

Colonial Secretary's Office,
17th November, 1914.

THE GOVERNOR under Section 52 of Law 51 of 1908, "The Post Office Law, 1908," has made the following Rules and Regulations for the guidance of the Post Office in Jamaica.

By command,

H. BRYAN,
Colonial Secretary.

Rules and Regulations made by the Governor of Jamaica under Section 52 of the Post Office Law, 1908, for the guidance of the Post Office in Jamaica.

1. No person under 16 years of age, or who has been dismissed from the public service, shall be eligible for employment in the Post Office. A Postmaster becoming insolvent or involved in his circumstances must at once report the fact to the Postmaster for Jamaica. Postmasters and Assistants.
2. A Postmaster must not delegate the performance of any of his duties to any person other than his duly qualified assistant.
3. A Postmaster must not permit any unauthorised person to have access to the Post Office, and he must not open or make up mails on the counter of a store or other exposed place, where it would be possible for any person to examine or remove the contents of the mails.
4. No Postmaster is to leave his district, or permit his regularly employed assistant to do so, without having first obtained permission. When leave of absence is applied for the name of some competent substitute must be submitted.
5. Any Postmaster may be called upon to undertake the duties of Registrar of Births and Deaths. He will be paid at the rate of sixpence for each entry. Office hours.
6. Each District Post Office must be kept open to the public from 7 a.m. to 5 p.m. every day, except on Sundays, or in accordance with special instructions.
7. 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 Post Office must 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. Registered letters and parcels must not be received from the public after 5 p.m.
8. When an office is closed to the public it must be closed to all persons alike.
9. When a Postmaster desires to be relieved of his appointment he must give three full months notice of his intention to resign. The Department reserves to itself the right to dispense with his services by giving one months notice. Transfer of Office.

10. On the transfer of an office to a newly appointed Postmaster the transfer account and inventory of Post Office property must be filled up and signed, (both by the outgoing and incoming officers) and sent to the Postmaster for Jamaica by the first post; shortage or surplus of cash must be specially reported upon.

District Post
Offices.

11. A Post Office must not be removed from one place to another without the approval of the Postmaster for Jamaica.

12. A separate apartment must be provided by each District Postmaster for conducting the business of the office. A shelter for the public should also be provided. If a whole room cannot be set apart a portion of a room must be railed off for the purpose.

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

14. Each Post Office will be furnished, on requisition by the Postmaster, with a supply of forms and stationery sufficient for one month's use. Waste must be avoided and no form must be used for any other purpose than that for which it is intended.

Letters.

15. Postmasters should give immediate notice to the Postmaster for Jamaica of any illegal conveyance of letters that may come to their knowledge, or of any matter which may seem to them to be irregular.

16. A letter or packet once posted must be forwarded to its destination and on no account can it be returned to the writer or to any other person, except by a warrant in writing under the hand of the Governor, or under his authority. An application for such warrant must be made through the Postmaster for Jamaica, but the letter must not be detained to await the result of the application.

17. Postmasters must not give to any person information with respect to letters passing through their offices. A Postmaster's situation is one of trust and he must not abuse the confidence placed in him. Postmasters should avoid taking notice of the purport of letters passing through their office.

18. Applications received from the Police or others for information concerning letters, &c., must not be entertained. Such applications must be referred to the Postmaster for Jamaica.

19. Letters addressed to initials or fictitious names must not be delivered, unless the address contains a designated place of delivery, but must be forwarded, under cover, to the Head Office.

20. If a letter &c., be forwarded under cover to a Postmaster with a request that he will repost it at his office, he must write on the letter the words "Posted at under cover to the Postmaster of", and after reposting it he must report to the Head Office, forwarding the cover in which the letter was received and the letter making the request.

21. Postmasters are not permitted to send their private correspondence with each other free of charge, nor must they take letters from friends for local delivery.

22. Should a post card be noticed to bear upon it anything of an obscene, libellous or objectionable nature it must not be delivered, but must be sent under cover to the Postmaster for Jamaica. Post Cards.

23. Post cards should be date stamped in such a manner as not to deface them more than is necessary. Reply-paid post cards must not be date stamped on the reply-paid half of the card.

24. An unpaid postcard must be surcharged at double the prepaid rate.

25. It is not compulsory to send printed papers, books or parcels by post. Every parcel sent by post must be fully prepaid by means of postage stamps. Printed Papers and Parcels.

26. It is the duty of Postmasters whenever they suspect an infringement of any of the rules, to open and examine packets of printed papers and parcels and in case any of the required conditions have not been fulfilled the packet or parcel must be charged at letter rates.

27. If a packet of printed papers exceeds the authorised weight or dimensions it must be sent by first post to the Returned Letter Branch, duly endorsed "over-weight" or "over-size."

28. Indecent photographs, drawings or prints, or anything obviously of an indecent or obscene character are excluded from the privileges of the post.

29. There must be no writing or printing on any packet or parcel or on its cover, except the name and address of the person for whom the parcel is intended and of the sender. Trade marks and numbers, and prices of the contents, are permitted. No letter or anything in the nature of a letter may be enclosed.

30. When a packet or parcel is surcharged at the letter rate on the ground of containing a letter or a communication of the nature of a letter, it must be sealed against further inspection.

31. Printed papers and parcels must be open at the ends, or put up so as to permit of easy examination. Seeds, however, may be enclosed in boxes or bags, and the bags may be entirely closed, provided they be transparent.

32. It is the duty of Postmasters to bring to notice the case of any packet or parcel from abroad the contents of which may appear to be liable to duty, and he must detain the packet pending the receipt of instructions.

33. Every parcel (except sample parcels) must be handed to the Postmaster, who will give a receipt for it. Should a parcel however, be found in the letter box it must be sent to the Head Office, with a note to that effect on the Bill and an Error Report attached to it; if the parcel does not in other

respects fulfil all the conditions laid down it must be detained and the facts reported. Receipts must be written in pencil and carbonic paper used, to produce the duplicate copy.

39. The address of all parcels (except sample packets) must be duly entered on the Bill, and the address of every parcel received from another office, either for delivery or in transit, must be carefully compared with the entry on the Bill and any discrepancy reported to Head Office.

40. If any parcel from abroad be found not to be liable to duty a label will be affixed to indicate that it is to be delivered free of charge; if however the parcel is dutiable the amount of duty will be noted on a label affixed thereto and the duty will be charged against the Postmaster, on the Bill, and he must collect the duty before delivering the parcel.

41. Particulars of all parcels received for delivery must be kept in the record of Parcels Received, and the signature of the addressee or his agent must be taken for every parcel delivered. Duty must be entered in the book, and totalled on respect of each monthly period. No blank lines must be left in the book except at the end of the month.

42. If any parcel from abroad be not claimed within 14 days the Postmaster must report the fact and await instructions.

43. If the addressee of any parcel from abroad refuses or neglects to pay the duty within 14 days (or such further period as the Postmaster for Jamaica may direct) the parcel will be sent to the King's warehouse for disposal; but it is the duty of Postmasters to use every effort to effect delivery and to advise parties concerned as to what is required of them.

The provisions of rules Nos. 148, 149, 150, 151 in regard to registered letters apply also to parcels.

Newspapers.

44. A newspaper is a printed publication containing general news and information of recent events and which is published frequently. It is not compulsory to send newspapers by post.

45. Newspapers must be forwarded without covers or in covers open at the sides or ends so as to admit of easy examination. They must not contain any enclosure, nor have any writing upon them or their covers, except the name and address of the addressee and of the poster. Should these conditions not be complied with, newspapers must be taxed at letter rates.

46. The same care must be used in the transmission and delivery of newspapers as of letters. When they are received at but not intended for an office they must be reposted to the correct address, "missent to " being endorsed on the wrapper and the matter reported. If a newspaper is received at an office after having been missent, the wrapper should be obtained if possible and sent to the Postmaster for Jamaica.

Postmasters are forbidden to open newspapers passing through their office for the purpose of reading them.

47. Postmasters are allowed to distribute Local newspapers forwarded to them by publishers. When newspapers are sent

by post in bundles they must be so put up that they may be easily counted and the number contained in each bundle must be marked on the outside.

48. Postmasters must not accept for sale or circulation any tickets, newspapers, leaflets or other articles without the sanction of the Postmaster for Jamaica. Similarly they must not allow any advertisement or announcement to be displayed from the Post Office premises.

49. Undelivered newspapers, whether separately addressed or which had formed part of a bundle, as well as undelivered circulars &c., are to be returned at the proper periods to the Returned Letter Branch.

50. On the arrival of a mail it is the duty of a Postmaster to ascertain that the number of bags, both for his office and in transit, is correct, and when a pass book is in use to check the number of bags with the entries therein. Receipt of mails.

51. Before opening the mails the Postmaster must examine the seals on all bags in order to ascertain that they have not been tampered with. Should he observe any irregularity he must call on the courier for an explanation and report the fact by the speediest means to the Head Office, furnishing if possible the evidence of a second party as to the facts.

52. In the event of a mail not being received the Postmaster must (if possible) notify the Postmaster who should have despatched the mail, and he must at once inform the Head Office.

53. All Error Reports relating to the non-receipt of a mail, registered packet or parcel must be treated as Registered Letters and entered on the bill as follows:—

"Postmaster for Jamaica. Error Report."

54. The exact time of arrival and despatch of mails must be entered on the time bill and the cause of any irregularity or delay that may have occurred must also be noted.

55. Each mail must be accompanied by a blue letter bill containing entries of the addresses of all registered letters enclosed. On opening each mail the letter bill must first be looked for and Registered Letters, &c., carefully compared with the entries.

56. The amount charged on the pink slip or entered on the letter bill as "unpaid" represents all unpaid mail matter for delivery at the receiving office and the amount entered as "paid" represents the amount of postage paid in money (stamps not being available) at the office which despatched the mail, whether such paid mail matter be intended for delivery or to be sent forward.

57. The amount of unpaid postage on letters for delivery at the receiving office, which has been mis-sent to or redirected from the despatching office, will be included in the charge for unpaid postages. Should mis-sent or redirected letters not be intended for delivery at the receiving office the amount of postage should not be included.

58. If the amount entered on the pink slip or on the letter bill does not agree with the amount of unpaid postages received, the addition must be checked by the assistant or if there is no assistant the Postmaster must a second time tell up the postages and state, below, the actual amount received. All pink slips or letter bills which exhibit a discrepancy must be forwarded to the Head Office at the end of the month with the Bye Letter Voucher.

59. Should a Postmaster find in the mail a letter marked "Registered" or containing value, the address of which is not entered on the bill, he must enter it on the bill and treat it as a Registered Letter, reporting the circumstances to the Head Office. If such a letter be fully prepaid, both as to registration fee and postage, it must not be surcharged; but if not fully prepaid, it must be surcharged with double the registration fee (four pence) in addition to the single rate of postage, less the value of any stamps that may be affixed.

60. If a registered letter or parcel, the address of which appears on the bill, be not received, the Postmaster should at once report the fact to the Postmaster for Jamaica. He should also if possible call the attention of a second party to the non-receipt of the article and procure all evidence which will tend to establish the fact. The bag or wrapper in which the mail was received must be preserved.

61. All Bills must be impressed with the date stamp and be signed by the Postmaster. In case of any discrepancy the assistant must also sign the bill, and if there be no assistant the words "checked twice" must be added by the Postmaster.

62. All discrepancies in letter or parcel bills must be reported to the Postmaster for Jamaica by first post on the "Report of Errors" form.

63. A bill is never to be returned to the despatching Postmaster for correction, nor should he be informed that his entries have been found to be inaccurate.

64. After checking the bills, the rates on all letters, &c., are to be carefully examined, and if any are found to be undercharged or under-paid the correct rate is to be substituted: if any are found to be overcharged the tax must be corrected. In either case corrections must be verified by the initials of the Postmaster and the bill amended accordingly.

65. When postage stamps on letters, &c., are found unobliterated, they must be obliterated by the receiving Postmaster and the matter duly reported.

66. The address on all mail matter must next be examined and if anything has been missent it must be date stamped and the words "missent to" written before the impression. Such letters must be forwarded to destination by first post.

67. All mail matter received must then be stamped with a clear impression of the date stamp and assorted for delivery. Registered Letters and parcels for delivery must be entered in the respective books, and the amounts of postages actually received must be entered in the book of "Mails Received." All entries of unpaid postages and dutiable parcels are to be made as of the dates of despatch of the bills and not as of date of receipt.

68. Bags in which mails are received must be turned inside out to prevent the possibility of any of the contents remaining inside.

69. When a mail arrives during office hours, the post office must be closed to the public until the mail has been checked, when it must be immediately reopened.

70. Postmasters must be careful to avoid mis-deliveries, but they must use every effort to effect a speedy delivery of all mail matter. As soon as possible after a mail has been assorted and before the despatch of the return mail, letter boxes must be checked to ascertain if any letters have been wrongly assorted and to discover any letters that may have been missent.

71. The postage charged on a taxed letter must be collected at the time of delivery, the Postmaster being held responsible for the amount. A refund cannot be made if a taxed letter has been delivered to and opened by the addressee, except by authority of the Postmaster for Jamaica.

Should a mis-delivery occur owing to a similarity of names, the Postmaster is authorised (the letter being returned with a satisfactory explanation) to refund the amount of postage. In such case the letter must be endorsed by the person who opened it, thus:—"Opened by..... but not for (signature)."

72. A missent mail must not be opened at the office to which it has been missent; but should the fastening appear to be insecure an additional string, duly sealed, should be fastened thereto and the matter reported.

73. All bills received must be folded in order of date, and those from each Corresponding Office kept separately in respect of each completed month; Pink slips must be laid in the fold of the Kingston bills. Such records are to be kept for eighteen months and they must never be rolled or put on files, but folded once and laid flat.

74. The letter box must be cleared at regular intervals during the day and specially the first thing in the morning and the last thing in the evening and immediately before making up a mail. At those offices where the mails pass through at night the box should be cleared at 9 p.m. or later if customary.

Despatch of Mails.

75. All mail matter must be stamped, rated when necessary and the postage stamps thereon obliterated. Besides rating wholly unpaid letters, &c., the Postmaster must examine all mail matter to ascertain whether the full rates of postage have been prepaid, and any that are insufficiently prepaid he must tax double the deficiency.

76. Letters found without address, or with address so imperfect or indistinct as to make it impossible to despatch them correctly, must be stamped and forwarded to the Head Office; and they must be endorsed accordingly:—"No address" "Imperfect address," &c.

77. If any article of mail matter is observed bearing a stamp or stamps that have been previously used, it must be sent in a separate cover to the Postmaster for Jamaica with all possible particulars, relating thereto. It must not be forwarded to its destination.

78. Letters, etc., must then be sorted for despatch. Any article observed to be imperfectly sealed or open (except those obviously intended to be so sent) must be re-fastened with sealing wax impressed with the office seal and initialled by the Postmaster and endorsed "Found open" or "Imperfectly sealed." The Postmaster must be careful not to cover the original seal or fastening of the letter.

79. Should a Postmaster observe a letter passing through his office to be so torn or damaged as to endanger the safety of its contents, it is his duty to repair the damage and if this is not possible to enclose the letter in another covering duly addressed and initialled, and endorsed accordingly. Should the Postmaster find in the box any letter bearing evidence of having been tampered with he must report the matter to the Head Office.

