, these instructions must be strictly obeyed and carried out.

293. Immediately after the contents of the mails received from Kingston and other corresponding offices have been checked, the full address of each registered letter, or other registered article, must be copied on to one of the "Registered Letter Notice Cards;" and such card must be date-stamped and assorted like the ordinary letters, into the "Delivery Press" so that when application is made for mail matter, the Postmaster's attention may be called to the fact that there is also a registered article awaiting delivery.

294. When the applicant is the person to whom the registered article is addressed, or a person who has been duly authorised to receive it, the delivery of the registered Article must be effected in the ordinary course; but if the applicant be not the addressee, or not authorised to receive the registered article, the Notice Card must be delivered to him, or to her, if he or she be the known agent or the messenger of the addressee of the registered article.

295. Special attention is directed to the note at foot of the card which states that "The mere presentation of this card, however, will not be sufficient if the addressee be unknown to the District P.M. and in the case of an order, the handwriting of the party must be known to the P.M., as must also the agent."

296. These instructions do not cancel *any* of the Rules relating to the delivery of registered letters; and District P.Ms., will be held strictly responsible for any delay, mis-delivery, or loss, arising out of neglect to obey such Rules or these instructions.

297. When a registered article has been delivered, the relative Notice Card must be put away carefully, *at once*, for future reference if necessary.

298. All registered letters received at an office for delivery should be carefully examined, and should the appearance of any one of them be such as to give rise to any suspicion of its having been tampered with, it will be the duty of the Postmaster to call the attention of the addressee to the fact, and to request that the letter be opened in his presence at the Post Office, and he should then report the matter to the Postmaster for Jamaica, if the circumstances of the case require it.

299. No registered letter, &c., must be delivered unless a sufficient receipt be obtained therefor, which receipt must be countersigned by the Postmaster or Post Office clerk who actually effects such delivery.

300. A registered letter, &c. should only be delivered to the person to whom it is addressed, or to his order. This order is, in some cases, implied, as where a person is in the habit of receiving his letters through his son, clerk, or servant, and of recognising the delivery to him, in which case, the signature of the ordinary messenger of the person to whom the registered letter, &c. is addressed may be taken to the receipt form.

301. In cases where the person to whom a registered letter, &c. is addressed, or the agent, cannot write, the person receiving the letter, &c. must make his mark in the book, and the delivery of the letter, &c. must be witnessed by a third person unconnected with the Post Office.

302. The above regulations are intended for the protection of the public as well as the Post Office, and a Postmaster must exercise a reasonable discretion in their execution, so that registered letters may not be improperly detained in office, but a correct delivery be effected with the least possible delay, for which the Postmaster will be held strictly responsible.

303. The holder of a private letter bag may, if he desires it, have any registered letter, &c. to his address, or to that of any person resident with him, forwarded in his private letter bag, in which case, the District Postmaster must forward in the bag, for the signature of the addressee, after entering the address therein the book supplied for the purpose; and must, on the return of the bag to him, be careful to see that the receipt is duly signed.

Should the book not be returned, he must at once communicate with the holder of the bag on the subject.

304. When a registered letter, &c. is forwarded to the addressee, in the manner described in the foregoing rule, the District Postmaster should, if possible, call upon a second party to witness its enclosure in the bag, which must be finally locked in the presence of such witness.

305. Letters, &c. received in a private letter bag for registration must be treated, in all respects, as if they were tendered at the office window, and the receipt therefor must be forwarded in the bag on its return to the holder. The Postmaster must be very careful to satisfy himself that letters, &c. so received are intact, and should there be anything in their condition to arouse his suspicions, he must at once report the matter to the head office, and also bring the circumstances under the notice of the poster.

306. Persons who are in the habit of forwarding letters, &c. in private letter bags, &c. for registration, must be requested to put them under cover to the District Postmaster.

307. The Postmaster for Jamaica will call to strict account any District Postmaster who may neglect any of the rules laid down in regard to the treatment of registered letters, and, in the event of any loss, he will determine those cases in which the loss is to be made good by the District Postmaster in fault.

308. No charge must be made for registration of letters, &c. to or from such public departments and officials as are entitled to send and receive their correspondence free of postage. (See Post Office Handbook page 9, "Official Correspondence.")

309. Registered letters, &c. received from a corresponding office for delivery are not liable to surcharge for deficient postage, the District Postmasters who registered them being responsible that they are fully prepaid in the first instance. The deficiency, must be charged against the office at which the letter was registered. The charge must be made under the head of "*Paid*" on the blue letter bill which accompanied the registered letter, and the circumstances must be reported to the head office. The deficient postage so surcharged *must* be rated on the letter, &c. in red ink or in red pencil. This rule does not of course, apply to registered letters marked as "*Found in the letter box*," or containing value, and treated in accordance with Rule 271 page 36.

310. When an inland letter, marked "*Registered*," but not treated as such, is received at a district office from a corresponding office, it must be treated in accordance with the Rule 271 page 36 and the matter must, at once, be reported to the Postmaster for Jamaica. Should it be necessary to make a charge upon such letter for postage or registration fee, the amount thereof must be added to the amount of unpaid letters, &c. contained in the mail in which the letter, &c. was received, the entry on the letter bill being amended in due course.

311. As the object of these regulations is to afford to the public the greatest security for those letters sent through the post office which are either of more than ordinary importance, or of actual value on account of their contents, and as District Postmasters will be held strictly responsible for all registered letters passing through their hands, the Postmaster for Jamaica relies upon a close observance on their part of the several directions.

SOLDIERS' AND SEAMEN'S LETTERS.

312. Soldiers and seamen in His Majesty's service are entitled to send and receive letters at the rate of one penny each, on the following conditions:—

1. The postage must be prepaid.
2. The letter must relate to the private affairs of the soldier or seaman.
3. The letter must not exceed $\frac{1}{2}$ oz. in weight.
4. The name and grade of the soldier or seaman, and the name of the regiment, corps, detachment, or ship to which he belongs, must be fully stated in the direction of the letter, and in the case of a letter from a soldier or a seaman, the signature of the officer commanding, with the name of the regiment, corps, detachment, or ship which he commands, must be affixed to such letter.
5. When the letter is addressed to the United Kingdom or to any British Colony or Protectorate to which the penny postage scheme is entitled the postage is 1d. per oz.

