



THE  
**NEW ZEALAND GAZETTE.**

Published by Authority.

WELLINGTON, SATURDAY, JULY 20, 1867.

G. GREY, Governor.

ORDER IN COUNCIL.

At the Government House, at Wellington, the sixteenth day of July, 1867.

Present :

HIS EXCELLENCY THE GOVERNOR IN COUNCIL.

**W**HEREAS by "The New Zealand Post Office Act, 1858," power is given to the Governor in Council, from time to time, to make rules and regulations for the management of the several Post Offices of the said Colony; for the receiving, despatching, conveying, and delivering of letters (including the imposition of fees for private boxes and deliveries); for the detaining, opening, and return, or other disposal of irregularly posted, unclaimed, and refused letters, or such as from any cause whatsoever, cannot be delivered or forwarded, and the contents thereof respectively, and for the publication of the lists of the same; for the making, custody, and sale of Postage labels; for the receiving and paying of money in connection with the said Postal Service; and for the conduct of Post Offices; and any such rules and regulations at any time in force, to alter, vary, or revoke; and, for the purpose of giving effect to the rules and regulations so to be made, further power is given to the Governor in Council by the said Act, to impose any penalty not exceeding ten pounds, for any one offence against such rules and regulations:

Now therefore, His Excellency the Governor of the Colony of New Zealand, in pursuance of the said recited power and authority, doth by this present Order, by and with the consent of the Executive Council, revoke all regulations heretofore in force, and make the rules and regulations specified in the Schedule hereinafter written, and doth impose the penalties for the infraction

thereof respectively as therein set forth, and doth further declare that this Order shall take effect from the seventeenth day of July, one thousand eight hundred and sixty-seven.

FORSTER GORING,

Clerk of Executive Council.

SCHEDULE OF POST OFFICE REGULATIONS.

I.—OFFICERS.

1. Every person whose employment in the service is recognized by the Postmaster-General, is an Officer of the department. No person under sixteen years of age can be permitted to hold any situation in the Post Office, or to have access to the letters. No one is eligible for an appointment or for employment in the Post Office who has been dismissed from the public service. No Chief Postmaster will be allowed to carry on any private business without the special permission of the Postmaster-General.

2. On entering the service of the Post Office it is necessary to make a declaration in the prescribed form before a Magistrate; and no person, whether on temporary or permanent service, can be permitted to have access to the letters, or to perform any official duty, until this declaration shall have been duly made and signed. Postmasters are required to forward to the Secretary the declarations of their subordinates, including those of all persons who take part in the duties at their sub-offices; also, the declarations of drivers of mail conveyances, and of other persons who may have access to mails in their transit.

3. Postmasters are required to give security to such amount as the Postmaster-General may direct; and they may demand security from their

subordinate officers, the amount to be subject to the decision of the Postmaster-General.

4. The security required of a Postmaster or other officer may be given by means of two or more approved bondsmen, or of a Guarantee Society, the latter being preferred. If, after giving the security of such a Society, a Postmaster should omit to pay his premium in proper time, and thereby compel the Society to notify the approaching termination of their liability, he will be required immediately to satisfy the demand of the Society; and should he fail to do so, it will be necessary to take charge of his office.

5. In the event of the bankruptcy, insolvency, withdrawal, or death of either of his sureties, or the withdrawal of the security of the Guarantee Society, the Postmaster concerned must give immediate notice to the Secretary, and furnish the names of new sureties; and if a Postmaster should himself become a bankrupt or insolvent, he must report the circumstances at once to the Secretary. A Postmaster should enforce similar rules in regard to subordinate officers giving bond to himself.

6. Postmasters, whether Chief Postmasters, Postmasters, or Sub-Postmasters, are under the direction of the Secretary, Postmasters and Sub-Postmasters being also under the immediate direction of their respective Chief Postmasters.

7. It is the duty of a Chief Postmaster, or Postmaster, by a careful observation of their proceedings, to see that Postmasters and Sub-Postmasters within his district observe the rules laid down for their guidance, he should suffer no breach of the rules to pass unnoticed; and if the breach be flagrant, or if his admonitions should be neglected, he must at once report the case to the Secretary.