80. Any money, jewellery, postage stamps or article of value found loose in the letter box or in a mail bag or in any part of the Post Office must be forwarded, duly registered, to the Postmaster for Jamaica, with a full report of all particulars and the names and addresses of any letters or packets whose appearance would indicate that the article of value may have escaped therefrom.

81. All ordinary letters, etc., must be posted in the letter box and Postmasters must only receive from the hands of the public letters for registration or parcels. They may however weigh letters, etc., for the public, but after doing so they must be handed back to be posted in the letter box.

Letters, &c., under Rule 191 must be received over the counter.

82. All mail matter having been sorted the mail must be made up in the following manner:—

- (a) Unpaid postages on mail matter for delivery at each corresponding office must be added up and entered in the book of "Mails Sent;" unpaid postage on any missent or redirected letter for delivery at the corresponding office must be included, but unpaid postages on letters, etc., addressed to places beyond the corresponding office must not be included.

Note.—The Postmaster receiving such "forward" letters must include in the bill for the office to which such letters are addressed any postage that may be chargeable. Thus: a taxed letter from Morant Bay to Mandeville must first be sent to Kingston upon which office the postage is not charged, but the Kingston office in transmitting the letter to Mandeville would charge that office with the postage.

- (b) The amount of postage paid in money, whether the mail matter be for delivery or forward, must be entered in the column headed "paid" in the book of "Mails sent."
- (c) A letter bill must then be filled in showing the amount of "unpaid" and "paid" postages and the number and addresses of registered packets included in the mail.

Note.—In exchanges between District Post Offices parcels are to be advised on the lower right hand corner, under a written heading "Parcels."

- (d) The number and addresses of the registered packets included in the mail must be checked from the Registered Letter Receipt Book on to the letter bill.
- (e) The bill must be signed by the person who actually makes up the mail; and when such person is not the Postmaster the words "for P.M." must be written after the signature.
- (f) The unpaid, the prepaid, and the forward correspondence must be tied up in separate bundles, thus:—
 - I. Paid letter for delivery at the Corresponding Office.
 - II. Paid and unpaid letters for other post offices via the Corresponding Office.
 - III. Paid and unpaid letters for abroad.

Note.—The unpaid mail matter for Kingston must be wrapped in the letter bill with all the registered letters, and enclosed in the special bag.

Second class inland mail matter need not be divided, but if for abroad it must be tied in separate bundles.

- (g) Registered letters must be wrapped in the letter bill, tied round with string and placed together with the unpaid letters, in the wrapper, which must then be folded up, tied round tightly both across and lengthwise, 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.

83. A time bill must accompany each mail and the exact time of despatch of the mail, and when necessary the number of bags in the mail, must be entered thereon. Cause of any delay or irregularity that may take place must be noted on the time bill, which must be placed on the outside of the mail for the next office, by sliding it under the string.

84. Mail parcels in which a wrapper is enclosed in a bag need only have the bag sealed.

85. Postmasters are required to see that all bags and wrappers are in good order and repair, and must apply to the head office for a fresh supply before any of those in use are worn out.

86. All impressions of the office seal must be made with great care so that they may be easily read.

87. Postmasters must themselves lock the shoulder bag or mail cart. In case of a mail cart due to arrive after 9 p.m. or before 5 a.m. this duty may be delegated to the messenger, but the P.M. must question her closely to make certain that it has been performed. If the shoulder bag is not provided with a lock, the staple and hasp must be secured with string and sealed, the circumstance being reported to the Head Office. Should the shoulder bag arrive open, its contents must be examined in the presence of a witness and the circumstance reported.

88. Every article of mail matter must bear an impression of the office date stamp over the postage stamps, except free correspondence which must be date stamped on the back. Stamping and Rating.

89. All mail matter received must be stamped on the back as soon as the mails have been checked, and all letters, etc., must be stamped as soon as they are taken from the posting box.

90. The date stamp must never be impressed over any other post mark, and all impressions must be clearly legible; in order to secure this the date stamp must be kept perfectly clean and type must be cleaned after use and before replacing it in the type-box. When the pad becomes dry apply a few drops of the special ink, with a feather. Oil must never be applied to the ink pad.

91. Inland letters, etc., when taxed, must be rated in blue pencil (or black ink) on the address side, in large distinct figures. In the case of insufficiently prepaid letters, etc., the weight of the letter must be endorsed, thus:—"over 1 oz.," "over 2 oz." etc.

92. When the postage is prepaid by money the word "paid" and the amount, must be written in red pencil (or red ink), thus:—"Paid 1d." etc.

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

94. Mail matter for abroad must not be rated at District Post Offices, but must be forwarded to Kingston to be dealt with.

95. Postmasters cannot be required to deliver unpaid mail matter until the postage thereon has been paid, and they are expressly forbidden to give credit to the public for postage or anything else.

Overcharges and Allowances.

96. All applications for refunds of postages or any other charges must be submitted to the Postmaster for Jamaica, except cases of wrongly delivered letters: Rule 71.

97. In submitting an application for a refund the Postmaster, if satisfied that the claim is just, must obtain the cover of the letter or article, mark upon it the actual weight of the letter before it was opened, and forward it with all necessary information.

98. Postmasters may claim credit for postages charged upon letters addressed to them on Post Office business. They must send such letters and their covers with a No. 4 Form to the Returned Letter Branch.

99. If postage be erroneously charged on a letter, etc., addressed to a public officer who is entitled to receive his official correspondence free, it must not be collected, but the amount must be claimed on a No. 4 Form with which the cover of the letter duly endorsed by the officer with the words "on official business," and signed by him, must be sent.

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

Missent and Re directed Mail Matter.

101. A re-directed letter is one which, without having been opened is re-posted for the same person at a different address. Such letters may be redirected by the public or by a Postmaster on the written authority of the addressee. The written request must be filed for reference if required. Before comply-

ing with any application for re-direction of correspondence, Postmasters must be satisfied that the applicant is entitled to make the request.

102. If it be evident to a Postmaster that any mail matter has been wrongly addressed to his office he must at once apply to the Head Office for instructions. Additional postage will not be charged in respect of letters re-posted as in Rule 101, but postage will be charged on redirected postcards, newspapers, printed papers and parcels which have been taken out of the Post Office before re-direction.

103. In order to enable a Postmaster to claim credit for any postages (or duty on parcels) which may have been charged against him on letters, etc., mis-sent to, or re-directed from, his office, a No. 2 Form is provided. In this form must be enclosed all mis-sent or re-directed mail matter that is the subject of a claim and on it credit must be claimed for the postage or duty which may have been charged against him. The counterfoil must be carefully filled in for the office record.

The No. 2 Form is only to be used when redirecting a taxed letter or a duty parcel.

104. The full postage to be collected on missent or re-directed letters, and claimed in the No. 2 Form, must be included in the amount entered for "unpaid" on the letter bill for the corresponding office where the letters are to be delivered. Care must be taken that in forwarding taxed missent or redirected letters they are enclosed in or tied up with or affixed to the No. 2 Form, so that the receiving Postmaster may easily identify them.

105. No. 2 Forms received from other offices are to be compared with the mail matter accompanying them and the correct amounts which the despatching Postmaster is entitled to claim inserted in the proper place and certified by the receiving Postmaster's signature. All No. 2 Forms received must be forwarded with the bye letter voucher to the Head Office at the end of each month.

106. If any discrepancy is observed between the amount claimed in a No. 2 Form and the amount actually received, the form and its contents must be checked by an assistant as well as by the Postmaster, and the error must be reported on the Report of Error Form.

107. On sending and receiving redirected duty parcels, both Postmasters must advise the Head Office of the fact on an Error Report Form. A No. 2 Form must always accompany a redirected duty parcel, the words "letters" and "Postage" being merely altered to "Parcels" and "duty" and it must be sent to the Accountant by first post.

108. By the term "Dead" is meant all such mail matter as from any cause whatever cannot be delivered to the addressee. All mail matter as shall from any cause become "dead" must be sent to the Returned Letter Branch every Monday, with a "Dead Letter Claim." The No. 4 Form must be sent in every Monday, whether any dead mail matter accompanies it or not.

Dead Mail Matter.

109. *If refused*—All mail matter refused by the addressee must be returned to the Dead Letter Branch in the first mail after refusal, except such refusal was conditional i.e., if time is required to obtain the amount of postage or duty, etc.

110. *If unclaimed*—Inland letters after the expiration of four weeks and foreign letters after the expiration of eight weeks from the date of their receipt, must be sent to the Returned Letter Branch. Correspondence however which bears the name and address of the sender, with a request for its return in case of non-delivery (not exceeding the official period of detention) can be dealt with according to such request.

111. *If addressee deceased*—Letters, etc., must be returned the Monday following the expiration of four weeks from the date of receipt, should there have been no application made for them by any person legally authorised to receive them.

112. A letter addressed to a ship may be kept three months before it is sent to the Returned Letter Branch, unless it is known that the ship will not arrive, or has sailed and is not likely to return within that period. In such cases, if the ship has left no instruction, the letter must be returned, endorsed accordingly.

113. Each article of mail matter sent to the Returned Letter Branch must be suitably endorsed in red pencil (or red ink), thus:—"Refused" "unclaimed" etc., and each article of mail matter so returned must bear a clear impression of the date stamp, the date being that on which the letter, etc., is despatched to the Returned Letter Branch.

114. On the No. 4 form must be entered the postages charged on letters, etc., and the duty on any parcels accompanying the form and the total number of letters, etc., returned. The form must be date-stamped and signed, and it must be tied up with the dead mail matter and placed in the dead letter bag.

115. If any undelivered registered mail matter or duty parcels accompanies the No. 4 Form, the addresses must be entered in full on the form, and the bag must be sealed and registered, the entry "dead letter bag" being made on the letter bill.

116. Every article received in the Returned Letter Branch is, if necessary, opened, and when possible returned to the sender, those which for any reason cannot be returned are destroyed. A dead letter, etc., found to contain value is registered and reposted to the sender, unless for any reason it is impossible to do so, in which case the value is passed to the credit of Revenue. A record is kept of all such letters and in the event of a claim being put forward and established to the satisfaction of the Postmaster for Jamaica, steps will be taken to refund the amount.

117. Postage due on undelivered mail matter is charged upon the senders from whom the postage is recoverable by Law. In the event of the sender refusing to pay the postage due it is the duty of the Postmaster to point out his legal obligation, but he must not institute legal proceedings without special instructions.

118. The following stocks are issued, on requisition, to Postmasters for sale to the public:—

Postage Stamps
and other Stocks.

Postage stamps at $\frac{1}{2}$ d., 1d., 2d., $2\frac{1}{2}$ d., 3d., 4d., 6d., 1/, 2/, 5/.

Books containing eighteen 1d. stamps and twelve $\frac{1}{2}$ d. stamps, price 2/.

Postcards at $\frac{1}{2}$ d. and 1d. each. Reply paid cards at 1d. and 2d.

Newspaper wrappers at $\frac{1}{2}$ d.

Registered letter envelopes at $3\frac{1}{2}$ d.

Judicial stamps at 3d., 6d., 1/, 2/, 5/.

Impressed Stamps.—

Blank slips at 1d., 2d., 3d., 6d., 9d., 1/. Value of paper Nil.

Blank slips at $\frac{1}{6}$, $\frac{2}{6}$, $\frac{3}{6}$, value of paper $1\frac{1}{2}$ d. each.

Blank slips at $\frac{4}{6}$, $\frac{5}{6}$, $\frac{6}{6}$, value of paper 2d. each.

Foreign Bills of Lading at 1/, value of paper 6d. Total $\frac{1}{6}$.

Coastwise Bills of Lading at 3d., value of paper $1\frac{1}{2}$ d. Total $4\frac{1}{2}$ d.

Foreign Bills of Exchange, per set of two, at 3d., 6d., 9d., $\frac{1}{6}$, $\frac{3}{6}$, $\frac{4}{6}$, $\frac{6}{6}$, $\frac{7}{6}$, $\frac{9}{6}$, $\frac{10}{6}$, paper in each case 6d. extra.

Surveyors' Notice Forms at 1/, value of paper 1d. Total $\frac{1}{1}$.

Title Forms at 6d., 1/, $\frac{1}{6}$, $\frac{2}{6}$, $\frac{5}{6}$, $\frac{7}{6}$, $\frac{10}{6}$, $\frac{15}{6}$, £1, value of paper 1/ each.

N.B. The higher values may be obtained on requisition.

Postal Orders.—

Orders at 6d., 1/, $\frac{1}{6}$, $\frac{2}{6}$, $\frac{2}{6}$ Commission $\frac{1}{2}$ d. each

Orders at $\frac{3}{6}$, $\frac{3}{6}$, $\frac{4}{6}$, $\frac{4}{6}$, $\frac{5}{6}$ Commission 1d. each

Orders at $\frac{7}{6}$ Commission $1\frac{1}{2}$ d. each.

Orders at 8/, 10/ Commission 2d. each.

Orders at £1 commission 4d. each.

119. Postmasters must always keep on hand a supply of stamps and other stocks sufficient to meet the wants of the public, and they must make a requisition for a further supply before the stock on hand is exhausted. The pre-payment of postage by money is held to be most objectionable and in each instance the Postmaster will be called upon for an explanation.

120. When an Assistant is required to sell stamps, etc., she must be supplied with a certain amount for which she must account to the Postmaster at the end of each day.

121. Judicial Stamps must not be used as impressed stamps or for paying postage, should any mail matter be paid by means of Judicial or Impressed stamps it must be treated as wholly unpaid, and the stamps must not be obliterated.

A Postmaster's duty is limited to selling the Judicial stamps, all information as to fees, etc., can be obtained at the Courts' Office.

122. Commission at the rate of one per cent. on the amount of postage stamps, post cards, wrappers and registered envelopes sold, and of two and a half per cent. on impressed stamps sold, is allowed to each Postmaster.

123. A mutilated stamp or an impressed or embossed stamp cut from Post Cards, etc., or a stamp cut into halves must not be recognized in payment of postage, nor can postage be paid by any other means than Jamaica postage and revenue stamps. All Jamaica postage and revenue stamps affixed to mail matter must be obliterated, but any other stamps must not be interfered with.

124. Stamps should be affixed to letters in the right hand upper corner of the address side, and the public should be so instructed by Postmasters.

125. Postmasters must take great care in handling and keeping their stocks of stamps, etc., as if any become defaced through insufficient care, they will be held responsible for the loss.

126. Postmasters are permitted to purchase postage stamps from the public, if in good condition, at a discount of $2\frac{1}{2}$ per cent., viz., they may give $1/7\frac{1}{2}$ for $1/8$ worth of stamps, $3/3$ for $3/4$, $4/10\frac{1}{2}$ for $5/$ and so on, the full value, less one half penny being given for any amount not exceeding $1/8$. Separate stamps must not be purchased, they must be presented in strips containing at least two stamps.

127. Postmasters must report to the head office any suspicious circumstances that may come to notice, giving rise to the belief that any stamps or other stocks have been improperly obtained.

128. Postal orders made payable in a certain parish or at a Post Office or the Parochial Treasury in a certain parish, are only payable in that parish, and if so advised only at the particular Post Office or Parochial Treasury mentioned in the order.