313. The following are the proper forms of direction for letters sent by, or addressed to, a soldier or seaman.

FROM A SOLDIER OR SEAMAN.	
In the case of a Soldier.	In the case of a Seaman.
<div style="display: flex; justify-content: space-between;"> From A.B., Private, Regt. </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px; text-align: center;"> <p><i>(Here insert direction of Letter.)</i></p> <p><i>C.D. Captain (or other officer commanding).</i></p> </div>	<div style="display: flex; justify-content: space-between;"> From A.B., Seaman, H.M.S. </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px; text-align: center;"> <p><i>(Here insert direction of Letter.)</i></p> <p><i>C.D. Captain (or other officer commanding H.M. Ship).</i></p> </div>

TO A SOLDIER OR SEAMAN.	
Soldier.	Seaman.
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>To</p> <p><i>A. B.,</i></p> <p>Private,</p> <p>Regiment,</p> <p><i>(Here finish direction.)</i></p> </div>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>To</p> <p><i>A. B.,</i></p> <p>Seaman,</p> <p>H. M. Ship.</p> <p><i>(Here finish direction.)</i></p> </div>

314. If the postage is not prepaid when the letter to or from a soldier or seaman is posted, double the rate of postage must be charged.

315. Any letter from a soldier or seaman that may exceed the limits of $\frac{1}{2}$ an oz. in weight must be charged the ordinary rates of postage.

316. Letters of soldiers or seamen may be forwarded, subject to the conditions before stated, to any foreign country, but subject also to the payment of such foreign or transit rate as may be charged thereon.

317. The terms "*Soldier*" and "*Seaman*" include a non-commissioned officer, a bandmaster, army schoolmaster, (if not a superintending schoolmaster, or a schoolmaster of the first class), a schoolmistress, a private soldier, a writer of His Majesty's Navy, or a seaman belonging to His Majesty's ships, whether serving on sea or land; but the person claiming the privilege of reduced postage of 1d. for each letter not exceeding 1 oz., must at the time be actually employed in the service of His Majesty, and must not be either a commissioned officer or warrant officer, viz., assistant engineer, gunner, boatswain, or carpenter, the privilege not extending to these officers.

318. The usual registration fee, in addition to the postage, must be prepaid on all registered letters sent to or from soldiers or seamen, under the above regulations.

319. Newspapers, books, parcels, or any mail matter, other than letters sent to or from soldiers or seamen, must be charged the ordinary rates of postage.

ACCOUNTS AND RETURNS.

320. District Postmasters are required to transmit to the head office the following accounts and returns:—

- | | |
|--|----------------------------------|
| 1. Dead Letter Return (by first post in each week) | |
| 2. Monthly Unpaid sheet or Bye Letter Voucher. | |
| 3. Monthly account current | } By first post in
each month |
| 4. Monthly Parcel Post Return | |

321. Each account and return must be signed by the District Postmaster himself, and must bear an impression of the office date stamp.

322. The accounts and returns numbered above 2, 3 and 4 must be sent up to the General Post Office in the white bag marked "*Returns*," and supplied to each District Postmaster for the purpose.

323. The return numbered above 1, (Dead Letter Return) must be enclosed and forwarded in the black bag supplied for the purpose.

Monthly Unpaid Sheet.

324. At the end of each month District P.M.'s will enter on the Monthly Unpaid Sheet, the total amounts of postages, paid and unpaid, received from and sent to each of their corresponding offices, such entries being made from the totals shewn in their books of mails received and sent, which of course must be written up *daily*.

325. The name of each corresponding office must be entered in the monthly sheet under the column headed "Names of corresponding offices" and the total amount of postages entered under the columns "Received" and "Sent."

326. The amount of mis-sent and re-directed letters despatched must also appear in the monthly sheet in the place provided therefor, as well as the amounts of the weekly claims for dead letters sent up to the head office, Kingston.

Dead Letter Return.

327. For instructions as to the making up and transmitting of this return, *see* page 29, under the head of Dead Letters, &c.

Remittances and Accounts.

328. All cash collections from all sources of revenue must be remitted to the Parochial Treasurer to be placed to the credit of "Postmaster for Jamaica, Revenue."

329. Fractional parts of a pound or of a penny, must not be remitted; each remittance or lodgment when practicable, being limited to pounds. This, however, will not preclude a Postmaster or Telegraph Clerk from cashing any claim sent from the head office in payment of salary, etc., and from including the amount of such claim in the remittance to the Parochial Treasurer.

330. Private cheques on a bank must not be accepted, as it is contrary to the rules of the service to accept any such cheques.

331. Lodgments must be made at least once a week if the sum in hand exceeds one pound.

332. Whenever the cash in hand amounts to, or exceeds the sum of ten pounds, the amount must be *immediately* remitted to the Parochial Treasurer.

333. The last remittance at the end of the month must be made in such time as to enable it to be in the hands of the respective Parochial Treasurers not later than 3 o'clock p.m. on the last working day of each month.

334. Should a receipt by the Parochial Treasurer for a remittance by a District Postmaster or Telegraph Clerk be not dated in the month in which the remittance is made, the amount of such remittance must be regarded by the Postmaster and Telegraph Clerk as part of the balance on hand at the end of the month, and be so brought forward in the account for the following month.

335. The Parochial Treasurer's receipt must be promptly forwarded to the head office. Each remittance must be entered separately in the monthly account current in accordance with the date of the Parochial Treasurer's receipt therefor.

336. The monthly account current must be prepared in *duplicate* on the evening of the last day of the month and *one copy* must be forwarded, if possible, by the first post in the following month enclosed in an envelope addressed to the accountant.

337. Parcels Post returns, bye-letter vouchers, and all other vouchers which support entries for expenditure, or claims for salary and poundage, must be enclosed with the monthly account.