8. A candidate for an appointment in the Post Office Department will be required to furnish proper evidence as to his age, and certificates of character from two persons, who, when practicable, should not be relatives of the candidate. If the candidate has been in any employment, or has recently left school, it is desirable that his last employer, or his teacher, as the case may be, should be one of the certifiers; the candidate will also be required to furnish a medical certificate of his health. Any expense which may be incurred for the medical examination, or in procuring evidence of age, &c., must be paid by the candidate. The candidate will afterwards be examined in accordance with the rules of the Civil Service, in order to ascertain whether he possesses the necessary qualifications for the appointment he seeks. The papers for his examination will be sent to the Postmaster, who must conduct it in strict accordance with the rules prescribed, and return the papers to the Secretary. If the candidate be found eligible he will receive a certificate of qualification, and will receive a probationary appointment in the numerical order of his application, and as vacancies occur. When he has been on duty for six months the result of his probation must be reported to the Secretary, and if the report be satisfactory, the appointment will be confirmed by the Postmaster-General, and it will date from the commencement of the probation.

9. The following are the qualifications required

of candidates for junior appointments in the Post Office:—

Appointments.	Age.	Medical Certificate.	Examinations.
Clerks	16 and under 22	Certificate of ordinary medical attendant or other duly qualified practitioner	Writing from dictation to test handwriting and orthography. Arithmetic. Geography. Writing of names and addresses. Reading addresses of letters. Elementary arithmetic.
Letter Carriers	18 and under 25		
Messengers	18 and under 30		

Letter carriers can be promoted to clerkships, provided they pass the Civil Service examination, and are recommended for promotion.

10. Every vacancy must be immediately reported to the Secretary; and when the salary is paid by scale, such salary must be stated at the minimum pay of the class in which the new appointment is to be made; when the vacancy is caused by resignation, the letter of resignation must accompany the report.

11. A Postmaster is responsible for the integrity, sobriety, diligence, and efficiency of the clerks, letter carriers, and messengers attached to his office. He is expected to be himself familiar with, and proficient in the performance of the various duties of the office. He must also be fully acquainted with all rules made for the government of his department, and must see that his subordinates also are fully acquainted with them; and he is bound to take care that such rules are not infringed with impunity by any officer under him. Every officer must append his signature to a copy of these rules, to show that he has carefully perused them.

12. A Postmaster should be especially careful to see that every officer of his department, through whose hands any official money passes, accounts for the same as soon as possible. The accounts of the window clerks should be strictly examined at short and regular intervals, and the Postmaster should always personally ascertain that the clerks in charge of the issue and payment of money orders, and the sale of postage stamps, do actually possess all the money orders and postage stamps which their accounts show to be still on hand. This rule is necessary with regard to the interests both of the Postmasters, who are responsible for any defalcations on the part of their subordinates, and of the subordinates themselves, who, by lax superintendence of their principals, may be led into temptation which they may be unable to resist.

13. It is important, as well for the safety of the public as for the character and security of the department, that no officer should become entangled in debt; and it is therefore expressly forbidden that any officer should become security for any fellow officer in raising a loan, or that he should draw, accept, or indorse accommodation bills, or, directly or indirectly concern himself in such transactions. Any officer who borrows money from his subordinate, or who lends money to his superior officer, renders himself liable to dismissal.

14. If a subordinate officer should commit any serious offence, or in any way show himself unworthy of confidence and unfit for his situation, it is the duty of the Postmaster to report the case to the Secretary. No instance of dishonesty must be overlooked; and while any officer is on duty the Postmaster must be strict in requiring perfect sobriety from him. In cases of dishonesty, drunkenness, and insubordination, the officer must be suspended at once, and must remain under suspension until the Postmaster-General's decision be known; the case must be immediately reported to the Secretary, and the written defence of the officer must accompany the report. An officer suspended from duty is not under any circumstances to receive pay.

15. A book in the proper form must be kept showing the proper hours of attendance of each clerk and letter-carrier, the actual hours on duty, the cause of any irregularity in attendance, and the amount of fine inflicted; each officer should enter in the book the time he comes on duty, and when he leaves. Regularity of attendance must be strictly enforced, and in reporting on the merits of an officer due regard must be paid to the evidence of these records.