129. If a postal order is not signed or date-stamped by the issuing officer, or if it bears a date stamp in the lower left-hand corner, or is cancelled by means of a circular or triangular perforation, it must not be paid, but must be sent to the Head Office, under registered cover, for instructions.

130. An Assistant may neither sell nor sign postal orders except in the unavoidable absence of the Postmaster, and the Assistant who so acts must be one duly appointed by the Postmaster for Jamaica. In such cases the Assistant must sign his own name and write the word "Assistant" before "Postmaster."

131. Postal orders must not be signed nor impressed with the date-stamp until they are being issued to the public.

132. A postal order must be cancelled as soon as it is cashed and Postmasters are forbidden to re-sell an order or to use a cashed order for their own purposes.

Requisitions.

133. By the first post in each month every Postmaster must send in a Requisition for such amounts of stock as he judges will be necessary to meet the requirements of his office for the current month, due allowance being made for stocks on hand. On receipt of the Requisition the amounts of stocks, if within reasonable limits, will be forwarded with the Requisition, the acknowledgement at foot of which must be signed by the Postmaster and the form returned at once. The counterfoil in the Requisition book must also be signed and dated as of the day the stocks were received; any alterations made by the Head Office must be duly made on the counterfoil.

134. A Postmaster should not make more than one requisition for stocks during the month, but special requisitions to meet emergencies may be made at any time.

135. The rules governing the requisition for stocks apply also to Requisitions for forms and stationery.

136. Any prepaid article of mail matter may be registered on payment in stamps, or in money, of the registration fee. In the case of any article other than a letter being registered, it must be entered on the bill, with the designating mark following the address, thus:—"Newspaper" "Parcel" etc. Registration.

137. Under the regulations of the Universal Postal Union the poster of any registered or insured article to a place abroad may require the Post Office to return a receipt, signed by the person to whom the article is addressed. Whenever such a receipt is required by the poster a fee of 2d. in addition to the postage and registration fee must be prepaid in stamps and the stamps affixed to the article at the time it is tendered for registration. Such registered article or insured parcel must be clearly marked "A.R." (acknowledgment of Receipt) in blue pencil. When such an article is received from a place abroad, bearing on its face the letters "A.R." it will be the duty of the Postmaster to obtain on the printed form attached thereto the signature of the recipient. A receipt must however also be signed in the office record. The receipt on the printed form must be returned, registered, to the Postmaster for Jamaica.

138. Letters, etc., for registration must be handed to the Postmaster and should not be dropped into the letter box. Should a letter, etc., marked "Registered" or evidently intended to be registered, or containing value, be found in the letter box, or in the mail, it must be treated as if it had been duly tendered for registration and the words "Found in the letter box" or "in the mail" endorsed on it. No receipt must be given to any person for a letter which has once been dropped in a letter box.

139. Letters found in the letter box containing value or marked "Registered" are liable to the double registration fee (4d.) in addition to the ordinary rates of postage. Credit being given for any stamps which may be affixed to the letter. Letters found in the mail with full postage and registration fee affixed must not be surcharged. These instructions apply only to letters, etc., for delivery in Jamaica and not to foreign letters, which must be forwarded to Kingston for treatment.

140. All registered articles of mail matter for abroad must have affixed to them one of the blue "R" labels, and these labels must be used in the consecutive order of the numbers thereon.

141. If on the delivery of a letter, etc., compulsorily registered (Rules 138, 139) it is satisfactorily shown that it did not contain value, the surcharge will be returned on application to the Postmaster for Jamaica.

142. On receiving an article for registration Postmasters must see that the postage and registration fee are duly prepaid, as any deficiency will be charged against them. A duly registered article must be delivered free of charge to the addressee.

143. Postmasters must decline to register any article presented for registration if the article of value enclosed be not

securely fixed, so as not to move about, or be not covered by a well fastened envelope, or if the cover bears marks of having been tampered with. If however any such article after having been refused, should be found in the letter box it must be securely tied and sealed with the office seal and compulsorily registered, a report of the circumstance being sent in by the same post to the Postmaster for Jamaica. Damaged mail matter must not be repaired with stamp paper, it may however be entirely enclosed in another addressed cover.

144. If an imperfectly addressed article be presented for registration, Postmasters must if possible have the address corrected by the poster, but when this is not practicable the article must nevertheless be registered and forwarded.

145. An article for a fictitious address or which does not bear on its face the name of the party for whom it is intended but merely initials, must not be accepted for registration.

146. If all is in order the Postmaster must grant a receipt to the poster, and the counterfoil of the receipt must show in addition to the address of the letter, the name of the poster. On the left hand upper corner of the letter the corresponding number of the receipt must be written. Receipts must be written in pencil and carbonic paper used to produce the duplicate copy.

147. The article must then be impressed with the office date stamp (in addition to cancelling the postage stamps) and with the "R" stamp, and marked in blue pencil across its front and back, care being taken not to render the address illegible.

Postmasters must send in an Error Report, reporting any case in which a registered package is received which has not been marked as above described.

148. When a registered packet is re-directed or sent to the Returned Letter Branch a record of the fact must appear in the book of "Registered Letters Received."

149. The address of each registered article must, before the delivery commences after the receipt of a mail, be copied on to one of the "Registered Letter Notices," which must be date stamped and assorted into the delivery press.

If the applicant be not the addressee, or be not authorized to receive the registered article, the Notice Card must be delivered to him, if he be the known agent or messenger of the addressee.

When a registered article has been delivered the relative notice card must be put away for reference if necessary.

150. Registered packets received for delivery must be examined and if the appearance of any gives rise to suspicion of its having been tampered with it is the duty of the Postmaster to call the attention of the addressee to the fact and to request that it be opened in his presence at the Post Office. The matter must be reported if the circumstances of the case demand it. No registered packet must be delivered unless a sufficient receipt be obtained for it.

151. A registered packet should only be delivered to the person to whom it is addressed, or to his order, which may sometimes be implied, as where a person is in the habit of receiving his letters through his son, clerk, or servant, in which case the signature of his messenger may be taken.

In cases where the person to whom a registered packet is delivered cannot write, he must make his mark in the book and the delivery must be witnessed by a third party unconnected with the Post Office.

These precautions are intended to protect the public as well as the Post Office, and a Postmaster must exercise discretion in their execution, so that a correct delivery may be speedily effected.

152. The holder of a private letter bag may, if he desires, have any registered packets to his address forwarded in his bag, in which case the Postmaster must forward with the letter the special receipt book provided, and must on the return of the bag see that the receipt is duly signed. Should the book not be signed, or not returned, he must at once communicate with the holder of the bag.

When a registered packet is forwarded in the manner described the Postmaster should call upon a second party to witness its enclosure in the bag, which must be locked in the presence of the witness.

153. Packets received in a private letter bag for registration must be treated as if they were tendered at the office window, and the receipt must be forwarded in the bag on its return. Persons who are in the habit of forwarding letters, etc., in a private letter bag for registration, must be requested to put them under cover to the Postmaster.

154. No charge must be made for registration of letters, etc., to or from Public Departments and officials who are entitled to send and receive their correspondence free.

155. Soldiers and seamen in the Army and Navy are entitled to send and receive private letters at the rate of $\frac{1}{2}$ d. each on the following conditions:—

Soldiers and Seamen's letters.

- a. The letter must not exceed $\frac{1}{2}$ oz. in weight. In case it exceeds $\frac{1}{2}$ oz it must be charged ordinary rates of postage.
- b. The name and grade of the soldier or seaman, and the name of the regiment, corps, ship, &c., to which he belongs, must be fully stated in the direction of the letter, and in the case of a soldier or seaman, the signature of the officer commanding with the name of his command must be affixed to such letter.

Thus—

(1) From A.B., Sergeant &c.....Regt.....
(Here insert direction of the letter).

C.D., Colonel (or other commanding officer) Regt...

(2) To A.B.

Private (or corporal, &c.).....Regt.....
(Here the direction to be finished).

- c. When the letter is addressed to the United Kingdom or to any British Colony or Protectorate to which the penny postage scheme applies, the postage is 1d. per oz.
- d. The postage must be prepaid, otherwise double the rate must be charged.
- e. Letters may be forwarded, subject to these conditions to any foreign country, but subject also to the payment of such foreign or transit rate as may be charged thereon.
- f. All registered letters under these regulations must bear the usual registration fee.

- g. Any mail matter, other than letters sent to or from soldiers or seamen must be charged the ordinary rates of postage.

Accounts and
Returns.

156. Postmasters are required to transmit to the Head Office the following returns, all of which must bear an impression of the office date stamp:—

- | | |
|---|--------------------------------|
| 1. Dead Letter Return—By first post in each week. | |
| 2. Monthly Bye Letter Voucher | |
| 3. Monthly Account, in duplicate | } By first post in each month. |
| 4. Monthly Parcel Post Return | |
| 5. Monthly Postal Order Return | |

157. On the monthly Bye Letter Voucher must be entered the total amounts of postages, paid and unpaid, received from and sent to each corresponding office, these totals being copied from the totals in the books of "Mails" received and sent. The names of all corresponding offices must be entered on the sheet.

The totals of missent and redirected claims, also of dead letter claims, for the month must be entered on the sheet.

158. The monthly account must be prepared in duplicate, on the evening of the last day of the month; both copies must be forwarded to the Accountant by the first post on the first day of each month.

All returns and vouchers which must support all entries for expenditure, salary and poundage, must be enclosed with the account. They must all bear an impression of the office date stamp.

Receipted vouchers for £2 and over must bear a 1d. stamp, duly cancelled with a pen.

After the monthly accounts have been examined, one copy, showing corrections, if any, in red ink, will be returned to the Postmaster.

Copies of the accounts must be kept at each Post Office for a period of six months.

159. If an office which has a private letter bag is transferred, the outgoing Postmaster must take credit on the account for his share of the fee at the rate of 5s. 3d. per quarter.

Remittances.

160. All cash collections must be remitted to the Parochial Treasurer at least once a week, if the sum in hand exceeds one pound.

Fractional parts of a pound must not be remitted, each remittance being in an even number of pounds. Remittance envelopes must be sealed with the office seal and duly registered. The contents must be so packed, by wrapping in paper, that the money cannot move about.

161. A remittance must be made immediately if the cash in hand amounts to ten pounds, and Postmasters must remit the full number of even pounds in their office cash.

Private cheques are only to be taken at the personal risk of the Postmaster.

162. The last remittance for a month must be made in time for it to be in the hands of the Parochial Treasurer not later than 3 o'clock on the last day of the month.

163. The receipts from the Parochial Treasurer must be promptly forwarded to the Head Office.

Remittances must be entered separately in the monthly account in accordance with the date of the Parochial Treasurer's receipt.

164. Should the acknowledgment of a remittance not be received within two posts after the remittance was despatched, the Postmaster must at once report the matter to the Postmaster for Jamaica and to the Parochial Treasurer.

165. Postmasters are hereby authorised to pay salaries out of the collections of the office; such salary, or proportion of salary, must never be paid in advance, but may be paid in respect of each completed week in a month.

Salaries of Postmasters and Assistants.

A note must be kept in the chest showing all advances and payments of any kind made to date and no payments must be made without due authority.

166. It is a Postmaster's duty to take notice of the manner in which the conveyance of mails is performed and should anything wrong be observed, either in the condition of the van, or the stock, or the bags, or the conduct of the courier, or in any other matter or thing, a report must be at once sent to the Postmaster for Jamaica, and to the Superintendent of Public Works if the courier is employed by that Department.

Conveyance of Mails.

167. In the event of a mail being left behind or delayed in consequence of the neglect of a contractor or the fault of a courier or from any other cause, it is the duty of the Postmaster to take immediate steps for the safe and speedy transmission of the mail, and he must at once report the circumstances to the Postmaster for Jamaica.

168. At Post Offices where the mail stops overnight the mail bags must be kept inside the office and the Postmaster must be careful to observe both on arrival and despatch that the seals are intact and that the number of bags is correct.

169. At offices where mails are transferred and at terminal offices of a ride, Postmasters will be held responsible for the correct transfer of the bags.

170. Every courier employed in mail conveyance must be furnished with a copy of the "Caution to Mail Couriers" and Postmasters at terminal offices will be held responsible for the observance of this rule, any breach of which must at once be brought to notice.

Any Postmaster 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.

171. On arrival, it is the duty of the courier to deliver the mail bags into the Post Office, and when the mails are ready for despatch he must receive them inside the Post Office. A Postmaster must not allow a courier to leave the office until he is satisfied that all the mails have been received, and that no irregularity has taken place. In case of any irregularity the Couriers' statement must be taken and sent in with a full report of the circumstances to Head Office.

172. Every mail courier must carry a post horn and he must sound it several times on approaching and leaving a Post Office and also on passing any estate, village or settlement.

173. Couriers are expressly forbidden, by law, to carry a letter (other than in the execution of their duty—or a telegram to be handed to the Postmaster) and any infringement of this Law must be at once reported.

174. Whenever a contractor changes his mail courier, the fact must be reported to the Postmaster for Jamaica, and the report must give the names of the former and present couriers and the age of the present courier.

A mail should not be delivered to a courier who is not known to the Postmaster.

175. Postmasters must report any instance in which a courier has allowed any person to ride in any mail conveyance not authorised to carry anything other than the mail bags. The carriage of goods of whatever description in mail carts is expressly forbidden.

176. Should it be within the knowledge of a Postmaster that a courier is of such notoriously bad character as to render him unfit for employment in the service, he must report the fact immediately.

177. In all cases of robbery, or supposed robbery, of a mail, or if a mail bag be dropped on the road, the Postmaster must give immediate information to the police and also to the Postmaster for Jamaica, giving a full report of the circumstances and of the action taken. Should any lost mail be brought to a Post Office it is the duty of the Postmaster to ascertain whether the bag has been tampered with, and to report the recovery to the Postmaster for Jamaica, furnishing the name and address of the finder. 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 Kingston. If the mail has not been tampered with, it must be forwarded to its destination.

178. If a mail courier alleges that he was assaulted or robbed, or that an attempt was made to rob him, while conveying mails, the Postmaster must note the exact time of his arrival, satisfy himself whether the man is drunk or sober and report the matter to the police and send all particulars to the Head Office. To give false information of an assault or attempt at robbery is a penal offence.

179. Messengers employed to convey mails to and from Railway Stations must deliver them to the Station Master and receive them from the Station Master. Messengers are not to go on to the platform nor to interfere with the mails.

Posting at Railway Stations.

180. Station Agents must clear the letter box ten minutes before the departure of each passenger train. The correspondence must be impressed with the Railway date stamp and handed to the Postman or Guard on the train.

On arrival, the Postman or Guard will hand over to the Station Agent any correspondence for the local Post Office, which must be delivered to the Post Office messenger, and the number noted on the list of mails.

It is the duty of the Postmaster to compare the number of letters, &c., received with the number advised on the list, and if there is any discrepancy to report the fact by wire.

181. Should a Station Agent find in the letter box a letter or packet marked "Registered," or obviously containing value, he must hand it over to the local Postmaster and obtain an acknowledgment for it.

182. By permission of the Postmaster for Jamaica any person may have his letters conveyed to and from the Post Office in a private bag upon payment of an annual fee of one guinea. The bag to be locked, one key being kept by the Postmaster and one by the owner of the bag. Private letter bags.