338. Telegraph portage vouchers, weekly dead letter returns and mis-sent and re-directed letter claims, must be sent in regularly.

339. After the monthly accounts have been examined at the head office, if any corrections be made, the Postmaster in fault will be duly advised, when he must correct the copy kept by him accordingly.

340. The commission at $2\frac{1}{2}\%$ on impressed stamps sold during the month must be claimed in the monthly account current in like manner to the commission at 1% on sale of postage stamps, etc.

341. A table for ascertaining the amount of such commission is supplied to each District Post Office.

342. All payments made by District Postmasters out of their collections must be supported by vouchers.

343. Receipted vouchers for the sum of £1 or over must bear a one-penny stamp. This does away with the necessity for affixing to the account a stamp for the salary claim.

344. Each account and every supporting voucher must bear a clear impression of the office dated-stamp.

345. Whenever an office which has any private letter bag is transferred, the out-going P. M. must take credit for her share of the private letter bag fee to date of transfer at the rate of $5/3$ per quarter.

346. Each remittance, when sent by post, must be accompanied by a remittance letter, and be enclosed in an envelope to be specially provided for the purpose by the Postmaster for Jamaica, and the District Postmaster must be careful to securely close and seal such envelope with an impression of his office seal, such remittance letter to be REGISTERED in due course. When the Postmaster lodges his revenue across the counter of the Parochial Treasury, such lodgment must be accompanied by the usual remittance letter.

347. The receipt obtained from the Parochial Treasurer by a District Postmaster, for his remittance or lodgment, must be enclosed in the proper envelope provided for the purpose, and be forwarded to the General Post Office by the *first post* after it reaches him.

348. Each District Postmaster is authorised to retain, out of the cash collections of his office, an amount equal to the pay of his office for the last preceding week; but nothing herein contained shall authorise any District Postmaster to deduct or retain any such amount until after the end of each week; and any such unauthorised deduction or retention will be considered a misappropriation of the public revenues.

*Payment of salaries of Telegraph Clerks and of Assistant
Telegraph Clerks and for services performed out
of office hours.*

349. Each Postmistress and Telegraph Clerk is hereby authorise to pay her salary, or that of her assistant, out of the collections of the office.

350. As soon as a Postmistress shall have paid herself and her assistant the week's wages, they must both sign receipted vouchers in the form supplied. The amount paid for salaries to herself and to her assistant must be claimed by her on the credit side of her monthly account current and the receipt must be attached to the account current in like manner to all other payment vouchers during the month.

351. As soon as the overtime claims shall have been checked at the head office, Kingston, a form of receipt, upon which will be entered the amount due, will be sent to the Postmistress, and as soon as she receives such form she will be entitled to pay herself and her assistant the amount shewn to be due to them, and take credit for the amount so paid for overtime in the monthly account current sending up the receipted vouchers in support of the entry.

352. In the event of the failure on the part of a District Postmaster to lodge or remit the weekly collections of his office, he will be required to furnish to the Postmaster for Jamaica an explanation in respect of such omission, and should the excuse put forward be considered insufficient, it will be for the Postmaster for Jamaica to decide whether or not the irregularity should be brought to the notice of the sureties of the defaulting Postmaster.

353. Should a District Postmaster not receive from the Parochial Treasurer an acknowledgment of the receipt of his weekly remittance, within two posts after the despatch of such remittance, he must *at once* report the matter to the Postmaster for Jamaica, and at the same time, place himself in communication with the Parochial Treasurer.

354. A District Postmaster is expressly prohibited from disbursing or using, for any purpose whatever, the revenue collections of his office, unless he shall have been specially authorised to do so by the Postmaster for Jamaica. Any breach of this rule will render a District Postmaster liable to dismissal from office.

COUNTING OF LETTERS, &c.

355. A counting of letters, &c., passing through each Post Office in the island during one whole week takes place periodically during the year.

356. As soon as the proper period arrives, each District Postmaster will receive the necessary instructions as to the mode of procedure, and the greatest care must be taken to bring to account each letter, &c., in the proper column in the form which will be supplied for the purpose.

357. As soon as the count has been completed the form above referred to, must be returned to the head office.

CONVEYANCE OF MAILS.

358. It is the duty of a District Postmaster to take notice of the manner in which the conveyance of the mails is performed, and, should anything wrong be observed, by him, either in the condition of the mail, stock or in the state of mail bags, or of mail cart, or in the conduct of the courier, or in any other respect, a report thereof must be *at once* made to the Postmaster

for Jamaica, and in the case of couriers employed by the Public Works Department, complaint should also be made to the Superintendent, or other officer, representing that department.

359. In the event of a mail being delayed, in consequence of the neglect of a contractor to provide suitable means for its conveyance at the proper time, or in consequence of the courier being intoxicated, or from any other cause, likely to occasion serious delay, it will be the duty of a District Postmaster to take such immediate steps as may appear to him necessary for the safe and speedy transmission of the mails: and he must, *at once*, report the circumstances to the Postmaster for Jamaica, stating the action taken by him in the matter.

360. District Postmasters must, *themselves*, lock the covering sack, shoulder bag or mail cart in which the mails are conveyed to and from their offices. In the case of mail carts due to arrive after 9 p.m. and before 5 a.m. this duty may be deputed to the messenger but the P. M. must rigidly question her to be certain that it has been performed. Should it so happen that a covering sack, or shoulder bag is not provided with a lock, the staple and hasp thereof must be secured by means of string, and an impression of the office seal placed thereon and the circumstance reported to the Postmaster for Jamaica.

361. At Post Offices where the mail stops overnight, the mail bags must be kept inside the office *in a secure place*, and the District Postmaster should be careful to observe, both on the arrival and despatch of the mails, that the seals on the bags are intact, and that the correct number is received and despatched.

362. The Postmaster at the District office which is a terminal station of a contractor's ride, or at any District office at which a transfer of mail bags is effected, will be held responsible for the correct transfer of the mail bags from one courier to another.