16. Officers are liable to the following fines for late attendance:—

	s.	d.
Clerks, from 5 to 15 minutes	—	0 6
Ditto „ 15 to 30 „	—	1 0
Ditto „ 30 to 45 „	—	1 6
Ditto „ 45 to 60 „	—	2 0
Letter Carriers from 5 to 15 minutes	—	0 4
Ditto „ 15 to 30 „	—	0 8
Ditto „ 30 to 45 „	—	1 0
Ditto „ 45 to 60 „	—	1 4

When the late attendance exceeds one hour, and is not satisfactorily accounted for, the Postmaster, in addition to the infliction of the fine, must report the case to the Secretary, and state whether he recommends any further punishment. A quarterly return of fines for late attendance (the only fault for which a Postmaster can inflict fines), and of fines inflicted for other faults, must be sent to the Secretary on the prescribed form.

17. An officer, whether newly appointed or promoted, begins with the minimum pay of the class into which he enters. No officer should be reported as deserving increased pay unless he has performed his duty satisfactorily, and shown himself worthy of confidence.

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

19. When a Chief Postmaster requires leave of absence of more than a day, he must apply to the Secretary, stating how he means to provide for his duty. Chief Postmasters may give leave of absence not exceeding one week at any one time to Postmasters and Sub-Postmasters, but not for longer periods without the authority of the Secretary. Every clerk, after he has been one year in the service, is entitled to leave of

absence not exceeding in the whole a fortnight in the year. An officer failing to avail himself of this privilege, will not on that account be entitled to a more lengthened leave of absence in any subsequent year.

20. When an officer is absent on sick leave, a substitute, if necessary, must be provided at his expense, and such substitute must be paid not more than the minimum pay of the office; the absent officer will receive the difference between his own regular salary and that paid to the substitute. Every such case must be reported to the Secretary, and if the absentee cannot resume his duty at the end of two weeks a further report to be made. A record must be kept of the absence of all officers, Postmasters, clerks, letter-carriers, and messengers, showing the cause of absence.

21. Postmasters, and all other officers employed in the Post Office, are strictly prohibited from interfering in elections of Members of the House of Representatives, Provincial Councils, Municipal Councils, Superintendents of Provinces, or Mayors, otherwise than by recording their votes, if they desire to do so.

#### II.—POST OFFICES.

22. Post Offices within the Colony are divided into three classes, namely, Chief Post Offices, Post Offices, and Sub-Post Offices. Each Province will constitute a postal district, the Postmaster at the Chief Post Office of which will superintend generally the Post Offices within such district. The following are Chief Post Offices, viz. :—

Auckland,	Napier,
Blenheim,	Nelson,
Christchurch,	New Plymouth,
Dunedin,	Wellington.
Invercargill,	

The following are Post Offices, viz. :—

Akaroa,	Otahuhu,
Brighton,	Picton,
Campbelltown,	Port Chalmers,
Charleston,	Port Waikato,
Collingwood,	Raglan,
Greymouth,	Riverton,
Havelock,	Russell,
Hokitika,	Tauranga,
Kaipoi,	Timaru,
Lyttelton,	Wanganui,
Oamaru,	Westport.
Onehunga,	

All other Post Offices in the Colony are sub Post Offices.

23. No Post Office can be removed without the authority of the Postmaster-General. Applications for permission to remove an office must be made to the Secretary, stating the position of the house which it is proposed to occupy.

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

25. Every office must be furnished with a letter box placed within the room appropriated to the office, and no person should have access to it except those officers whose duty it is to clear it. The box should have at least one aperture, conspicuous on the outside and easy of access, with the words "Letter Box" placed over it; the construction of the letter box must be such as to provide for the security of the letters posted into it.

26. Public notices, such as lists of postage rates, hours of attendance, times of closing mails,

and any other notice affecting the public convenience, must be conspicuously exhibited at every Post Office, and care must be taken that receiving boxes and iron-pillar boxes have the hours of collection correctly printed upon them.

27. Every Post Office must be kept open to the public on week days from Nine a.m. to Five p.m.; and for the purpose of delivering European mails on Sundays and holidays for a period not exceeding two hours; such delivery not to be made during the ordinary hours of divine service.