When a Private Letter Bag is conveyed by a mail contractor a further annual fee of one guinea is to be paid. These fees must be paid in advance through the Postmaster for Jamaica.

See Rules 152 and 153.

183. Messengers must not be employed or dismissed without permission of the Postmaster for Jamaica. Messengers intending to leave the service must give two week's notice, and they are entitled to similar notice, except for misconduct or disobedience, when they may be summarily dismissed after reference to the Postmaster for Jamaica. Messengers.

184. Messengers cannot be compelled to do private work, although there is no objection to their rendering assistance, in a private capacity, to the Postmaster, but they must not be employed thus to the detriment of the service and they should be remunerated for such services.

185. Messengers are not to be allowed to assist in the performance of office duty, and when they are allowed to enter the Post Office they must be under immediate and constant supervision.

186. The official duties of a messenger are:—

- a. To deliver telegrams within a radius of 1 mile.
- b. To assist (under supervision) in opening and closing mail bags.
- c. To keep the Post Office premise swept and clean.
- d. To clean types, brass work and batteries.
- e. To open and lock mail vans, by day or by night.
- f. To carry mail bags between the office and the Railway Station.

187. Postmasters are not legally bound to give change, but may require that the exact amount of postage be tendered in current coin; they are however expected to afford every accommodation and facility to the public, who must be treated with the utmost courtesy. Nickel coin is a legal tender to the extent of twelve coins, i.e., one shilling in pennies, and sixpence in halfpennies: Postmasters are authorised to receive them to the value of one shilling, even if tendered in halfpennies. Change and Money Dealings.

No complaint as to wrong change can be entertained after the party has left the Post Office.

188. Postmasters must not refuse coin that is defaced by fair wear and tear, but only when it has been wilfully defaced.

189. Postmasters are not bound to receive postage, or any other kind of stamps, that may be tendered in payment of postage.

Correspondence
with Head Office.

190. References and letters from the Head Office must be replied to fully without delay, and returned, together with any papers or enclosures which may have been sent for perusal or observations to be made thereon. Replies must be written immediately below the memorandum from Head Office, and on the same paper, which must be signed and dated, and treated as confidential.

Certificates of
posting of un-
registered cor-
respondence.

191. Any person who desires proof that an unregistered letter, post card, sample packet, packet of commercial papers or newspaper, has been posted to a particular person, should hand in the article to the Postmaster and ask for a certificate of posting. The fee is $\frac{1}{2}$ d, payable by means of a stamp, which must be affixed by the sender to the form of certificate. These certificates are not granted in respect of parcels or any registered article, and the article in respect of which such certificate is granted is not registered, and will not be checked in the post, but treated as if it had been dropped into the letter box. The certificate confers no title to compensation in the event of loss, damage, or delay, nor does it furnish any proof as to the nature of the contents.

Ship letters.

192. "Ship Letters" are letters despatched or received by a private ship at any port within the Island, such ship not being a Post Office Packet.

193. Every master or commander of a private ship, not being a Post Office Packet, arriving at any outport, shall cause all letters on board his vessel (except such as are exempted under Rule 195) to be collected and made up into a sealed parcel, and shall deliver the same to the Postmaster at such port, and shall sign the Declaration required by Law in the presence of the Postmaster, who shall also sign the same.

194. The masters or captains of private ships conveying letters from this Island are entitled to payment at the rate of one halfpenny 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. When such payment is made at a District Post Office the Postmaster must take the receipt of the master, captain or agent and take credit in the Monthly Account, sending up the voucher.

195. The owners, charterers or consignees of any inward bound vessel, or of any goods on board, are entitled, if resident at the port of entry, to receive their letters free of 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, and provided also that the letters brought by any one vessel to any one such person shall not collectively exceed six ounces in weight. In order that owners, charterers, or consignees may be entitled to benefit under the above rule letters must be described as such on their outer coverings.

Other letters from abroad should be handed over to the Post Office by the Customs Officer and they must be taxed double rate of foreign postage. A receipt must be given for such loose letters to the Customs Officers.

196. Any letters handed over to the Post Office by the Customs Officer prepaid by stamps of the country of origin, not obliterated and the letters not having passed through any Post Office, must be treated as wholly unpaid, but the stamps must not be obliterated.

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

Letters for "consignees" &c., to be delivered elsewhere, should be handed over to the Post Office to be dealt with, the 6 ounces allowed being charged for at the inland rate and the excess at the single foreign rate of postage.

198. If any expense is caused through the fault of an officer, either to the public or to the Department, the Postmaster for Jamaica may, if he thinks fit, direct that such expense shall be borne by the officer at fault. Postmasters will be held strictly responsible for any delay, misdelivery, or loss arising out of neglect to obey any of these Rules. Officers responsibility.

199. Whenever it becomes necessary to amend this book, a printed slip will be issued to all Postmasters, and on the slip instructions will be given as to how the amendment is to be permanently entered in the book. All amendments will be numbered consecutively and it is the duty of Postmasters to ask for any which fail to arrive. Amendments to Rules.

200. In the event of a robbery or other loss taking place it is the first duty of a Postmaster to most carefully count and record the remaining cash and stock, keeping each item separately as in the account form. No transaction must take place with the public until this duty has been performed, a statement of which must be sent to the Postmaster for Jamaica after reporting the circumstances by telegraph. Robbery at Offices

201. Every Postmaster is required to keep a daily account, showing in the first line the amounts of each kind of stock taken from the chest; in the second line the amounts on hand at the close of the day's business; and the difference between these will, in the third line, show the sales for the day. Daily Balance Book.

This account must be kept as a continuous record in the book provided for the purpose.

202. Dealings in postage stamps for purposes of private profit are forbidden. Postmasters will render themselves liable to grave censure if they engage in any such transaction. Postmasters must refuse to comply with requests to affix stamps to letters or to cancel stamps which are not affixed to letters. Dealings in Postage Stamps.

203. The following scale of fines may be imposed from time to time on the officers of the Post Office by the Postmaster Fines.

for Jamaica. A reprimand, or other form of punishment may however be substituted at his discretion:—

1. For improperly (and with intention) causing delay in the transmission of the mails	£1 0 0
2. Omitting to seal a mail bag	0 8 0
Omitting to lock a mail bag or mail cart	0 8 0
Mis-sending or detaining a mail bag	0 8 0
Mis-sending, detaining or mis-delivering a registered letter or parcel	0 8 0
3. Omitting to enter a registered letter or parcel on the Bill	0 4 0
Omitting to forward a mis-sent registered letter or parcel	0 4 0
4. Loss of a mail bag lock or key	0 2 6
5. Failure to answer correspondence from Head Office promptly	0 1 0
Mis-sending or detaining an ordinary letter	0 1 0
6. Mis-sending or detaining a newspaper	0 0 6
7. Omitting to stamp or sign a postal order	0 0 3
Having paid postal order in office, same not being cancelled	0 0 3

204. In any matter to which these Rules do not apply the Post Office of Jamaica shall be regulated, and its officers governed, by the rules, orders and regulations which may be in practice in the Post Office Department, under the management and control of the Postmaster General in England.

205. In these Rules "Postmaster" means "Postmaster" or "Postmistress."

Made this 10th day of November, 1914.

W. H. MANNING,
Governor.

EXCERPTA FROM THE POST OFFICE LAW 51 OF 1908.

Sec. 5. Every officer of the Post Office must, before assuming duty sign the official Declaration before a Justice of the Peace.

Sec. 6. No Officer of the Post Office shall be compelled to serve on any Jury or inquest, or in the Militia.

Sec. 7. The Postmaster for Jamaica has the exclusive privilege of conveying letters except (a) letters sent by a friend to a friend; (b) by a messenger on purpose, concerning private affairs; (c) Proceedings issuing out of a Court of Justice; (d) letters sent out of the Island by a private vessel (not being a packet boat); (e) Ship letters of merchants or owners of vessels

Sec. 39. Any person employed in the Post Office who shall, contrary to his duty, open or allow to be opened, or wilfully detain or delay a post letter or bag shall suffer such punishment as the Court may consider.

Sec. 40. Every person employed in the Post Office who shall steal, embezzle, or destroy shall be guilty of felony and may be imprisoned with or without hard labour.

Sec. 42. Every person guilty of stealing a post bag or a letter is liable to imprisonment.

Sec. 46. Every person who shall solicit or endeavour to procure any other person to commit a felony or misdemeanour punishable under this Law is liable to imprisonment.

Sec. 49. The Penalty on persons employed to convey or deliver a post bag, or letter, if found guilty of carelessness, negligence, misconduct or drunkenness, is £5.

Sec. 60. Any person employed in any business of the Post Office, by whomsoever appointed, is considered an officer of the Post Office Department.

Sec. 61. 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 addressee, and a delivery to such person, or to his servant or agent, or other person considered to be authorised to receive the letter, shall be considered a delivery to the person addressed.

SCHEDULE OF STAMP DUTIES.

	£	s.	d
<i>Agreement</i> —under hand not otherwise charged	0	0	6
„ of annual tenancy, rent not exceeding 20/, for one year only	0	0	1
„ for rent of land, when annual value does not exceed £5	0	0	6

Stamp d Slips to be used for Acceptances or Promissory Notes—

Not exceeding £5	0	0	1
Exceeding £5 and under £10	0	0	2
Of or above £10 and not exceeding £20	0	0	3
Exceeding £20 and not exceeding £30	0	0	6
Exceeding £30 and not exceeding £50	0	0	9
Exceeding £50 and not exceeding £100	0	1	0
and for every additional £100 or fractional part	0	1	0

CONVEYANCES ON SALE.

Title Forms—

Where the purchase or consideration money therein or thereupon expressed does not exceed £5	0	0	6
Exceeds £5 and does not exceed £10	0	1	0
Exceeds £10 and does not exceed £15	0	1	6
Exceeds £15 and does not exceed £20	0	2	0
Exceeds £20 and does not exceed £25	0	2	6
Exceeds £25 and does not exceed £50	0	5	0
Exceeds £50 and does not exceed £75	0	7	6
Exceeds £75 and does not exceed £100	0	10	0
and for every additional £50 or fractional part	0	5	0
Receipts of, or above forty shillings	0	0	1
Receipts in full of all demands or of that nature	0	1	6

DISCOUNT ALLOWED ON POSTAGE STAMPS SOLD.

From	To	Commission.
£ s. d.	£ s. d.	£ s. d.
0 8 4	0 16 7	0 0 1
0 16 8	1 4 11	0 0 2
1 5 0	1 13 3	0 0 3
1 13 4	2 1 7	0 0 4
2 1 8	2 9 11	0 0 5
2 10 0	2 18 3	0 0 6
2 18 4	3 6 7	0 0 7
3 6 8	3 14 11	0 0 8
3 15 0	4 3 3	0 0 9
4 3 4	4 11 7	0 0 10
4 11 8	4 19 11	0 0 11
5 0 0	5 8 3	0 1 0
5 8 4	5 16 7	0 1 1
5 16 8	6 4 11	0 1 2
6 5 0	6 13 3	0 1 3
6 13 4	7 1 7	0 1 4
7 1 8	7 9 11	0 1 5
7 10 0	7 18 3	0 1 6
7 18 4	8 6 7	0 1 7
8 6 8	8 14 11	0 1 8
8 15 0	9 3 3	0 1 9
9 3 4	9 11 7	0 1 10
9 11 8	9 19 11	0 1 11
10 0 0	10 8 3	0 2 0
10 8 4	10 16 7	0 2 1
10 16 8	11 4 11	0 2 2
11 5 0	11 13 3	0 2 3
11 13 4	12 1 7	0 2 4
12 1 8	12 9 11	0 2 5
12 10 0	12 18 3	0 2 6
12 18 4	13 6 7	0 2 7
13 6 8	13 14 11	0 2 8
13 15 0	14 3 3	0 2 9
14 3 4	14 11 7	0 2 10
14 11 8	14 19 11	0 2 11
15 0 0	15 8 3	0 3 0
15 8 4	15 16 7	0 3 1
15 16 8	16 4 11	0 3 2
16 5 0	16 13 3	0 3 3
16 13 4	17 1 7	0 3 4
17 1 8	17 9 11	0 3 5
17 10 0	17 18 3	0 3 6
17 18 4	18 6 7	0 3 7
18 6 8	18 14 11	0 3 8
18 15 0	19 3 3	0 3 9
19 3 4	19 11 7	0 3 10
19 11 8	19 19 11	0 3 11
20 0 0	20 8 3	0 4 0
25 0 0	25 8 3	0 5 0
30 0 0	30 8 3	0 6 0

DISCOUNT ALLOWED ON IMPRESSED STAMPS SOLD.

From	To	Discount.
0 3 4	0 6 7	0 0 1
0 6 8	0 9 11	0 0 2
0 10 0	0 13 3	0 0 3
0 13 4	0 16 7	0 0 4
0 16 8	0 19 11	0 0 5
1 0 0	1 3 3	0 0 6
1 3 4	1 6 7	0 0 7
1 6 8	1 9 11	0 0 8
1 10 0	1 13 3	0 0 9
1 13 4	1 16 7	0 0 10
1 16 8	1 19 11	0 0 11
2 0 0	2 3 3	0 1 0
2 3 4	2 6 7	0 1 1
2 6 8	2 9 11	0 1 2
2 10 0	2 13 3	0 1 3
2 13 4	2 16 7	0 1 4
2 16 8	2 19 11	0 1 5
3 0 0	3 3 3	0 1 6
3 3 4	3 6 7	0 1 7
3 6 8	3 9 11	0 1 8
3 10 0	3 13 3	0 1 9
3 13 4	3 16 7	0 1 10
3 16 8	3 19 11	0 1 11
4 0 0	4 3 3	0 2 0
4 3 4	4 6 7	0 2 1
4 6 8	4 9 11	0 2 2
4 10 0	4 13 3	0 2 3
4 13 4	4 16 7	0 2 4
4 16 8	4 19 11	0 2 5
5 0 0	5 3 3	0 2 6
5 3 4	5 6 7	0 2 7
5 6 8	5 9 11	0 2 8
5 10 0	5 13 3	0 2 9
5 13 4	5 16 7	0 2 10
5 16 8	5 19 11	0 2 11
6 0 0	6 3 3	0 3 0
6 6 8	6 9 11	0 3 1
6 10 0	6 13 3	0 3 2
6 13 4	6 16 7	0 3 3
6 16 8	6 19 11	0 3 4
7 0 0	7 3 3	0 3 5
7 3 4	7 6 7	0 3 6
7 6 8	7 9 11	0 3 7
7 10 0	7 13 3	0 3 8
7 13 4	7 16 7	0 3 9
7 16 8	7 19 11	0 3 10
8 0 0	8 3 3	0 3 11
8 3 4	8 6 7	0 4 0
8 6 8	8 9 11	0 4 1
8 10 0	8 13 3	0 4 2

Colonial Secretary's Office,

Jamaica, 17th November, 1914.

THE GOVERNOR directs the publication, for general information, of the following Jamaica Post Office Telegraphs Rules, made by the Postmaster for Jamaica, and approved by His Excellency in Privy Council on the 10th Instant, under Section 6 of Law 1—The Telegraph Law, 1879.

By command,

H. BRYAN,

Colonial Secretary.

List of Telegraph Offices.