363. Every courier who may be employed in the conveyance of mails must be furnished with a copy of the printed "*Caution to Mail Couriers*," and District Postmasters at the terminal stations of the contractors' rides will be held responsible that this rule is observed in each case, and any breach thereof must be at once brought under the notice of the Postmaster for Jamaica.

364. Any District Postmaster on the line of ride may require a newly appointed courier to produce his copy of the "*Caution to Mail Couriers*," as a proof of his regular employment in the service.

365. On the arrival of a mail at the Post Office, it will be the duty of the courier to deliver the mail bags or bag *into* the Post Office, and, when the mails are ready for despatch, it will be his duty to receive them *inside* the Post Office.

366. A District P. M. must not allow a mail courier whether he be a mounted courier, or the driver of a mail cart, to leave the Post Office until the Postmaster is satisfied that all the mails and parcels, if any due, have been received; and that an *irregularity of any kind* has

not taken place. In the case of an irregularity, the mail Courier's statement must be taken and sent in with a report of the circumstances to the Postmaster for Jamaica.

367. Every mail courier must carry a post horn, and must sound the same distinctly, *several times*, on approaching and on leaving a Post Office, and also in passing through or by any estate, village, settlement, &c.

368. Couriers are expressly forbidden, by law, to carry a letter otherwise than in the execution of their duty, and District Postmasters must be careful to report to the Postmaster for Jamaica any infringement of the law in this respect.

369. Whenever a mail contractor changes his mail courier, the circumstance should be immediately brought under the notice of the Postmaster for Jamaica by a special report, which must contain the name and age of the new courier, as well as the name of the courier last employed. A mail should not be delivered by the despatching District Postmaster to a Mail courier who is not known to him or who has not been identified by the mail contractor.

370. It will be the duty of a District Postmaster to report to the Postmaster for Jamaica any instance in which it may come to his knowledge that a courier, whilst employed in the carriage of the mails, has suffered any person to ride in or upon any cart or carriage not authorised to carry passengers, or upon any animal used for the conveyance of the mail, or is in the habit of carrying anything other than the mail bags entrusted to him.

371. Should it be within the knowledge of a District Postmaster that a courier, employed in the conveyance of the mails, is of such a notoriously bad character as to render him unfit for employment in the service, the District Postmaster must report the fact to the Postmaster for Jamaica, and call upon the contractor *at once* to discontinue the employment of such courier in the conveyance of mails; or if the case be so urgent as to require immediate action, the District Postmaster must employ some trustworthy person to perform the service in the room of such courier.

372. In all cases of robbery or supposed robbery of a mail, or should a mail bag be dropped on the road by a courier the District Postmaster must give immediate notice thereof to the police, and he must, himself, use every effort to recover the missing bag or bags. A full report of the circumstances, and of the action taken, must be made to the Postmaster for Jamaica, by the first post after the occurrence.

373. It is the practice of the department to pay for the recovery of any mail dropped on the road, or otherwise lost, a reward of 20s., and, in the event of any lost mail being brought to a District Post Office, it will be the duty of the District Postmaster to ascertain, by an inspection of the seal thereon, and otherwise, whether the bag has been tampered with; it will also be his duty to report the circumstances of the recovery of the mail to the Postmaster for Jamaica, furnishing the name and address of the finder

and all necessary particulars. Should the mail bear indications of having been tampered with, it must be enclosed in another bag, which must be sealed, and sent up to the General Post Office by the first post.

If the mail has not been tampered with, it must be forwarded by the first post to its destination.

374. If a mail courier alleges that he has been assaulted, robbed, or that an attempt has been made to rob him, whilst he was engaged in the conveyance of the mails, the District Postmaster must note the exact time of his arrival, satisfy himself whether the man is drunk or sober, bring the matter under the notice of the police at once, and report the particulars to the Postmaster for Jamaica.

375. To give false information of an assault or attempt at robbery is constituted a penal offence by the Jamaica Post Office Law, No. 51 of 1908.

376. Should it turn out, as it sometimes does, that such a report is a mere pretence, a story got up for a particular purpose, proceedings will probably be taken. The motives for giving false information of an assault or attempt at robbery, as shown by experience, are various,—sometimes to excite compassion, and sometimes to cover the misappropriation of money, &c.; but generally to account either for loss of time, or for an excited appearance resulting from drink, or else for marks of violence received in a brawl.

377. Messengers employed to convey mails between Railway Stations and District Post Offices must deliver to the Station Masters the mails for despatch by the trains which must be advised in the pass book provided and must receive from the Station Masters the mails which have arrived by the trains. Messengers are not to go on the platform nor to interfere with the mails in any manner whatever. A breach of this instruction will render any messenger liable to dismissal.

POSTING BOXES AT RAILWAY STATIONS.

378. Ten minutes before the departure of each passenger train the Station Agent must "clear" the letter box and impress the Railway date stamp on the correspondence taken therefrom. He will then hand to the guard on the train any correspondence for the Post Offices *on the Railway line* to be passed by *that train*.

379. On arrival at each station the guard will hand over to the Station Agent any correspondence for the *local Post Office*. Such correspondence, together with any letters, &c., taken out of the posting box, but *not* for despatch by the *out-going train*, must be delivered by the Station Agent to the Post Office messenger, and the number noted on the list of mails delivered to the messenger.

380. It will be the duty of the District P. M. to compare the number of letters, &c. handed in by the P. O. messenger with the number advised on the list, and, in the event of there being any discrepancy, to report the fact, by wire, to the Postmaster for Jamaica.

381. Correspondence posted at any Railway Station on the *Montego Bay line* for any Post Office on the *Port*

Antonio and Ewarton lines, and vice versa, should be handed by the Station Agent to the guard who must, on arrival at Spanish Town, transfer them to the Agent at that station, to be delivered by him to the proper guards, for distribution along the respective lines.

382. *Registered letters, or letters containing value must not be posted in these letter boxes. Should a Station Agent find in the letter box a letter marked Registered, he must not forward it by train, but must hand it over to the District P. M. with a report of the circumstance, and obtain an acknowledgment therefor from the P. M.*

PRIVATE LETTER BAGS.