28. The following are the holidays to be observed in the Post Office, viz.:—Christmas Day, New Year's Day, Good Friday, the Queen's Birth Day, and within each Province the anniversary of such Province.

29. Should it be necessary, a Postmaster may require the attendance at any time of any or of all the persons employed in his office, to sort, deliver, or despatch mails, or any other official duty.

### III.—LETTERS.

30. The rate of postage on all letters is regulated by weight, the Colonial rate commencing at half an ounce, and increasing by the ounce after the first ounce. All postages and fees must be prepaid by postage stamps.

31. If a letter be posted wholly unpaid, or if the postage stamps affixed to it be less than a single rate of postage, the letter must be detained and dealt with according to rule 153. If a letter, liable to more than one rate of postage, and addressed to any place within the Colony, or the United Kingdom, the Colonies of Victoria, South Australia, and Western Australia, be prepaid with one rate at least, the letter must be forwarded charged with the deficiency, and an amount equal to one rate as a fine; but a letter addressed to any other Colony or foreign country, if not fully prepaid, must be detained and dealt with according to rule 153.

32. The rates of postage payable on letters, newspapers, and book and pattern parcels posted in New Zealand are enumerated in the Postal Guide, and on separate sheets, copies of which are furnished to every Postmaster and Receiver. Alterations in the rates of postage made from time to time are notified by Circular, and are also published in the Government Gazette. Postmasters must be careful to have any such alterations immediately made in the proper places in their Postal Guides and Rates of Postage Sheets, and to notify them to the public by distinctly written notices conspicuously exhibited at their offices.

33. Should any letter be posted which there is good reason to believe contains anything likely to injure the contents of the mail, or the person of any officer of the Post Office, it must be detained; or, if such a letter should be posted and forwarded without its contents being detected, and they should afterwards be discovered, the Postmaster discovering must detain it; in each case a report must be immediately made to the Secretary, stating the full address of the letter and its supposed contents. The following are examples of the articles referred to:—

Glass in any shape or form, razors, scissors, needles, knives, forks, or any other sharp instrument; leeches, game, fish, meat, fruit, or vegetables; bladders or other vessels containing liquids; gunpowder, lucifer matches, or anything which is of a combustible or explosive nature.

34. Postmasters must reject any letter or book-packet which is more than two feet in length, or twelve inches in breadth or depth, or three pounds in weight.

### IV.—BOOK POST.

35. The postage on book packets must be prepaid in postage stamps. Unpaid or insufficiently paid book-packets must be treated in the manner described in Rule 31. The additional postage chargeable on a re-directed book-packet to any place within the Colony, whether paid at the time of re-direction or not, will be the same as if then posted for the first time.

36. Every book-packet must be sent either without a cover, or in a cover open at the ends or sides, so as to admit of the enclosures being readily examined; for the greater security of its contents the packet may be tied over the ends with string, in which case the string may be cut, the packet, when examined, being re-fastened as before.

37. A book-packet may contain any number of separate books or other publications, including printed or lithographed letters, photographs, when not on glass or in cases containing glass, prints or maps, and any quantity of paper, parchment, or vellum; and the books or other publications, prints, maps, &c., may be either printed, written, engraved, lithographed, or plain, or any mixture of these; but no printed matter or prints must be allowed, except such as are printed on paper, parchment, or vellum. Further, all legitimate binding, mounting, or covering of a book, &c., or of a portion thereof, must be allowed, whether such binding, &c., be loose or attached; as also rollers in the case of prints or maps, markers in the case of books, and, in short, whatever is necessary for the safe transmission of such articles, or usually appertains thereto; but no patterns or books of patterns, unless these consist merely of paper, must be allowed. Under the Book Post Regulations however, the binding, &c., cannot be sent as a separate packet.

38. No book-packet must contain anything which is sealed or otherwise closed against inspection; nor must there be any letter, or any communication of the nature of a letter, whether separate or otherwise, unless the whole of such letter or communication be printed. Entries however, merely stating who sends the packet, or to whom it is given, are not to be regarded as a letter.

39. If a book packet, addressed to any place within the Colony, shall not be open at the ends or sides, it shall be treated as a letter, and in the manner described in Rule 31.