Station	Code.	Station.	Code.
Alexandria ..	AL	Mundeville ..	M V
Alley ..	A Y	May Pen ..	M P
Annotto Bay ..	A B	Mile Gully ..	M L G
Balaclava ..	B C L	Moneague ..	M E
Black River ..	B R	Montego Bay ..	M B
Bog Walk ..	B G W	Morant Bay ..	M Y
Borobridge ..	B O	Myrtle Bank ..	M K
Browns Town ..	B T	Newport ..	N W P
Buff Bay ..	B B	Ocho Rios ..	O R
Castleton ..	C L N	Old Harbour ..	O H
Cave Valley ..	C V	Oracabessa ..	O C
Chapelton ..	C P N	Port Antonio ..	P A
Christiana ..	X A	Port Maria ..	P M
Claremont ..	C T	Port Morant ..	P T
Constant Spring ..	C G	Port Royal ..	P Y
Cross Roads ..	C R	Porus ..	P R
Dry Harbour ..	D H	Priestmans River ..	P V R
Duncans ..	D C	Retreat ..	R T
Ewarton ..	E W N	Richmond ..	R M
Falmouth ..	F H	Rio Bueno ..	R I O
Golden Grove ..	G R	Runaway Bay ..	R A Y
Gordon Town ..	G T	St. Ann's Bay ..	S A B
Grange Hill ..	G H	Sandy Bay ..	S A
Green Island ..	G I	Santa Cruz ..	S Z
Gregory Park ..	G P	Sav.-la-Mar ..	S L M
Halfway Tree ..	H W T	Seaforth ..	S F
Hectors River ..	H R	Shooters Hill ..	S H
Highgate ..	H G	Spaldings ..	S P
Hope Bay ..	H B	Spanish Town ..	S T
Jackson Town ..	J T	Stony Hill ..	S L
Kingston ..	K N	Trinity Ville ..	T V
Lacovia ..	L V	Ulster Spring ..	U L S
Linstead ..	L D	Wireless (Bowden) ..	J C A
Lucen ..	L A	Yallahs ..	Y S
Malvern ..	M N		
Manchioneal ..	M L		

Telegrams may be sent to or from Holland Bay, via Panama Cable Coy's lines, at a cost of 1½d. per word minimum charge 1/- in addition to the inland rate.

Telegrams may also be sent from and to all Railway Stations, see list on page 862.

List of Telephone Offices showing telegraphic connections.

Telephone Station.	Code.	Served from.
Adelphi	A D	Montego Bay
Albert Town	A T	Balaclava and Ulster Spring
Anchovy	A V	Montego Bay and Railway
Bath	B A	Golden Grove
Benson-ton	B N	Claremont
Bethel Town	B E	Sav.-la-Mar and Cambridge
Bluefields	B F	Sav.-la-Mar and Black River
Bowden	B W N	Wireless Station
Brainerd	B D	Richmond and Stony Hill
Cambridge	C B	Sav.-la-Mar and Railway
Carron Hall	C H	Linstead and Retreat
Cedar Valley	C D	Trinity Ville
Clarks Town	C N	Duncans
Darliston	D N	Sav.-la-Mar and Cambridge
Frankfield	F D	Chapelton
Gayle	G L E	Retreat and Linstead
Glengoffe	G E	Richmond and Stony Hill
Guys Hill	G Y L	Linstead and Retreat
Kellits	K S	Claremont
Lawrence Tavern	L T	Richmond and Stony Hill
Little London	L L	Sav.-la-Mar
Little River	L R	Montego Bay
Milk River	M K R	Alley
Montpelier	M P R	Montego Bay and Railway
Negril	N L	Sav.-la-Mar
Newcastle	N C	Gordon Town
Newmarket	N T	Sav.-la-Mar and Black River
Pedro	P D	Claremont
Petersfield	P F	Sav.-la-Mar and Cambridge
Race Course	R E	Alley
Ramble	R B	Montego Bay and Montpelier
Riversdale	R D L	Bog Walk and Richmond
Rock River	R R	Chapelton
Salt River	S R	Alley
Smiths Village	S V	Kingston
Stewart Town	S W N	Jackson Town
Troja	T A	Bog Walk and Richmond
Troy	T R	Balaclava and Ulster Spring
Warsop	W S	Balaclava and Ulster Spring
Williamsfield	W F	Shooters Hill

*List of Railway Offices showing stations at which telegrams
should be transferred.*

Albany	transfer at	Richmond and Hope Bay
Appleton (Siloah)	"	Balaclava, Cambridge and Williamsfield
Bushy Park	"	May Pen and Gregory Park
Catadupa	"	Balaclava, Cambridge and Williamsfield
Clarendon Park	"	May Pen and Williamsfield
Four Paths	"	"
Grange Lane	"	May Pen and Gergory Park
Hartlands	"	"
Ipswich	"	Balaclava, Cambridge and Williamsfield
Maggotty	"	"
Orange Bay	"	Richmond and Hope Bay
St. Margarets Bay	"	"
Suttons	"	May Pen

Table showing from which Telegraph Offices, and the times mails leave for the various

D.P.Os. not having telegraphic facilities.

Mail for.	Leaves	At.	Distance in miles.
Above Rocks	Glengoffe	4.35 p.m.	4
Alderton	Pedro	3.40 p.m.	2
	Claremont	6.00 a.m.	4
Alligator Pond	Mandeville T.T.S. } Santa Cruz M.W.F. }	by night. From Newport	14
Alston	Boroughbridge	7.10 a.m.	3
	Spaldings	4.00 p.m.	3
Balcarras	Buff Bay	8.15 a.m.	7
Bamboo	St. Ann's Bay	5.00 a.m.	8
Bartons	Old Harbour	6.00 a.m.	6
Belfield	Highgate	5.00 p.m.	5
Belvedere	Halfway Tree	5.00 p.m.	7
Bonny Gate	Port Maria	6.30 a.m.	6
Brass River	Santa Cruz	7.00 a.m.	6
	Balsclava	3.15 p.m.	10
Bull Bay	Kingston { T. T. S. }	3.00 p.m.	10
	Yallahs	7.20 a.m.	9
Bybrook	Buff Bay	8.15 a.m.	7
Caesade	Lucea	12.05 p.m.	9
Chester Castle	Bethel Town	5.35 a.m.	3
	Montpelier	5.30 p.m.	4
Clonmel	Richmond	4.30 p.m.	5
Coleyville	Christiana	4.35 p.m.	3
Comfort Hall	Balsclava	3.20 p.m.	4
Crofts Hill	Ewarton	9.45 a.m.	14
	Kellits	4.05 p.m.	4
	Chapelton	11.30 a.m.	6
Crooked River	Frankfield	4.25 p.m.	6
Cross Keys	Newport	4.20 p.m.	6
Dallas	Halfway Tree	4.40 p.m. Car to Papine and	5
Deeside	Falmouth	5.00 a.m. From Adelphi	7
Devon	Mile Gully	3.10 p.m.	5
Enfield	Annotto Bay	5.00 a.m.	8
Fairy Hill	Port Antonio M.W.F. }	By night	8
	Priestman's River T.T.S. }		4
Fellowship	Port Antonio	6.00 a.m.	3
Flint River	Montego Bay	8.00 a.m.	12
Fyffes Pen	Sandy Bay	By night	2
	Black River	7.00 a.m.	6
Giddy Hall	Black River	5.30 a.m. } From Newmarket	7
	Ipswich	4.15 p.m. }	
Ginger Hill	Ipawich	4.20 p.m.	5
Guanabos Vale	Spanish Town	9.00 a.m.	11
Hagley Gap	Gordon Town	5.00 a.m.	10
	Cedar Valley	3.00 p.m.	4
Hampden	Falmouth	5.00 a.m.	8
Hamstead	Highgate	5.05 p.m. From Port Maria	5
Harker's Hall	Bog Walk	7.40 a.m.	8
Harry Watch	Mile Gully	3.10 p.m.	5
Hayes	Alley	4.30 a.m.	7
	May Pen	9.30 a.m.	7
Islington	Albany	5.10 a.m.	4
Lamb's River	Cambridge	5.20 p.m.	5
Latium	Montego Bay	7.30 a.m.	9
Laughlands	St. Ann's Bay	By night	4
Liguanea	Halfway Tree	4.40 p.m. by Car	..
Lime Hall	Claremont	5.55 p.m. From St. Ann's Bay	4
Llandewey	Yallahs	6.20 a.m.	8
Lluidae Vale	Ewarton	9.45 a.m.	8
	Kellits	4.05 p.m.	10
Lodge	Ocho Rios	6.00 a.m.	8
Long Bay	Manchioneal M.W.F. }	By night	5
	Priestman's R. T.T.S. }		5
Maidstone	Mile Gully	8.10 p.m.	6

Mail for.	Leaves	At.	Distance in miles.
Mavis Bank	{ Gordon Town	5.00 a.m.	6
	{ Cedar Valley	3.00 p.m.	8
Middle Quarters	{ Black River	5.30 a.m.	From Looevia 4
	{ Ipswich	4.15 p.m.	
Mochó	Four Paths	10.00 a.m.	7
Moore Town	Port Antonio	6.00 a.m.	9
Mount Regale	Richmond	5.10 p.m.	5
Mountainside	Black River	5.00 a.m.	8
Myersville	Santa Cruz	5.00 a.m.	8
Pear Tree Grove	Troja	4.30 p.m.	From Carron Hall 2
Pedro Plains	Black River	5.00 a.m.	From Malvern 9
Pepper	{ Mandeville T.T.S.	By night	13
	{ Santa Cruz M.W.F.		8
Point	Montego Bay	12.10 p.m.	13
Point Hill	Ewarton	9.45 a.m.	From Bog Walk 11
Pratville	Newport	4.25 p.m.	9
Redwood	{ Guys Hill	5.30 a.m.	7
	{ Linstead	noon	7
Rock River	Chapelton	11.30 a.m.	6
Riverside	{ Grange Hill	6.35 a.m.	7
	{ Lucea	12.10 p.m.	6
St. Peter's	Newcastle	5.00 a.m.	4
Somerton	Adelphi	10.50 a.m.	3
Southfield	{ Mandeville T.T.S.	By night. From Malvern	7
	{ Santa Cruz M.W.F.		9
Spring Hill	Buff Bay	8.15 a.m.	From Newcastle 9
Springfield	Ipswich	4.15 p.m.	7
Spur Tree	{ Mandeville T.T.S.	By night	7
	{ Santa Cruz M.W.F.		14
Sturge Town	Brownstown	4.30 a.m.	5
Swift River	Hope Bay	8.00 a.m.	4
Thompson Town	Four Paths	10.00 a.m.	11
Toll Gate	{ Four Paths	5.00 a.m.	4
	{ Milk River	4.00 p.m.	From Clarendon Park 2
Walderston	{ St. Aldings	10.00 a.m.	4
	{ Shooters' Hill	2.15 p.m.	3
Walkers Wood	Moneague	5.00 a.m.	7
Watson Hill	{ Mandeville T.T.S.	By night. From Newport	7
	{ Santa Cruz M.W.F.		6
Watt Town	Alexandria	7.40 a.m.	6
Whitehouse	Black River	By night	12
Windsor Castle	Bluefields M.W.F.	3.45 p.m.	8
Windward Road	Annotto Bay	6.20 p.m.	From Buff Bay 4
	Kingston	Thrice daily by car.	

N.B.—Telegrams must reach the despatching office ten minutes before the mail is scheduled to leave.

See Rule No. 15.

THE MORSE ALPHABET.

A	— · — · —	J	— · — — —	S	— · · —
B	— · · · —	K	— — — —	T	— — —
C	— · — · —	L	— · — · —	U	— · — —
D	— · — —	M	— — — —	V	— · — —
E	— · — —	N	— — — —	W	— — — —
F	— · — —	O	— — — —	X	— — — —
G	— — — —	P	— — — —	Y	— — — —
H	— · — · —	Q	— — — —	Z	— — — —
I	— · — —	R	— — — —		

Numerals.

1	— · — — —	6	— · — · —
2	— · — — —	7	— · — · —
3	— · — — —	8	— · — · —
4	— · — — —	9	— · — · —
5	— · — — —	0	— — — —

Short figures, the use of which is obligatory in the repetition of figures and in signalling number of words.

1	— · —	6	— · — · —
2	— · —	7	— · — · —
3	— · —	8	— · — · —
4	— · —	9	— · — · —
5	— · —	0	— — —

Bar of Division (/), — — — — —, as in A/c, B/L, C/o, %o, ¾ &c. In repetitions — — — — —

Fractional stroke (—), — · — · — · —, as in ½, ¾, &c.

In repetitions — · — · — · —

Signal denoting the separation between whole numbers and fractions, — — — — —

The following prefixes, signs and abbreviations are authorised, and their use is obligatory:—

- S An ordinary public telegram.
- X A telegram to be transmitted.
- C A cable message for Kingston.
- X R A telegram to be handed over to the Railway.
- S R A telegram to be repeated.
- S X \$ (dollar sign) — — — — —
- S B A service telegram.
- M R A service message for P. M. J.
- D S A service message for Supt. of Public Works.
- R P Reply paid 12 words.
- R P x Reply paid x words.
- B Q The reply to a service message, or "reply."
- C K The check of the days work.
- C Q All stations.
- C Q x All stations as far as x.
- G Go on. Signal to commence transmission.
- I I Break between end of address and commencement of text.
- F M From, or name from
- S N (— · — · —), Signal at beginning and end of work.
- M Q Wait, or wait till I call you.
- K Q Say when you are ready.
- R Q Repetition, or correction.
- N N Clear of work.
- G M Good morning.
- G N Good night.

T I	Daily time signal coming.
I I I	(.) Full stop, or wait a moment.
K K	(— — — — —) Brackets To be sent before and after words so treated.
R R	(— — — — —) Inverted commas, To be sent before and after words so treated.
L L	(— — — — —) Underline. To be sent before and after words so treated.
W G	(— — — — —) Apostrophe.
D U	(— — — — —) Hyphen.
M I M	(— — — — —) Exclamation note.
U D	(— — — — —) Interrogation note or "repeat"
A A	All after, or "repeat all after."
W A	Word after, or "repeat the word after."
S Q	Station from, or "repeat the station from."
C D	Code time, or "repeat the Code time."
W D S	Number of words, or "repeat the number of words."
W U	Who are you, or "what station are you."
H Q	How are the signals.
R U	Are you.
T U	Thank you.
Z M	Special weather report.
Hun.	Hundred.
Thou	Thousand.
W N W	Wrong number of words.
RD	Received
V B D A	Via Bermuda.
V W I P	Via West India & Panama Coy.

To correct wrong number of words, the receiving clerk signals the number actually received, the forwarding clerk then repeats back the initial letter of each word until the mistake is discovered, when the receiving clerk will at once stop her and ask for the correction, which will now have been located.

To call a station.—Signal the code letters of the office whose attention is required, not more than twice in succession, followed by the code letters of the calling office. This may be repeated at very short intervals. The office called will reply by signalling its own code, followed by "G" when the calling office will at once proceed to transmit.

After calling any particular office seven times in quick succession and failing to attract her attention, the calling clerk (after making a note of the inattention) will proceed with other business and allow other stations to do so. The inattention of one office must not be allowed to hold up the whole working of the line. After a lapse of fifteen minutes the office which failed to respond must be called again, the previous procedure being repeated.