383. Should the department deem it necessary, any person may have his letters conveyed to and from the Post Office in a *private bag*, upon payment of a fee of *one guinea*, as remuneration to the District Postmaster for the trouble involved. Such bag to be locked, one key being kept by the Postmaster and one by the owner. When such private bag is conveyed by a mail contractor, between the Post Office and the residence of the owner (such residence being on the line of ride), a further fee of *one guinea* to be payable to such contractor. These fees must be paid in advance through the head of the department. District Postmasters must, however, take credit in their accounts current, at the *end of each quarter*, for five shillings and threepence per bag as explained under head of Accounts.

384. As the use of a private bag may possibly incommode the service, none must be allowed without the express permission of the Postmaster for Jamaica.

Note—As to treatment of registered correspondence conveyed in private letter bags, see Rules 303 to 306 pages 40 and 41.

MISCELLANEOUS RULES.

385. Letters addressed to a District Post Office may be detained in Kingston, on application to that effect being made to the Postmaster for Jamaica by the addressee, and on payment of a fee of 1/.

386. A District Postmaster cannot be required to deliver an unpaid letter, &c. until the postage thereon has been paid; but the addressee, or his agent, should be permitted to look at the address and post-marks of any such letter.

It is expected that District Postmasters will give notice to the Postmaster for Jamaica of any illegal conveyance of letters that may come to their knowledge.

387. District Postmasters are expressly forbidden to give credit for postage. There would, of course, be no objection by the department to parties depositing with District Postmasters a sum of money in advance, to meet any charge for postage on letters, &c. arriving to their addresses.

388. A District Postmaster is expected to afford to the public every accommodation in his power, and to treat

every individual having transaction with his office with the utmost courtesy.

389. Nickel coin is a legal tender which cannot be refused to the extent of twelve coins, that is to say, to the amount of one shilling in penny coins, and sixpence in halfpenny coins; and District Postmasters are authorised to receive them at the Post Office to the value of one shilling, whether tendered in halfpence or not; but it is discretionary with District Postmasters whether they receive payment in nickel coin in excess of the amount above stated, viz., one shilling.

390. District Postmasters must be careful that they do not refuse coin that is defaced only by fair wear and tear. Coin should only be refused when it has been defaced by stamping or piercing, or as otherwise been *wilfully* defaced.

391. *Bronze and copper coin* ceased to be a legal tender on and after the 1st October, 1882, under the provisions of Law 11 of 1882. District Postmasters must, therefore, decline to receive any such coin in payment of postage.

It must be clearly understood that this instruction has not any reference to *nickel coin* which is still a legal tender as pointed out in Rule 389.

392. It is not compulsory on District Postmasters to receive postage stamps tendered in payment of the postage due on unpaid letters, and the public are not compelled to receive postage stamps from District Postmasters by way of change.

393. District Postmasters are not bound to find change for the public, but it is expected that they will, in this as well as in all other matters, do everything in their power to accommodate the public, and facilitate the transaction of business; but if change be given, no complaint can be entertained that the change is incorrect after the party shall have left the Post Office.

394. All references and letters from the General Post Office to District Postmasters should be replied to fully, without any unnecessary delay, and care must be taken that any papers or enclosures which may have been sent for perusal or observation are returned. No reference, whether it requires a reply or not should be returned without some observations showing that it has been received and read, and such observation should be written, if possible, directly below the communication to which they refer.

395. District Postmasters must not make public the subject of any official communication addressed to them unless specially authorised to do so.

396. If a letter be forwarded under cover to a Postmaster, with a request that he will repost it at his office, he must endorse the words "*Posted at*
under cover to the Postmaster of " on the letter before it is reposted, and he must report the circumstance to the Postmaster for Jamaica, forwarding, at the same time, the cover, &c. in which the letter was received by him.

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

398. In each District Post Office there must be posted up a notice showing the time of arrival and despatch of the inland mails, for the information of the public.

399. If any office furniture or stores, such as date stamps, type, &c., at a District Post Office are lost or damaged through the negligence of the District Postmaster, they will be replaced at his expense.

400. When any expense, whether to the department or to the public, is caused by the fault of any officer, the Postmaster for Jamaica will, if he thinks fit, direct such expense to be paid by such officer.

401. Under an agreement with the Jamaica Railway Company, telegrams which are received at a Railway telegraph station may be handed over to the nearest Post Office for delivery. A District Postmaster must on the receipt of any such telegram from the Railway telegraph station, at once employ a foot messenger to deliver it; that is to say, if the residence of the addressee of the telegram is within *one mile* of the Railway telegraph station.

402. When the addressee of the telegram resides beyond one mile from the Railway telegraph station, the Postmaster should receive with the message an instruction as to whether it is to be delivered by a foot, or by a horse messenger, and he must be guided by such instruction accordingly, avoiding any unnecessary delay.

403. The rate allowed for a foot messenger is 6d. per mile, and for a horse messenger 1s. per mile from the Railway telegraph station.

404. The District Postmaster must send in a receipted voucher on the annexed form, for the amounts paid by him to foot or horse messengers for the delivery of telegrams, and the receipt for the telegram, signed by the party to whom it is addressed, must be forwarded at the same time.

405. Whenever an Assistant District P. M. and Telegraph Clerk is required by the Postmistress and Telegraph Clerk in charge to sell stamps, she must be supplied at the commencement of each day with a certain amount of stamps for which she must account to the P. M. and T. C. at the end of each day, by handing in the balance of stamps remaining on hand, as well as any cash which may have been collected.

406. Whilst there is not any objection to a Postmistress and Telegraph Clerk having her mother, or other relative residing with her for protection, if necessary, it must be on the clear understanding that the room may be required to be given up at a moment's notice, in the event of a new appointment from sickness, or otherwise, and that such an arrangement must first receive the approval of the head of the department.

407. It will be obvious to all Postmistresses and Telegraph Clerks that the over-crowding of Post Offices and Telegraph Stations is contrary to all sanitary laws, and that more than one person residing on the Post Office premises increases the possible inconvenience which may result from sickness; and that if such sickness be of an infectious, or contagious nature, requiring isolation and the enforcement of quarantine regulations, serious public inconvenience and expense may be caused.