40. Any book-packet, addressed to a place within the Colony, found to contain a letter or letters not wholly printed, or any enclosure sealed or otherwise closed against inspection, or any other unauthorized enclosure, must be forwarded to destination charged with double letter postage.

41. It is the duty of every Postmaster, whenever he has ground for suspecting an infringement of any of the above rules, and occasionally even when there is no such ground, to open and examine the packets posted at his office or passing through it.

42. Book-packets must be stamped with the

dated stamp, both on their despatch and arrival, in the same manner as letters.

43. All photographs, drawings, prints, or other things which are obviously of an obscene character, and which have been posted as book-packets, must be detained and forwarded to the Dead Letter Office.

44. To prevent obstacles to the regular transmission of letters by any overland mail, a Postmaster may when necessary delay forwarding book-packets until the despatch of the mail next after that by which they ought otherwise to have been forwarded.

#### V.—NEWSPAPERS.

45. All Newspapers and Trade Circulars published in the Colony, and registered at the General Post Office for transmission by post, may either be forwarded like other printed matter under the regulations of the book post, or may be transmitted within the Colony on payment of a postage rate of one penny each in postage stamps, and to places beyond the Colony at the rates set forth in the Postal Guide, under the following regulations:—

The title and date of the newspaper must be printed at the top of every page.

It must have either no cover, or a cover open at the ends.

It must not contain any enclosures, nor any writing or other mark thereon beyond the name and address of the person to whom it is sent, nor anything on the cover but such name and address, the printed title of the newspaper, and the printed name and address of the publisher or vendor who sends it.

46. If a newspaper addressed to any place within the Colony be found to contain writing or any enclosure, it must be forwarded to its destination charged according to its weight, with the full rate of letter postage from the country where it originated, and the postage brought to account in the same manner as ordinary surcharge postage; but if such newspaper be addressed to any place beyond the Colony it must be detained, and in due course sent to the Dead Letter Office.

47. Newspapers re-directed from one Post Office to another within the Colony may be transmitted accordingly, but are chargeable with a fresh newspaper rate of one penny each, and may be paid either on re-direction or delivery.

48. Every Postmaster must do his best to protect the revenue by examining newspapers passing through his office, and in all cases of fraud or non-compliance with these regulations they must be treated in the manner above described.

#### VI.—PATTERN AND SAMPLE POST.

49. Packets of patterns and samples may be transmitted by post to places within the Colony, to the United Kingdom, the Australian Colonies, and some foreign countries, as enumerated in, and at the rates of postage set forth in the "New Zealand Postal Guide," under the following regulations:—

No packet must exceed twenty-four ounces in weight; there must be no writing nor printing on the packet or its cover, in addition to the address of the person for whom the packet is intended, except the address of the sender, or trademark and numbers, and the prices of the articles, otherwise the packet must be treated as a letter. There must be no enclosure other than the samples themselves, and these must be sent in covers open at the ends, so as to be easy of examination. Samples however of seeds, &c., may be enclosed in boxes, or in bags of linen or other materials, if fastened

in such a manner that they may be readily opened. Any packet which may be made up in such a manner that its contents cannot be ascertained without difficulty must be treated as a letter.

50. If a packet of patterns or samples be posted altogether unpaid, or insufficiently paid, it must be treated in the manner described in Rule 31.

51. In order to prevent any interruption to the regular transmission of letters by overland mails, a Postmaster may, if necessary, delay forwarding pattern and sample packets until the despatch of the mail next after that by which they ought otherwise to have been forwarded.

52. The rule which forbids the transmission through the post of any article which might injure the contents of the mail bags or the officers of the Post Office, is so far relaxed as to permit the transmission of scissors, knives, razors, forks, steel pens, nails, keys, watch machinery, metal tubing, pieces of metal ore, and such like, as samples, provided that they be packed and guarded in so secure a manner as to afford complete protection to the contents of the mail bags and the officers of the Post Office, while at the same time the samples may be easily examined. If any packet containing such articles as these be posted which is found not to be sufficiently guarded, it must be stopped, and the Postmaster must report the circumstance to the Secretary.