Requests to ascertain the Code Time of a message about to be transmitted are absolutely forbidden. Clerks must listen to the working of the line and only break in when their messages are in turn, except for a Priority Message.

Long "rubbings out", and interruptions when two offices are working, no matter for what cause, are absolutely forbidden.

RULES.

1. The charge for telegrams throughout Jamaica is sixpence for any number of words up to twelve and a half-penny for every additional word. All that the sender writes is to be counted, including the address and signature. Charges.

All charges, including portorage and prepayment of reply, must be prepaid by postage stamps, affixed by the sender. As few stamps as possible must be used to make up the total amount. The rate for press messages is sixpence for the first twenty-four words and a half-penny for every additional two words.

2. Receipts for telegrams can be obtained at a cost of one penny each. The receipt must bear a penny stamp duly cancelled. Receipts for
Telegrams.

3. Telegrams may be repeated back to ensure accuracy, at an additional charge of one half the ordinary tariff, fractions of a half penny counting as a half penny. Repetition of
Telegrams.

4. Copies of a telegram directed to more than one person in the same free delivery area will be delivered separately at a charge of threepence per copy. Senders must only write the addresses for one free delivery area on the same form. Multiple Tele-
grams.

5. Information in respect of a telegram, or as to the sender of a telegram can only be obtained from the office of origin by a paid telegram with reply prepaid. Corrections to a telegram which has already been transmitted can only be made by means of another paid telegram. Information re
Telegrams.

6. The sender of a telegram may have it cancelled. If it be cancelled before the stamps have been obliterated the cost will at once be refunded, but after the stamps have been obliterated the cost will not be refunded. Cancelling
Telegrams.

If transmission has been completed a telegram can only be cancelled by a prepaid service message and if the service message should arrive too late, the sender will be informed of the fact, but no refund will be made of the amount paid.

Cancelled telegrams must not be destroyed, but must be numbered and filed with other telegrams.

7. The cost of a reply, not exceeding 48 words, may be prepaid. A reply form will then be handed to the addressee who will be at liberty to use it for any message within two months. If the form be not used its value will be refunded to the sender, if he applies for it and produces the form within two months. Prepaid reply.

Senders of O.H.M.S. telegrams may prepay a reply of an unlimited number of words.

Delivery of telegrams.

8. If a telegram cannot be delivered personally, to the addressee, and failing other written instructions, it may be delivered to his agent, any adult member of the family, his employee, lodger or guest; also to the porter of the house or hotel.

Telegrams may be handed to a mail courier.

9. A prepaid telegram may, in a rural district, be handed to a mail courier on his way to a telegraph office. For security the stamps should be affixed by the sender. The courier must not be delayed for this purpose and the Department assumes no responsibility. Prepaid telegrams may also be sent, postage free, to any telegraph office; the envelope should be marked "Telegram immediate."

Special instructions

10. The sender may have special instructions such as "private," "confidential," "only to be opened by the addressee," or the like, written on the outside of the envelope. Such instructions are to be paid for at the ordinary rate and form part of the address.

Indecent or libellous telegrams.

11. Telegrams indecently or obscenely worded, or appearing to contain grossly offensive or libellous matter will not be transmitted.

Telegrams kept for three months.

12. Inland telegrams are only kept for three months, and during that time are only produced to the sender or addressee, or to their duly authorised agent. Copies of telegrams can only be obtained on application to the Postmaster for Jamaica. Postmasters are forbidden to give copies of telegrams to anybody.

Free delivery.

13. In Kingston telegrams are delivered free within the Postal Delivery area. In the country they are delivered free within a radius of one mile from a telegraph office.

Porterage charges.

14. When the addressee resides beyond the limits defined above, foot porterage is charged at the rate of sixpence per mile, or part of a mile (one way) beyond the free delivery limit.

Should a sender desire a telegram to be delivered by mounted messenger, horse porterage is charged at the rate of one shilling per mile, or part of a mile (one way) from the door of the delivery office.

Deficiency of porterage is charged on delivery. Should the addressee refuse to pay, the telegram is nevertheless delivered, but a service message must be sent to the office of origin stating the facts and the amount of the deficiency, which will then be collected from the sender who is ultimately responsible for all delivery expenses.

Delivery by post.

15. If the sender desires a telegram to be forwarded by post from a terminal office, he must write (and pay for) the words "by Post" after the address, thus:—

"J. Brown,

Cascade by post Lucea"

No charge is made for postage. (See table on page 863.)

Telegrams for abroad by post.

16. Telegrams may be sent to certain ports (Kingston, Port Antonio, Montego Bay) for inclusion in outgoing foreign mails as letters. The sender must write and pay for the words "by post" and the actual cost of postage must also be prepaid and affixed to the telegram in stamps.

Example—

"Jones

"2381 Broadway, New York by post Kingston

"Letter just received replying next mail—Brown"

Cost is 9½d., viz., 14 words 7d., plus 2½d. postage.

17. Any person may register an abbreviated or arbitrary address on payment of a fee of five shillings a year, dating from the day of registration. One payment of £2 will secure a permanent registered address. Only addresses which are approved by the Postmaster for Jamaica will be registered.

Abbreviated addresses.

Any firm wishing to register the same abbreviated address at more than two offices in the Island can do so at rates equal to 25 per cent. less than the above. Telegrams for delivery to the care of a person who has registered an abbreviated address must have "care of" or "c/o" inserted, thus: "John Smith c/o Hercules, Kingston."

The Postmaster for Jamaica may refuse to transmit telegrams handed in to an abbreviated address, if the fee for its registration has not been paid.

18. All telegraph offices are open from 7.00 a.m. to 5.00 p.m. on ordinary week-days, and from 7.00 a.m. to 9.00 a.m. on Public holidays, and at such other times as the Governor may, by notice in the Gazette, direct.

Office hours.

19. The Department is not liable for any loss or damage which may be incurred or sustained by reason, or on account of any mistake or delay in the transmission or delivery of a telegram.

Liability.

20. Telegrams O.H.M.S. must be accepted and transmitted at any time. They may be sent without prepayment or paid for, but in either case are given priority.

O.H.M.S. telegrams.

- (a) Telegrams handed in by or addressed to the Governor his private Secretary, or the Colonial Secretary must be given priority and transmitted without question at any time.
- (b) Telegrams handed in by the Director and Superintendent of the Railway or from Railway Agents on purely Railway business, may be accepted free. They are to be marked O.H.M.S.

21. Telegrams may be handed in at any telegraph office after the usual hour of closing on payment of double rates in addition to the following graduated fees:—

Fees for opening out of office hours.

- (a) From 5.00 p.m. to 5.30 p.m. or so long as the office is actually doing telegraph work, double rates. No fee.
- (b) From 5.30 p.m. to 8.00 p.m. and from 6.00 a.m. to 7.00 a.m. two shillings and sixpence for the first message and sixpence extra for every additional message sent to the same place as the first. One shilling and sixpence extra for every additional message sent to any other place at the same time.

Division of Fees.—One shilling to sending operator, one shilling to receiving operator, sixpence to the messenger. If messages have normally to be sent through a transmitting office the transmitting operator receives one shilling, which must be collected from the sender, in addition to the fee of 2/6.

N.B. The above fees are payable also for messages sent between 9.00 a.m. and 8.00 p.m. on days when telegraph offices close at 9.00 a.m. and on Sundays from 6.00 a.m. to 8.00 p.m.

- (c) From 8.00 p.m. to 6.00 a.m. five shillings for the first message and one shilling extra for every additional message sent to the same place. Three shillings extra for every additional message sent to any other place at the same time.

Division of Fees.—Two shillings to sending operator, two shillings to receiving operator, one shilling to the messenger. If messages have normally to be sent through a transmitting office the transmitting operator receives two shillings, which must be collected from the sender, in addition to the fee of 5s.

- (d) Clerks at the despatching and transmitting station (if the message would normally have been transmitted) receive compensation for the work whether the message can be got through or not and the balance of the amount paid will be refunded to the sender in such cases.
- (e) Clerks are cautioned never to send a message through a transmitting office until every effort has been made to get direct communication. The closest enquiries will always be made into such cases.
- (f) Stamps representing the double rate are to be affixed to all messages, and a remark entered against each in the abstracts, stating the time office was opened and the amount of fees paid. The total amounts collected under (b) and (c) are to be brought to account in the monthly account.
- (g) A report of all special openings is to be sent to the Superintendent by the first post after the occurrence, and the names of all clerks and messengers employed must accompany it. Payments for overtime are made from the Head Office.
- (h) If a person who has paid the fees for a special opening desires to prepay a reply to a telegram, he must pay double rates for the reply, and if the reply does not arrive until the expiration of one hour from the time the office was specially opened, he will be called upon to pay an additional two shillings and sixpence.

Overtime payments.

22. Payments to operators for services performed out of office hours are calculated as follows—except for special openings as in Rule 21.

- (a) One shilling per hour for the first two hours and sixpence for each hour afterwards.

Minimum time allowed is 15 minutes. Services from 15 to 30 minutes count as half an hour, from 31 to 60 minutes as a full hour. One hour and ten minutes service would receive one shilling and sixpence. Two hours and ten minutes service would receive two shillings and three pence.

- (b) The ordinary official hours are (1) in the Head Office from 7.00 a.m. to 5.30 p.m. (2) In district telegraph offices from 7.00 a.m. to 6.15 p.m.
- (c) The above rates are allowed for late closing of office and special openings for Government or press business. All claims must be rendered weekly to the Superintendent, and reported by first post after the occurrence. The names of all clerks and messengers employed being given.

- (d) Overtime will not be paid for any work in the Telegraph Branch excepting the actual receipt or transmission of telegrams.

23. Clerks at Telephone offices are only allowed leave without pay, and they must provide a capable substitute to conduct the business of the office during their absence. Leave.

- (a) Postmistresses and Telegraph Clerks are allowed leave in the event of sickness and on production of a medical certificate. The maximum leave allowed in respect of each biennial period is one month on full pay and one month on half pay. This leave may, if desired, be taken annually in the correct proportion. In special cases the Postmaster for Jamaica may allow a further extension, without pay.
- (b) The Postmaster for Jamaica may, as an act of grace and in special cases, grant a clerk leave on full pay and without a medical certificate for periods not exceeding six days at a time or eighteen days in a year, but in all such cases the clerk must put a capable person to fill her place and there must be no expense to the Government.
- (c) Clerks on leave must keep the Superintendent advised of their address so that in cases of emergency they may be communicated with. They must also report in writing, at least seven clear days before their leave expires, if it is their intention to resume duty, and if not the reason of their failure to do so.
- (d) The wires are not to be used to ask for leave or for extensions of leave, except in case of sudden illness or utmost emergency.

GENERAL INSTRUCTIONS.

1. Every stamp on a telegraph form must be defaced before the telegram is placed on the circuit for transmission, and on no account may stamps be removed from a form after they have been defaced. Defacing stamps.

2. Postmistresses will be called upon to pay all deficiencies, whether caused by irregular counting of words or otherwise. Deficiencies.

3. It is expressly forbidden for any telegram of a personal nature, by whomsoever handed in, to be sent free. Official telegrams must not be sent on personal matters, nevertheless official telegrams must always be transmitted without question, but clerks are instructed to send to the Head Office copies of any telegrams which appear to contravene this rule. Personal telegrams.

4. Originals of telegrams must always be preserved; if written on ordinary paper they must be gummed to the proper forms. Originals of telegrams.

5. All O.H.M.S. telegrams are given priority of transmission, as also are telegrams concerning illness or death, and telegrams to catch a train, if it be obvious that the usefulness of the telegram would be impaired if it be delayed. Priority telegrams.

6. Telegrams may be handed in to an address within the free delivery area of any telegraph office. They are copied and delivered in the same manner as other telegrams and the charges are the same as if the wires had been used. Telegrams not going over the wires.

Reply paid telegrams.

7. When a telegram, the reply to which has been prepaid, is received, a "Reply Paid Ticket" must be filled up and gummed to the back of a telegram form, and enclosed in the envelope with the telegram. Messengers must be directed to ask if the addressee desires them to carry the reply back to the office, and if so to wait for it.

Press telegrams.

8. Press telegrams are those addressed to a newspaper by its title, which has been registered as a newspaper by the Postmaster for Jamaica; they must only contain matter in plain language which is clearly intended for publication in the strict sense of the word. Notices of births, marriages and deaths and advertisements are not admitted as press, nor are requests for additional copies of the newspaper.

The proprietors of newspapers must pay the cost of any telegrams received, immediately on demand. Only authorised correspondents are allowed to send press messages without prepayment. Press messages which are not prepaid must bear the words "Press Collect" in the instructions, and these words must be entered in the remarks column of the abstracts.

(a) Press messages must be transmitted as soon as the line is clear, they are not to be kept on hand longer than is necessary.

Counting of words.

9. Words separated by an apostrophe or joined by a hyphen are each counted as a separate word.

(a) Parenthesis, inverted commas and underline each count as a word.

(b) Abbreviations such as cant, wont, dont, etc., are admitted, but their use is not recommended. They count one word each.

(c) Telegrams written in foreign languages or recognised codes are to be counted as if written in English, but unintelligible combinations are counted at the rate of 5 letters to a word. Combinations or alterations of words contrary to the usage of a language are not admitted.

(d) Figures and groups of letters are counted at the rate of 5 characters to a word, i.e. 125743 counts two words.

(e) Mixtures of figures and letters are counted separately, but ordinal numbers (1st, 2nd, etc.) are counted as one word each, as also are letters added to figures to denote the number of a house.

(f) The mark of division between fractions and a full stop between figures are each counted as a figure.

(g) Cif, cod, fob, a/c, B/L, c/o, % are each counted as one word.

(h) In the address any number of words used to designate an office, town, street, square, park, ship, etc., are to be counted as one word; but in the text, words must be counted and transmitted as written by the sender, unless it is obvious that he intends certain words to be joined together, by sending the exact charges.

(i) The counting of the office of origin is decisive and is to be taken as the true count of a message.

Examples of counting.	In address.	In text.
Port Royal	1	2
Portroyal	1	1
Myrtle Bank Hotel	2	3
Myrtlebank Hotel	2	2
Sabina Park Lands	2	3
Sabinapark Lands	2	2

Examples of counting.	In address.	In text.
Shaw Park	2	2
Shawpark (contrary to the usage of language)	2	2
Admiral Dewey (name of steamer)	1	2
Up-Park Camp	2	3
Uppark Camp	2	2
Upparkcamp (contrary to usage)	2	2
Slip Pen Road	2	3
Slippen Road	2	2
DaCosta (name)	2	2
Dacosta	1	1
H. M. S.	1	3
Twopence, threepence, etc. to eighteenpence		1
Re-unite		2
Reunite		1
Alright (contrary to usage of language)		2
12½		1
129½		2
154A (except in address) (mixture)		2
154th (ordinal number)		1
£12		2

10. Counter Clerks must give every assistance to the public if asked to do so, advising them how best to word a message, etc. They must however only write telegrams in cases where the sender cannot do so. Clerks to assist the public

11. Counter Clerks must read over telegrams before the senders leave to make certain that there are no doubtful words. Great care must be exercised that telegrams are accurately coded and counted before placing on the instrument table, and doubtful words must be plainly written at the foot thereof. Clerks must not alter the writing of a telegram without the senders authority, but judgment and discretion must be used when dealing with telegrams handed in by illiterate persons. Coding, counting and doubtful words.