408. Learners at Post Offices and Telegraph Stations must be carefully instructed in the performance of the duties relating to the Post Office and to the Telegraph Station, but they must not be allowed to take any active part in the discharge of duties for which the permanent staff alone are responsible.

409. The learners can acquire their duties very readily if they look on and the nature of the work be explained to them; and it is expected that in the case of Post Offices and Telegraph Stations at which learners attend, such instructions will be carefully imparted by the clerks in charge and by the assistants in the manner pointed out.

410. Messengers must not be *employed* or be *dismissed* by District P. M's. and Telegraph Clerks without obtaining, in the first instance, the permission of the Postmaster for Jamaica, to whom must be reported, *at once*, all cases of misconduct on the part of the messengers.

411. Messengers intending to leave the service must give two weeks' notice, and they are entitled to similar notice, except for misconduct or disobedience of orders, when their services may be dispensed with immediately after reference to the Postmaster for Jamaica.

412. Post Office and Telegraph Messengers cannot be compelled to discharge private work, although there is not any objection to their rendering assistance, in a private capacity, to the P. M's. and Telegraph Clerks. Such messengers, however, *must not* be employed to the detriment of the Public Service in respect to the work for which they are employed.

413. It is, however, only right that the P. M's. and Telegraph Clerks should remunerate the messengers for services rendered; particularly in cases where a private servant is not kept, as if they are so employed in a private capacity, without being paid, it must result in discontent on the part of the messenger and consequent inconvenience to the department.

414. Post Office, or Telegraph, Messengers are not, *on any account*, to be allowed to assist P. M's. or Telegraph Clerks, in the performance of their duties, and when the messengers are permitted to enter the Post Office and Telegraph Station in connection with the duties for which they are actually employed, they must be under the immediate supervision of the Postmistress, the Senior Telegraph Clerk or one of the Assistants.

DISTRICT POSTMASTERS, ACTING AS MAIL
COACH AGENTS, &c.

415. The Post Office department acts as Agent for the coach proprietor, subject to such remuneration as the Postmaster for Jamaica may award.

416. Passengers' fares must in all cases be paid in advance in *cash*.

417. At *Intermediate Stations*. Tickets must not be issued to any passenger until the arrival of the coach, and after it has been ascertained that there is a vacant seat. Seats can also be secured in advance at the Post Offices from which the coach originally starts on the *down* and on the *up* trips.

418. Prepayment of inland parcels must be made by means of postage stamps at the rate of three pence per pound, or per 100 cubic inches or fractional part thereof.

419. Parcels may be charged for either by *weight* or by *size*. The usual scale of charge will be by weight. The scale of size is intended to prevent bulky, though light, parcels (such as hat boxes, &c.) from being forwarded at a cheap rate to the exclusion of more profitable freight.

420. No parcel may exceed 11 lbs in weight nor 1,000 cubic inches in size, nor may it exceed 3 feet in length or 1 foot in width or depth.

421. Any fractional part of a pound counts as 1 lb., so that 1 lb. 2 oz. must be charged for as 2 lbs. and so on.

422. The cubic measurement in inches of a parcel is arrived at by multiplying the length of the parcel by its width, and that result by the depth. Thus, for example, a parcel measuring—

18 inches in length

6 inches in width

8 inches in depth

18 multiplied by six equals 108, which being multiplied by 8 gives 864 cubic inches for which the charge would be for 900 inches, the fractional part of 100 inches being reckoned as 100.

423. No parcel must be received for transmission, the contents of which may damage other parcels.

424. With the parcels delivered by the driver of the coach on its arrival, will be received a "Way Bill" from each corresponding office at which the coach has called and it must be carefully ascertained that the total number of parcels noted on such "Way Bill" agrees with the total number stated on the "Coach Way Bill," which must then be signed and returned to the driver of the coach.

425. Records must be kept at each office showing full particulars of parcels booked for conveyance by the coach, and of the parcels received from other offices for delivery. The necessary books will be supplied from the head office.

426. Inland parcels post parcels may be re-directed from one office to another at the request of the sender free of extra postage.

427. For each amount paid for a seat in the coach a receipt must be granted, for which purpose books containing numbered receipt forms will be furnished by the contractor.

428. On delivering a parcel to the addressee or recognized agent, a receipt must be taken therefor in the "Record of parcels received."

429. The driver of the coach has received positive orders not to accept any parcel for conveyance except from a District Postmaster, and as entered on the regular way Bills; and with reference to any person desiring to go in the coach between stations, the driver has been directed before he allows such person to take a seat in the coach to require the payment of the full fare from the last station called at to destination; and should such person intend to leave the coach between stations he must collect the fare to the next station beyond. With the money so collected the driver must purchase a ticket for such passenger at the first station called at, reporting full particulars, which must be specially noted by the Postmaster who issues the ticket.

430. The parcels will be handed to, and be received from the driver of the coach separately as addressed, and without official cover.

431. A scale weighing up to twenty pounds, and a foot rule, will be supplied for the use of each office, and must be carefully preserved.

432. Upon each occasion that the coach calls at the office a "Way Bill" for each office on the line to be called at, must be handed to the *driver*. Such "Way Bill" will shew the names of passengers and particulars of parcels booked at the office and despatched.

433. The driver of the coach will, on arrival at each intermediate office, present to the District Postmaster a "Coach Way Bill" on which must be entered the total number of parcels received, and the number despatched for delivery at each office, as well as the particulars of each ticket, if any, issued to passengers.

434. The "Coach Way Bill" will, in the first instance, be despatched from the head office, Kingston, on the *down trip* and from the terminal office of the mail coach line on the *up trip*.

435. To prevent the possibility of delay in the delivery of parcels received at District Post Offices, by train or by coach, a "Parcel Notice Form" has been approved of and must be used in the following manner:—

436. As soon as the parcels have been checked with the entries on the list or the bill, a "Parcel Notice Form" must be filled up, giving the full address of the parcel in each case. The form must then be date-stamped, and in the case of parcels for delivery at the local Post Office, be assorted into the delivery press.