#### VII.—BANKERS' PARCEL POST.

53. Bankers' parcels, containing only bank notes, orders, bills, promissory notes, cheques, pass-books, or bank returns, sent by or to any bank or banker within the Colony, may be transmitted by post at the same rates of postage as book-packets, under the following regulations:—

They must be securely closed and sealed, and must contain no letter, nor communication of the nature of a letter.

In addition to the address, they must bear the words "bankers' parcel without letter," and be subscribed with the name and address of the sender.

54. In cases where these regulations are not complied with the parcels must be treated as letters.

55. If a parcel be posted purporting to be a banker's parcel, and addressed to any place without the Colony, it must be treated as a letter, and in the manner described in Rule 31.

#### VIII.—REGISTRATION.

56. Any prepaid letter, newspaper, book, or other packet addressed to places within New Zealand, the United Kingdom, the British Colonies, and many foreign countries, may be registered on payment in stamps affixed to the letter, &c., of the fee as set forth in the "New Zealand Postal Guide."

57. A registered letter, when re-directed to any place within the Colony, is not liable to any further charge than an ordinary re-directed letter. If however a registered letter be re-directed to any place without the Colony, the second postage and registration fee must be prepaid.

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

should be found to arise from lax supervision, by his superior officer.

59. In transferring registered letters from hand to hand, the check should consist in each officer obtaining a receipt or acquittance from the person to whom he transfers the letters; and it is the duty of every Postmaster to see that this essential check is not neglected.

60. In every office there should be a registered letter locker for the secure deposit of registered letters which await despatch or delivery; the key, during office hours, to be in possession of the officer appointed to this duty, but it must be in the custody of the Postmaster when the office is closed. The careless detention of letters in the locker will be regarded as a serious offence, and punished accordingly.

61. Letters may be registered at any Post Office during the ordinary office hours, and for despatch by any mail until within one hour before the closing of such mail. It is the duty of the officer who registers a letter to see that the proper amount of postage and registration fee in postage stamps is affixed to the letter.

62. To the person who presents a letter for registration a receipt must be given on the proper form (No. 20), a transcript of which must be made in a book to be kept for that purpose. The letter must be date-stamped, and the word "Registered" written in red ink at the left hand top corner on the front side: the letter must then be tied with green tape (see Rule 68), and deposited in the locker until it is time to make up the mail in which it is to be despatched; and the despatching officer will be responsible that he obtains the letter from the locker.

63. Registered letters for places beyond the Colony, and for Chief Post Offices and Post Offices within the Colony, must be enclosed in registered letter bags or covers, and accompanied with the proper lists, on which must be entered the addresses and registry numbers of the registered letters. Registered letters for sub-offices must be enclosed in the lists containing their addresses, and tied with the letter-bill; in each case the total number of registered letters must also be entered in the proper place on the letter-bills. The lists must be dated and signed by the receiving officer, and returned to the despatching office by the first opportunity.

64. Postmasters will carefully collect all letters unquestionably containing coin, and which have not been registered; the addresses of such letters as may be directed to places within the Colony must be entered in the registry book, also the names of the officers who first observe them, and how they are disposed of. The letters must then be subjected to compulsory registration, and taxed with a double registration fee of one shilling, and treated in all other respects as registered letters. Letters of this class addressed to places beyond the Colony must not be registered, but the words "supposed to contain coin," should be written in red ink on the front of the letters, the addresses entered on the letter-bills as property letters, and the letters themselves pinned or in some other way attached to the letter-bill.

65. Postmasters are not allowed to comply with any application for the return of the com-

pulsory registration fee charged on a letter, which on delivery may be found not to contain coin, without the authority of the Secretary, to whom the facts of the case must be specially reported.

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

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

68. Registered letters must be distinguished from ordinary correspondence by having the word "Registered" legibly written in red ink on the left hand top corner of the front side of the letters (see Rule 62), and by being tied with green tape. The tape must be tied over the ends and round the middle of the letters, and after being looped wherever it crosses, must be tightly tied in a fast knot at the back of the letters, so that the knots may not interfere with the addresses. Letters containing money or postage stamps, passing between a Chief Postmaster and a Postmaster or Sub-Postmaster, must not be registered nor tied with green tape, but must be entered on the letter-bill as property letters.