12. Clerks at the various offices must all work harmoniously together, wrangling and arguments (and violent rubbing out) on the line are strictly forbidden. No private conversations are allowed. Wrangling forbidden.

13. Messages O.H.M.S. and Priority messages take precedence on the line. Ordinary messages are, generally speaking, to be sent in order of code time, but clerks must listen to the working of the line and only break in when their work is in code turn. Clerks are strictly forbidden to break in while another office is in the middle of a message, or a batch, even if of later code than their message. Order of transmission.

- (a) Messages must always be sent in batches, irrespective of code time, when an office has more than one for the same station; but the first message of the batch should be in code turn. Six messages constitutes a batch of telegrams.
- (b) Important service messages take priority, but unimportant ones must be kept until the line is clear of all paid traffic, including Press.

How to send a telegram.

14. Telegrams must be sent as follows:—

Prefix; Code time; Station of origin (sent in full); service instructions (and amount of charges in foreign telegrams); number of words (using abbreviated figures); From; To; then the "ii" signal; Text, and "understand" signal, denoting the completion of the telegram.

- (a) In "S" messages clerks must use the code abbreviation for the "station to," but in "X" messages it must be sent in full.

How to receive a telegram.

15. In "S" messages the lower copy for delivery, must not show the service instructions or number of words. The code time need not appear on the top copy as it must be translated and written direct in the space provided for "time handed in." The "Station to" may be written in the abbreviated form in which it was sent.

- (a) Receiving clerks must carefully count the number of words in every telegram and compare it with the number signalled; if it agrees the message must be acknowledged by repeating back the "name to" (the "station to" in "X" messages) all figures and groups of letters, any doubtful words, and service instructions.
- (b) "Stations to" in "X" messages are to be repeated by using the code letters, and repetitions of figures must be made in abbreviated figures. Text words are only to be repeated when the receiving clerk is in actual doubt as to their accuracy.

To facilitate rapid counting, messages must be written with five words in each line, and only one side of the form must be written on.

Consecutive numbers.

16. All messages, received, sent, and transmitted, are to bear a daily consecutive number in the order of their receipt. Service messages are not numbered.

Delivery of telegrams.

17. Every effort must always be made to deliver telegrams with the least possible delay. Telegrams arriving for places of business after they are closed must be delivered to the residence of the addressee, or otherwise in accordance with written instructions.

- (a) When a messenger cannot find a responsible person to accept and sign for a telegram, a "messengers' despatch notice" must be left in some place where it will attract attention when the occupier returns.
- (b) Messengers must wait for replies when asked to do so, but they should not wait longer than five minutes.
- (c) Careful check must be kept on the time taken by messengers in delivering telegrams, and delays must be promptly reported. Messengers will be fined if they loiter over delivery or do not return promptly to the office.
- (d) Messengers must make every effort to deliver telegrams, but after five minutes if attention is not gained a "Messenger's despatch notice" must be left and the telegram taken back to the office, notes being made as to the cause of non-delivery. If the telegram is not called for within an hour a further attempt at delivery must be made, and so on.

Routing telegrams.

18. Telegrams must normally be sent by the most direct route, but when a particular line is busy they may be diverted to a less busy circuit, and this must always be done if they are likely by so doing to reach their destination quicker.

- (a) Telegrams which have once been transmitted by any route, are considered to have been disposed of and need not be repeated or checked by any other route. The only exception to this rule is when a telegram cannot reach its destination without undue delay by the route it was first sent by; Telegrams diverted via Railway must always be checked when communication is restored.

Example.—The line being "down" or "blocked" to Sav-la-Mar direct, a telegram for that place is sent to Montego Bay. When the line is "through" again there is no need to repeat it or to check work sent via Montego Bay; nevertheless the clerk would ask Montego Bay if the diverted work has been cleared off, and if any remain on hand judgment must be used as to whether quicker delivery would result from cancelling and sending direct.

19. When a telegram cannot be delivered on account of insufficient address, or the addressee having left the place, or refusing to accept it, or for any other cause, a service message must be sent at once to the office of origin giving the cause of non-delivery, but no other particulars. The Service Code, page 36, must be used.

Insufficient address
mis-direction and
non-delivery.

- (a) On receipt of a non-delivery service message the clerk must compare the address with the original telegram and if there be any discrepancy it must be corrected by a priority S.B. If no discrepancy is discovered the sender must be informed on a "non-delivery notice" form. No expense however is to be incurred for this purpose.
- (b) When the sender of an undelivered telegram supplies a subsequent or corrected address he must be called upon to pay sixpence if the correction involves only the sending of an S.B.; but if the telegram has to be re-transmitted to another office he must again pay the full rates.
- (c) A telegram which cannot finally be delivered must, after 24 hours, be placed in another envelope, addressed in ink, and transferred to the Post Office where it will be treated as a letter.

20. Clear distinct handwriting, without flourishes, must be cultivated by all telegraph clerks, and counter clerks must take special care that every telegram is accurately counted and coded, and is perfectly clear and easy to read before it is sent out, or placed on the instrument table.

Legibility.

21. During the hurricane months Weather Reports will be sent to all stations. They must be copied on the Z.M. form and one copy displayed on the office notice board for two days. A copy must also be sent to the Harbour Master, the Customs Officer, the Senior Constabulary Officer, the Custos, and Members of the Legislative Council, provided there is no expense involved in delivery.

Weather telegrams.

Weather telegrams are given precedence over all other work and there must be no delay in carrying out the above instructions.

22. Copies of service messages referring to telegrams must be gummed to the back of the telegrams to which they refer. Other service messages must be kept for three months and then destroyed by burning.

Service messages.

- (a) Service messages must never be sent on trivial or unimportant matters, or when a letter by post will serve an equal purpose. The utmost brevity must be observed in their compilation.
- (b) Service messages must not be sent to ask for replies to telegrams, nor for the name of the sender of a message; such requests must be made by paid telegrams. Supplies of stationery and stores must be ordered by post.

Service code book.

23. The use of the Service Code Book is compulsory and clerks who fail to make use of it whenever practicable will be fined.

Secrecy.

24. Telegrams and everything concerning them are to be regarded as strictly confidential, and any breach of confidence on the part of a clerk will be met with instant dismissal. Applications for information regarding telegrams must be referred to the Postmaster for Jamaica.

- (a) Clerks are cautioned not to converse in a loud voice about telegrams, as outsiders might, in this manner, gain knowledge of their contents. Absolute secrecy alone enables the Department to retain the confidence of the public.
- (b) Telegrams must never be left about on the tables or between the leaves of books, but when finished with must be placed face downwards on the files, and locked away when the office is closed.

Time signal.

25. At two minutes to ten o'clock, daily, Kingston will commence to send the time signal by repeating the letters "T I" at short intervals. At 10.00 a.m. precisely the letters "T E N" will be sent, when all stations must adjust their clocks. All work must be suspended at two minutes to ten until the time signal arrives, when transmitting offices will simultaneously pass it on to offices (including telephone offices) which do not work direct to Kingston.

N.N. signal.

26. At 5.00 p.m. daily all offices must be attending in order to give "N.N." immediately in reply to Kingston's request. Kingston however is not to ask for the signal at that time if the day's work is nearly cleared up, but will wait till all work has been disposed of.

- (a) "N.N." from transmitting offices will be understood by Kingston to mean that all offices for whom she transmits are also "N.N."
- (b) After receiving the "N.N." signal from all stations with whom she works direct, Kingston will pass the "G.N." signal, upon receipt of which all offices will close for the day.

Daily check.

27. At 5.00 p.m. daily, or as soon afterwards as the lines are clear, the clerk at each office must check with every other office with whom she is in communication to ascertain if the number of telegrams sent and received have been correctly disposed of. Errors in the "check" showing that a message was delayed until discovery by the check, must always be reported to the Superintendent. The files should be examined frequently during the day to ascertain that all messages have been duly transmitted or delivered.

38. Messengers must never be employed unless they are known to be honest. P.Ms. should apply to the Senior Constabulary Officer in their district for information as to the suitable character of prospective messengers or servants. Messengers.

- (a) All cases of misconduct or neglect of duty by messengers must be reported to the Postmaster for Jamaica, with remarks and recommendations. P.Ms. may suspend messengers for gross irregularities, but they must never be dismissed without first obtaining permission from the Postmaster for Jamaica.
- (b) Messengers intending to leave the service must give two weeks' notice, and are entitled to similar notice except in cases of gross misconduct or disobedience, when they may be summarily dismissed by the Postmaster for Jamaica.
- (c) Messengers are on no account to assist the P.M. or clerks in the performance of their duties, and they must not be permitted to enter the office unless under immediate supervision.
- (d) Messengers cannot be compelled to discharge private duties, but if they are willing to do so it must not be to the detriment of the service. They should receive a small remuneration for private services rendered, especially in cases where a private servant is not kept.

29. P.Ms. in charge of Telegraph Offices must instruct their subordinates in all branches of their duty, including the preparation of the monthly account, so that they may become competent and eligible for transfer and promotion. Similarly they must report to the Postmaster for Jamaica if any member of their Staff fails to discharge her duty in a satisfactory manner, or does not avail herself of the opportunities given for learning the details of her work and accounting. Glaring incompetence or misconduct is to be reported at once. Instructing staff.

30. Postmistresses and clerks in charge of telegraph circuits are instructed that it is their definite duty to report to the Postmaster for Jamaica irregularities of any kind which come under their notice, especially inattention to calls, delays to telegrams, talking on the line, use of bad language, faults in instruments, batteries, or wires, etc. Irregularities.

- (a) Reports as to damage to lines should be sent at once to the Superintendent of Public Works and Superintendent of Telegraphs.

31. In the event of any telegraph office being cut off from any other telegraph office the circumstance must be reported by wire (if possible) to the Superintendent within fifteen minutes, and if the interruption continues for one hour it must be reported by quickest possible means to the nearest officer of the Public Works. In the event of total interruption to all stations the Public Works must be notified without delay, after the P.M. has satisfied herself that the fault is not in the office. Interruptions.

- (a) During interruptions telegrams are to be accepted at sender's risk only. If communication is not restored copies of any telegrams on hand are to be sent forward by post or by any reliable bearer, if opportunity offers, and when communication is finally restored enquiries must be made to ascertain if the messages duly reached the offices to which they were sent.

Abstracts and
returns.

32. The abstract book showing a complete list of the received and forwarded telegrams for the day must be completely written up daily.

- (a) The weekly abstract sheet is to be written up and posted to the Head Office every Monday together with all the telegrams forwarded, received and transmitted during the previous week. The telegrams must be tied up in daily parcels by threading and tying the corners, and the weekly portage voucher must also be enclosed as well as the abstract and originals of any foreign telegrams.
- (b) The word "Railway" must be entered in the remarks column of the abstracts against all messages sent to or received from the Railway.

Discipline and
cleanliness.

33. Clerks must take care that neatness, order and quietness are maintained in the instrument room, and that instruments, desks, tables and all apartments, yard &c., are kept scrupulously clean. Loose paper must never be allowed to remain on the floor of a telegraph office.

- a. Only those officers and clerks actually engaged in telegraph business are allowed access to the instrument room. All others as well as strangers must be rigidly excluded.
- b. Clerks employed in the instrument room must not leave it without permission of their senior officer.
- c. The wires must never be used for private conversations amongst the clerks, and practical joking is strictly forbidden.
- d. Telegraph forms and envelopes must only be used for the receipt and delivery of bona-fide telegrams. Great care must be taken at all times to prevent unused forms and envelopes getting into the hands of messengers, servants, or the Public.
- e. P. M's. will be held strictly responsible for breaches of discipline and lack of order or cleanliness. Where there are juniors it is the P. M's duty to inspect the quarters once a week and to report any breach of this Rule.
- f. When one P. M. relieves another it is her duty to report if the premises and furniture are not clean and in good order. Any subsequent complaint that they were transferred in an unsatisfactory condition will not be entertained.
- g. There is no objection to a Postmistress having her mother, or other relative residing with her for protection, but it must be on the distinct understanding that the room may be required to be given up at a moment's notice. Such arrangements must first receive the sanction of the Postmaster for Jamaica.

Instructions re Foreign Telegrams.

Foreign telegrams.

1. Foreign telegrams are subject to the regulations of the International Telegraph Convention, and they must be prepaid at the rates quoted in the Schedule hereto, in addition to the inland rate. The inland rate is brought to account by affixing postage stamps, the foreign rate is lodged with other monies and brought to account in the Monthly Account.

Routing.

2. The sender of a foreign telegram must direct by which route it is to be forwarded, i.e., "via Bermuda" or "via West India and Panama Coy." The routing and foreign charges collected are to be signalled in the service instructions.

The abbreviations for these instructions are "V.Bda." and "V.W.I.P."

3. A foreign telegram may be sent without text, that is consisting only of the name and address. There is no limit to its length. Length of a foreign telegram.

4. Foreign telegrams may be written in plain language, code or cypher:— Counting of words.

a. *Plain language* may include trade marks. The maximum number of letters allowed to pass as a single word is fifteen.

b. *Code language* is composed of real words not forming comprehensible phrases, or of groups of letters having the appearance of real words. The maximum number of letters to a single word is ten.

c. *Cypher language* is composed of groups or series of figures, or groups or series of letters having a secret meaning, and are counted at the rate of 5 figures or 5 letters per word. A mixture of letter and figure cypher cannot be combined in one group. Trade marks and commercial signs formed of mixed letters and figures are counted separately.

d. Combinations in plain language, code or cypher formed by running together two or more real words (whole or contracted) are prohibited, as also are words incorrectly spelled so as to reduce the number of letters below the maximum.

e. A mixture of plain and code or plain and cypher language is each part counted according to the above Rules; In mixtures of plain, code, and cypher language, the plain language portion is counted at ten letters to the word.

f. In the address proper names are counted 15 letters to a word and the names of towns count one word, however expressed. Names of counties, provinces or states when absolutely necessary to be signalled, are not charged for.

g. The examples on page 872 determine the counting of words. The letters "ch" when they appear together are counted as one letter, except in cypher language.

5. The reply to a foreign telegram can be prepaid, but it is limited to 30 words. The indication "R P x" must be signalled and paid for, as one word. Reply paid.

6. The receiver of a foreign telegram may obtain the verification of a doubtful word or passage without charge. Repetitions.

7. Only two copies of a foreign telegram are to be made, one goes to the Cable Office and the other to a special Cable file. The consecutive number on the daily file is to be kept by inserting a blank form on which the word "Cable" must be written. Copies

8. The sender of a foreign telegram written entirely in plain language, may, if he desires, send it at half rates, but such telegrams are only transmitted after telegrams at full rates and are subject to the following special regulations:— Deferred telegrams.

a. On handing in a deferred telegram the sender must sign a declaration that the text is entirely in plain language and bears no other meaning than that which appears on the face of it. The declaration must specify the language in which the telegram is written.