437. In the case of a parcel which is addressed to a Post Office in the district to which parcels cannot be forwarded, the Notice Form must be despatched to such office by first post, for delivery to the addressee, who will in the usual manner, make application for the parcel at the proper mail coach office. A record that the notice has been filled up and despatched must be made in the "Record of Parcels received."

438. Whenever it becomes necessary to amend this book by altering or cancelling any rule therein, a printed circular conveying such amendment will be issued to all District Postmasters; and when any such alteration, &c. cannot be conveniently shown in the preceding pages, it should be made in the blank pages at the end of this book. In each case, care must be taken to fill in the various columns correctly, and the District Postmaster should place against the rule affected the number of the page in which the alteration will be found.

439. A District 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 their non-observance. Due attention must likewise be paid to the explanatory notes on the forms used by the department, and such notes must also be considered as instructions.

440. These Rules shall apply in all respects for the conduct of the Circulation Branch in Kingston, and in any matter in which these Rules do not extend or apply, the Post Office of Jamaica shall be regulated, and the officers, clerks, agents and servants thereof shall be governed by the rules, orders and regulations which are, or may be in practice in the Post Office department, under the management and control of the Postmaster General in England. (Section 52 of Law 51 of 1908.)

FINES.

441. The following are the scale of fines which may be imposed from time to time on the several officers of the Post Office department, by the Postmaster for Jamaica for irregularities committed in the transmission of mails, &c. A reprimand or censure may, however, be substituted at the discretion of the Postmaster for Jamaica :—

1. For improperly causing delay in the transmission of the mails	1 0 0
2. „ Omitting to seal mail bag or parcel	0 8 0
3. „ Omitting to lock a mail cart or portmanteau	0 8 0
4. „ Mis-sending or detaining a mail bag or mail parcel	0 8 0
5. „ Omitting to enter a registered letter on Bill	0 4 0
6. „ Mis-sending, detaining or mis-delivering a registered letter	0 8 0

7. „ Mis-sending or detaining an ordinary letter	...	0	1	0
8. „ Mis-sending or detaining a newspaper	...	0	0	6
9. „ Omitting to forward a mis-sent registered letter	...	0	4	0
10. „ Omitting to forward an ordinary letter	...	0	1	0
11. „ Omitting to forward a newspaper	...	0	0	6

SYDNEY OLIVIER,
Governor.

28th October, 1908.

4. Before taking up appointment every member of the Subordinate staff must enter his name, address or place of residence in the "address book." Such address must at once be made known to his superior officer.

5. Each member of the Subordinate staff, of letter carriers, telegraph messengers and office messengers, will be supplied with uniform clothing as shown in the following table:—

Uniform suit	}	One every six months.
Boots		
Helmet	—	One every 9 months.
Umbrella	—	One every 9 months.
Water proof capes will also be supplied.		

These articles are the property of the Government and must be handed over on leaving the service. The Subordinate staff are required to keep themselves neat and tidy. Their uniform must always be brushed, and their boots polished, when on duty. The uniform coat must be buttoned, and no member is allowed to be on duty in private clothing except while on probation. Any member of the staff will be liable to be sent off duty if he presents a slovenly appearance and a substitute may be employed at his expense.

6. Each member of the Subordinate staff must be prepared to produce for inspection whenever required to do so, his uniform, boots, helmet, umbrella, collecting or delivery bags or any other articles which he may have in his possession and which are the property of the Post Office, and may be called upon to make good any loss or damage done to them.

7. Attendance is required punctually and at the appointed hours. The name and exact time of arrival must be entered in the attendance book, also the exact time of departure. Failure to do so may be punished by means of a fine.

8. Late attendance will entail the following fines:—

For each case of late attendance exceeding—

5 minutes and not exceeding 15 a fine of 2d.

15 " " " 30 " 4d.

30 " " " 45 " 6d.

45 " " " 60 " 8d.

Beyond which the case must be dealt with specially.

9. The Postmaster for Jamaica may at his discretion inflict punishment for acts of insubordination or official misconduct by means of fines or the stoppage of increment.

10. Should any member of the Subordinate staff for any cause be unable to attend the office he must send a written excuse before the commencement of a day's duty explaining the cause of his absence, otherwise he will be liable to have his pay stopped and a substitute employed.

11. The Subordinate staff are strictly warned against having on their persons after leaving the office at the expiration of a day's duty, a collecting or delivery bag and

keys, the property of the Post Office, or letters, papers, parcels, that may belong to the public without special authority to do so, from the head of the branch. Serious notice will be taken of the slightest disregard of this rule.

12. The Subordinate staff are prohibited from wearing their badges for travelling on a tram car free when not on official duty.

13. The Subordinate staff will be entitled to six days leave of absence on full pay and 20 days on half pay on account of illness during each calendar year. All applications for leave to be supported by a medical certificate. A day's departmental leave may also be granted, provided the department and public will suffer no inconvenience as the result of such absence.

14. If from any cause a member of the Subordinate staff is unable to attend personally at the office to sign the pay sheet or over-time sheet, a written and signed authority by such member to the Clerk on duty, must be sent in as to the disposal of his wages and over-time.

15. When engaged in the duties of a box clearer, each box clearer must take his own collecting bag with him and be very careful to see that he brings away from the street letter boxes, the whole of the letters, satisfying himself that no letters are stuck at the top or side of the boxes.

If he finds any of the boxes in a dirty or discreditable condition he must specially report the circumstances to the head sorter on his return to office, whose duty it will be to bring this matter immediately to the notice of the Clerk in charge.

16. Street letter boxes are to be cleared at the hours named on the boxes themselves, and on no account must a box be cleared before the time prescribed and a box clearer's return to the office must be at the time laid down for his guidance, otherwise he must make explanation of the cause of his delay.

17. When any member of the Subordinate staff is in charge of a mail van or cart he must ride by the driver's side, care must be taken to count the number of bags entrusted to his care, comparing the number he received with the number delivered on the Way Bill or Railway list, which will in all cases be handed to him by a Clerk.

18. The conveyance of mails to and from the Railway must be under the custody of a responsible subordinate officer, whose duty it will be to receive and see placed in the van the number of bags advised on a list which he must initial. The exact time he receives such mails must be noted on the list. Serious and special notice will be taken of any neglect in this duty.

19. Great care must be taken in handling mail bags especially those containing parcels in order to avoid unnecessary damage to contents by crushing and breakage. It is strictly prohibited to sit, stand or lounge on any bag containing mail matter.

20. While collecting from street letter boxes or in the delivery of letters, no letter carrier is permitted to accept any letter or parcel tendered by the public, such articles must be lodged in a street letter box or posted at the General Post Office.

21. A letter carrier must be acquainted with the town, streets and districts, before he can be appointed to the position; every letter carrier will be provided with a change of address book which must be properly kept and in a legible manner to be understood when required by others for information. Letters must be arranged in order of street and number before taken out the office. He is forbidden to arrange any but those intended for his district, *except instructed to do so*.

22. No subordinate employee is allowed to take possession of any letter, parcel, or second class mail matter, to his address before shewing it to one of his superior officers.

23. In preparing and sorting letters for street delivery all letters and parcels which do not belong to the district in which delivery is to be effected must be returned to the House Delivery Clerk, and not given to the letter carrier to whose delivery it belongs.

24. It is expressly forbidden to give up any letter or parcel on application by persons during the course of a delivery along the street, but only at the address they bear, and to the party to whom it is addressed in order to secure a sound and safe delivery. When delivering a letter or parcel at a shop, tavern or bar it must not be left unprotected but should be handed to the addressee or to some responsible party.

25. Care must always be taken when houses are re-numbered to insure a correct delivery. Any such alterations must be reported to the House Delivery Clerk.

26. Any letter, post-card, newspaper, book-packet, or parcel must not be re-directed until the notice giving the change of address be noted, verbal requests from the public must not be acted on. When a doubt exists between two or more persons for whom a letter or parcel is intended or any difficulty arises as to the disposal of a letter or parcel, it must be brought back and handed specially to the House Delivery Clerk and its disposal decided by him.

27. After completing each delivery a proper remark must be made on the back of every letter returned to office giving the cause of a non-delivery.

28. Every sorter is supplied with a date stamp, and he is responsible for its safe keeping. On no account must he allow it to fall in the hands of any messenger not authorised to use it. Date stamps must be carefully and properly kept and cleaned to allow of clear and distinct impressions, which is considered an important part of his duty. Any disregard of this rule, may be dealt with by means of a fine.

29. Every sorter must at fixed times change the type of his date stamp and impress the change in the register kept for the purpose, and add his initials thereto.

30. Sorters are responsible for the correct despatch of all second class mail matter, any instructions required must be sought from the Clerk to whom he is responsible.

31. Unaddressed or insufficiently addressed second class mail matter must be immediately dealt with and not allowed to remain over from one day to another.

32. It is strictly forbidden to open newspapers, magazines and periodicals for the purpose of reading.

33. Care should be taken to detect all short paid letters and if any are observed, should be handed over to the House Delivery Clerk to be dealt with.

34. If there is good reason for suspecting the honesty of any person employed in the service report must at once be made in a confidential statement to the chief of his branch.

35. Information respecting letters or parcels passing through the hands of any member of the Subordinate staff must on no account be given to any one without special authority.

36. Every letter carrier or box clearer must proceed with all expedition to the place where the delivery and collection commences; he must not enter a bar or tavern to obtain refreshment while on duty. Loitering in any way upon delivery and collection, will be seriously noticed if reported.

37. It is prohibited to smoke either in or about the office or while engaged in the delivery and collection of letters or when in or upon a post office van or cart.

38. Any member of the Subordinate staff becoming intoxicated while on duty or found in a state of intoxication while in uniform or on the street will be instantly dismissed, (see Sec. 42, Law 51 of 1908).

39. Any member of the Subordinate staff guilty of insubordination will be liable to dismissal.

40. A defaulter in respect of change collected however small the amount will render himself liable to dismissal. The excuse of having given credit for unpaid letters or parcels will not be admitted.

41. The members of the Subordinate staff must behave themselves while on the Post Office premises, in a decent and quiet manner; should any man behave to the contrary, serious notice will be taken of it.

42. The Subordinate staff must not on any account leave the House Delivery table while engaged in preparing for the Street delivery, without the sanction of the House Delivery Clerk.

43. A plea of ignorance of any of the foregoing rules will not be an excuse in mitigation of any punishment the Postmaster for Jamaica may find necessary to impose either by means of a fine or of detention of increment.

44. This book is the property of the Post Office and must be given up on leaving the service. Should it however, be lost at the time of leaving or during the time of employment the amount of one shilling will be charged to pay for the cost of a new book.

SYDNEY OLIVIER,
Governor.

28th October, 1908.

EXTRACT FROM THE POST OFFICE LAW 51 OF
1908.

Sec. 39—Every person employed by or under the Post Office who shall contrary to his duty, open or procure or suffer to be opened or shall wilfully detain or delay or suffer to be detained or delayed a Post letter or bag shall suffer such punishment as the Court may consider

Sec. 40—Every person employed by or under the Post Office, who shall steal or for any purpose whatever embezzle, secrete, or destroy, shall be guilty of felony and shall at the discretion of the Court, be imprisoned with or without hard labour for any term not exceeding 2 years.

Sec. 42—Every person guilty of stealing a Post bag or letter from a Post letter bag is liable to imprisonment for a term not exceeding 4 years.

Sec. 46—Every person who shall solicit or endeavour to procure any other person to commit a felony or misdemeanour punishable under this Law shall be guilty of misdemeanour and on conviction is liable to a term of imprisonment not exceeding 2 years.

Sec. 49—Penalty on persons employed to convey or deliver a Post letter bag, or Post letter guilty of carelessness, negligence, or misconduct, an act of drunkenness, renders himself liable if convicted to forfeit £5.