- b. Deferred telegrams without text are not admitted, but registered addresses are accepted.
- c. The text of deferred telegrams must be written entirely in plain language and must not contain any figures, commercial marks, groups of letters, signs of punctuation or abbreviated expressions. Figures, which must bear no code meaning, must be spelled out.
- d. Any telegram containing a succession of isolated letters, of numbers, of names, or of words without a connected meaning; and generally any telegram which does not in the opinion of the telegraph service bear an intelligible meaning on the face of it, is not admitted at the reduced rate.
- e. Deferred telegrams must be written either in French (L. C. F.), in the language of the country of origin (L. C. O.) or in the language of the country of destination (L. C. D.) if it is one of the languages authorised for international telegraph correspondence in plain language. No deferred telegram is complete until one of the above instructions is written before the address, and paid for as one word. The use of two or more languages in the same telegram is not allowed.
- f. The counting of the address, signature and text of deferred telegrams is governed by the rules in force for ordinary telegrams.
- g. If the sender of a deferred telegram wishes to prepay a reply, he can do so, but prepaid replies must be considered in the terms of full rates. For example: "R. P. 10" to a deferred telegram means that ten full-rate words, or twenty at the deferred rate, have been paid for. If the sender wishes to prepay a reply of ten words at the half rate, the instructions would be "R. P. 5," which must be written in the address and paid for as one word.

LIST OF PLACES FOR WHICH DEFERRED TELEGRAMS
MAY BE ACCEPTED.

Aden	Ascension	Algeria
Australia	Austria	Bathurst
Belgium	Belgian Congo	Bermuda
*Brazil	B. N. Borneo	Canada
Canary Is.	Ceylon	Chili
Cocos Is.	Cyprus	Dahomey
Denmark	East Africa	Egypt
France	French Guiana	French Somali Coast
French Congo	Formosa	Germany
Gold Coast	Great Britain	Greece
Holland	Hungary	Iceland
India	Ireland	Italy
Ivory Coast	Japan	Labuan
Luxemburg	Madagascar	Mauritius
Morocco	Newfoundland	Nigeria (N. & S.)
Norway	†North Africa	Perim
Peru	Portugal	Reunion
Rodriguez	Senegal	Servia
Sierra Leone	Somaliland	Soudan
Spain	St. Helena	Strait Settlements
Switzerland	Turks Island	Union of S. Africa
Uruguay	Zanzibar	

* Also Amazon River Stations

† Spanish Possessions only and not accepted for Casablanca or Mogador.

RATES PER WORD FOR FOREIGN TELEGRAMS.

A. By either Company.

s. d.

UNITED STATES, CANADA, &c.:

United States:—

Places East of Mississippi, including New Orleans in Louisiana, Hannibal, Louisiana, St. Louis Missouri, Florida and Texas	1	6
Places west of Mississippi, excepting New Orleans, Hannibal, and St. Louis in Missouri, and Galveston in Texas	1	8½
Cape Breton, New Brunswick, Nova Scotia, Ontario and Quebec and Prince Edward Island	1	6
British Columbia, North West Territories, Vancouver	1	8½
Miquelon	1	8½
Bahamas	3	0
Cuba	1	2
Haiti—Mole St. Nicholas	3	3
“ Cap Hayti, Port-au-Prince	3	8
“ Other Places	5	9
San Domingo, Rep. of	5	4
Dutch Guiana	6	3
French Guiana	6	3
Curacao	5	8
Venezuela	4	11

EUROPE AND BEYOND:—

Australia	4	2
Austria-Hungary	3	0½
Azores	2	9
Belgium	2	9
Cape Colony	5	3
Denmark	3	2
France	2	9
Germany	2	9
Gibraltar	3	6
Greece	3	2½
Holland	2	9
India	4	6
Italy	3	0
Japan	7	3½
Madeira	3	9
Mexico—Mexico City and Vera Cruz	2	8½
“ Tampico	3	0½
“ Other places	2	10
New Zealand	4	2
Norway	3	2
Portugal	3	4
Russia in Europe and Caucasus and Russia in Asia	3	6
Spain:—		
Barcelona, via Havre	3	3½
Other Offices	3	4½
Sweden	3	3½
Switzerland	2	11½
Syria (Cypher prohibited)	3	7
Transvaal	5	3
United Kingdom	2	6

B. "Via Bermuda" only.

Bermudas	1	6
Turks Island	1	0

C. "Via West India and Panama" only.

Antigua	1 2½
Barbados	1 3
British Guiana, Georgetown	1 3
British Guiana, other places	1 4
Colon	3 10
Dominica	1 3
Grenada	1 3
Guadeloupe,	3 5
Martinique	3 11
Panama and Canal Zone	3 11½
Porto Rico, San Juan and Ponce	1 9
" " Other Stations	1 11
St. Croix	2 1
St. Kitts	1 2
St. Lucia	1 3
St. Thomas	2 1
St. Vincent	1 3
San Domingo (via Ponce and "Wireless")	3 0
Tobago (by "Wireless" from Trinidad)	1 6
Trinidad, Port of Spain	1 3
Trinidad, San Fernando	1 3½

Any other rates may be ascertained from the Head Office.

Instructions for Telegraph Officers in care of instruments, batteries, &c.

1. All instruments must be dusted daily, care being taken not to damage the fine wires leading from the coils to the base of the instrument.
2. The slots in the earthing switch should be cleaned frequently by passing a stiff envelope through them.
3. If the instrument works stiffly a single drop of oil may be applied to the trunnions of the key and of the sounder. Oil must be used *very* sparingly and applied by means of a small feather.
4. The instruments should be covered at night by a piece of cloth, to keep the dust off.
5. At intervals of a fortnight the lightning arrester should be cleaned in the following manner:—Move the wires that are twisted round the carbon blocks up and down slightly, with the finger nail, then blow out any particles of dust with a fan. Arresters must be kept quite dry and oil must not be put on them.
6. Every morning all terminals (especially battery terminals) should be tried with the fingers to ascertain that the wires are tightly screwed down.
7. Wires must never touch a brick or plaster wall, nor must they touch each other.
8. It must not be forgotten that the principal adjustment of the sounder is the screw-head with an arrow on it, and the slightest turn will generally bring the instrument into adjustment. It is rarely necessary to touch the screw-head to tighten the spring, but this adjustment is useful sometimes to get good signals through an earth fault.
9. The key trunnions should not be gripped tightly by the supporting screws. There should always be a little side movement on the lever. Care should be taken that all the lock-nuts are tightly screwed up.
10. In setting up a battery the shelves and jars must be perfectly clean and dry. The complete cells should be set up empty and the zinc and copper plates then inserted. The red jar should be nearly filled with blue-stone and the water added. The water must not be higher than the top of the zinc plate, and should be about $\frac{1}{2}$ inch from the top of the red pot.
11. In putting water into the jars it should be poured from a jug with a lip, and one of the glass funnels used, to prevent the water from getting on the shelves.
12. Particular care must be taken that not a single particle of the blue-stone falls into the outer jar; a metal scoop should be used for putting it in the battery.

13. The battery must be attended to every morning a little of the surface water in the outer jar should be drawn off and fresh water added and the blue-stone must be replenished in the red pot.

14. Perfectly clean water must be used with batteries. Any scum arising should be removed with a piece of paper.

15. When the liquid becomes red or brown it is necessary to take down the battery, empty it out, and thoroughly wash all the parts and scrape the zinc plate before setting it up again.

Faults.

16. A *disconnection fault* manifests itself by entire failure of signals and no movement of the galvanometer needle when the key is depressed. A clerk noticing these manifestations should put earth on, first on one side, then on the other; if the fault is not in her office she will get the stations on the side away from the fault. The earth plug must then be momentarily removed at frequent intervals so that the line may be "through" at the earliest possible moment.

17. At intermediate offices, if after putting earth against either side of the line the P. M. is still unable to get communication with any other station, she should suspect a fault in her office and search for it in the following manner, the plug being out of the earthing switch:—

- (a) Moisten two fingers (of the same hand) and press them on the upper terminals of the arrester. If a tingling sensation is felt it shows that current is on the line and that there is a fault in the office.
- (b) Place the two wires of the sounder under one of its terminals, and note if the galvanometer needle moves. If it does, the fault is in the sounder—If it does not, replace the wires as before.
- (c) Place the two wires of the galvanometer under one of its terminals, and note if the sounder moves. If it does the fault is in the galvanometer.
- (d) After the above, replace all wires, and be sure they are well screwed down by the terminals, on to the wire itself, and not on its covering. Await developments.

18. Special instructions apply to offices having batteries, who can always verify the condition of their instruments and connections by simply joining a wire across the upper two terminals of the arrester (the terminals to which the leading-in wires come). If the office is all right a "click" will be heard on the sounder, if there is no "click" leave the wire joining the two upper terminals of the arrester and proceed as described in 17b, and c, and also examine the battery very carefully for a loose or fallen wire, or a broken zinc plate.

19. The good working of every circuit depends primarily on the condition of the batteries and too much stress cannot be laid on the necessity for keeping them in perfect order.

20. *Earth Faults* on the line manifest themselves in different ways according to the position of the office on the circuit.

- (a) At intermediate offices with a battery on each side of them, a slight earth fault will be shown by getting weaker signals from the side where the fault exists. A strong or "dead" earth fault may be located by placing earth against the station from which good signals come; the manifestations of a disconnection fault should then appear.
- (b) At terminal offices having batteries a slight earth fault will be shown by generally weaker signals from all offices, and the signals from stations beyond the fault being weaker than those on the near side of the fault.
- (c) A strong earth fault is located, when, working as usual to a particular office along the line (which is not using an earth plug) the terminal battery-office is unable to get any of the offices beyond.

Sometimes very weak signals, only obtained after careful adjustment, are received from the far station, but the offices along the line are unable to stop the call. This is a definite proof of a bad earth fault.

21. If a P. M. suspects that the earth fault is in her office, it is only necessary to remove the earth wire from the lower central terminal of the arrester, and if the fault disappears, to leave it off, until a new arrester comes from the Head Office.

A wire touching a brick or plaster wall may also cause a bad earth fault.

22. It is to be understood that if an office works to the offices on one side of it *without using earth*, but cannot get the offices on the other side, the fault is not a disconnection fault as the non-moving of the needle would indicate, but an earth fault.

23. All lines are to be tested for earth daily. Kingston will test all lines radiating from Kingston. The method to be adopted is for each office, in turn, to open its switch for 30 seconds. The Kingston clerk will then note what deflection, if any, is shown by the galvanometer needle.

Remember cleanliness.

Instructions to Clerks at Telephone Offices.

1. Telephones must be kept clean and well dusted. This is best done by rubbing with a slightly damp cloth on which a few drops of oil have been placed. Afterwards polish with a dry soft cloth.

2. Always keep the door of the telephone closed, and the receiver hanging on the hook, ear-piece downwards. Never interfere with a telephone so long as it is working well.

3. To test the battery, take the receiver off the hook and place it to the ear. Move the lever fork up and down and if the battery is in good order a slight "click" will be heard. If there is no click a new battery will be needed after first making sure that the fault was not caused by a wire being off the battery. Old batteries should always be returned to Kingston.

4. To test the "magneto" or ringing circuit, take a pair of scissors and hold them so that they touch the two upper terminals (to which the line and earth wires come) at the same time. Now turn the crank handle, and if it is stiff and hard to turn, but easy when the scissors are removed, the ringing circuit is all right. If it turns easily when the terminals are joined a new telephone is needed.

5. If communication is lost with all offices, proceed as follows:—

- a. Apply tests 3 and 4 above.
- b. Examine all wires to see that they are firmly secured to the terminals and that none are broken.
- c. Make sure that the leading-in wire is securely attached to the line wire, and is unbroken.
- d. Trace the earth wire, see that it is unbroken, and then by pulling on it make sure that it is firmly attached to the earth plate. If the ground is dry where the earth wire is buried pour a pailful of water on it.
- e. Disconnect the earth wire from the centre terminal at the bottom of the arrester. Clean the arrester from time to time as directed in No. 5 of Instructions on page 884.

6. After trying all this, and if still unable to get the offices, replace the wires and await developments. The line is probably broken.

7. If a telephone office is able to speak to and hear any other office, the instruments and batteries at both those offices are in good order.

Instructions to Clerks at Phantophone Offices.

1. Phantophones must be kept clean and well dusted, see instruction No. 1, page 886.

2. Keep the door of the Phantophone always closed by the screw, and the receiver hanging-up, ear-piece downwards.

3. Never interfere with an instrument so long as it is working well; do not even open its case.

4. If the buzzer will not hum when the button is pushed, open the door, by turning the screw, and adjust it. A very small turn on the thumb screw one way or the other will always be sufficient. When adjusting note the position of the vibrating leaf, which should be just touching the lower end of the adjusting screw.

5. If you neither hear other offices nor are heard by them:—

- a. Inspect the battery to see that all connections are made firmly.
- b. Follow the earth wire and proceed as at 5d. page 28.
- c. Follow the line wire and see that it is making a good connection to the telegraph circuit or line.
- d. Inspect the five wires which enter the Phantophone, be sure they are firmly screwed down and that the bare copper of one wire does not touch the bare copper of another wire.

If all these proceedings are abortive, and your buzzer hums all right, await developments.

6. If you receive the call from and hear the other offices all right, and they hear you speak, but your buzzer does not sound after adjusting it, the fault will be in your battery. Generally it will be found sufficient to renew the three calls on the left hand side. After renewing the cells adjust the buzzer, and you will work all right. Old batteries are always to be returned to Kingston.

7. After pressing the button to call an office always pull it out again to make sure that it has not stuck.

8. Clean the arrester from time to time as directed in No. 5, page 25.

9. If the batteries are in good order a slight sparking should be seen between the leaves amongst which the end of the calling button rests, when it is pushed in.

10. To renew a battery, place the new cells in front of the old ones so that the inner and outer terminals correspond in position with those of the old battery.

Now join them together by joining the outer terminal of one cell to the inner terminal of the next, and so on.

Finally, transfer the three wires (coming from the Phantophone) from the old battery to the exactly corresponding positions on the new battery.

The old battery can then be dismantled and returned to Kingston.

Instructions to Clerks at Vibratory Telegraph Offices.

1. Vibratory instruments must be kept clean and well dusted, see instruction No. 1, page 886.

2. Never interfere with the instrument so long as it is working all right.

3. The brass cover must never be left off the vibrator. After removing the cover for adjustments it must be at once replaced.

4. If on pressing the key no sound comes from the vibrator you must adjust it by inserting the "tommy" or a piece of stiff metal into a hole in the brass adjusting screw, and giving a very small turn one way or the other. Note carefully the position of the vibrating leaf, which should be almost, but not quite touching the end of the adjusting screw.

5. The adjustments of the key are the same as for an ordinary telegraph key. A tiny drop of oil may be put on the trunnions from time to time, but do not oil any other part of the instrument.

6. Weak signals from the far station mean weak batteries at that station; when the signals become too faint the batteries should be renewed. Old batteries must always be returned to the Head Office.

7. If communication is entirely lost, proceed as at 5a. b. and c. in the instructions for Phantophones, and in addition examine the wires at the ends of the receiver cord to see if any of them are broken.

8. To test out your instrument, join the terminals marked L and E and if after adjusting the vibrator, signals sound all right it proves your instrument to be in good order. The line is probably broken.

9. Clean the arrester from time to time as directed in No. 5, page 884.

Approved by the Governor in Privy Council on the 10th day of November, 1914.

D. H. HALL,
Ag. Clerk Privy Council.