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

70. The tape must not be used wastefully or for any other purpose than that for which it is supplied. Each letter will require, on an average, twenty-four inches of tape. Postmasters and Sub-Postmasters are supplied with green tape by their Chief Postmasters, who must keep an account of the quantities supplied to each Postmaster and Sub-Postmaster.

71. Registered letters are not liable to be surcharged on account of deficient postage; the officers who receive them being responsible that the proper amount of postage and fee is prepaid at the time of registration. With the exception therefore of letters registered under the provisions of Rule 64, and of re-directed registered letters (see Rule 57), all registered letters must be delivered free.

72. When a registered letter is received from a Post Office not subordinate to the receiving office, not bearing stamps sufficient for the postage and fee, the letter must be delivered, and the case reported to the Secretary, stating the deficiency.

73. When a registered letter is received from a subordinate office to the receiving office insufficiently prepaid, the requisite additional stamps must be affixed to the letter, and the deficiency obtained from the despatching Postmaster.

74. A forward registered letter, in passing through an office, must be carefully checked from its receipt to its despatch, it should be date stamped on the back, and the address entered in a book provided for the purpose, which should



show in what bags it is received and despatched, and through whose hands it passes.

75. A letter addressed to any place in New Zealand marked "Registered," but not entered on the list or letter-bill, or tied with green tape, must, when discovered, be treated as not having been duly tendered for registration, and must be charged with a double fee of one shilling in addition to the postage. If, for example, such a letter, not exceeding half an ounce in weight, be prepaid threepence only, it must be surcharged one shilling if addressed to another Province; but should it bear postage stamps to the amount of sixpence, the tax will be ninepence, thus making up the charge of one shilling beyond the proper amount of postage. Deficient postage on such letters must be surcharged with the fine, as in the case of ordinary letters. After being thus taxed the letter must be treated as one duly tendered for registration. The surcharge must be entered as unpaid postage in the letter-bill in the usual way, and will be obtained on the delivery of the letter. This rule does not extend to letters addressed to places beyond the Colony, which, when not properly tendered for registration, must be treated as ordinary letters, even though they may be marked "Registered." In these latter cases the word "not" must be prefixed to the word "registered," and the officer's initials must be annexed.

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

77. On the receipt of a registered letter-bag or packet it must be carefully examined with a view to ascertain that it has not been tampered with, and that it bears an impression of the seal of the office from which it was despatched. It must be opened apart from all other bags and packets, and at a table where there is no probability of a letter getting secreted. It must then be turned inside out, and the letters checked with the registered letter list; and should the list be missing careful search must be made, and the folds of every letter and packet received in the bag or packet examined.

78. The list must bear the stamp of the despatching office, and the signature of the despatching officer. The empty registered letter-bag or packet must not be thrown aside until the examination of the list and letters has been completed.

79. Every letter or packet received in a registered letter bag or packet must be treated as a registered letter, the absence of the green tape or other indication of its having been registered, or its non-entry on the list, not exempting it from this treatment. If a registered letter be found open or imperfectly sealed, the circumstance must be reported, with the full address of the letter, and must then be sealed in accordance with Rule 164. The lists which are received in registered letter bags or packets must bear the stamp of the receiving office, the signature of the receiving officer, and be returned by the first opportunity to the despatching office, where they must be carefully kept and filed for future reference.

80. On the arrival of a mail, the addresses of all registered letters received by it, must, after the letters have been stamped on the back, be entered by the proper officer in the Received Registered Letter Book. The receipt, Form No. 21, without which no registered letter must be tendered for delivery, must be given with the letter to the officer who is to deliver it, and who must at the same time sign the book in the proper place.

81. A letter-carrier, on delivering a registered letter, must require the receipt to be signed by the person to whom the letter is addressed; when this is not practicable, it must be signed by some responsible person known to be permanently connected with the house; or, when the letter is directed to a place of business, by a clerk or other person known to belong to the establishment. The receipt of a lodger must not be taken except for his own letters. If a registered letter be delivered at the office window, the receipt of the ordinary messenger of the person will suffice. Registered letters which cannot be delivered at once, as, for instance, those to be kept till called for, must be placed in the locker (see Rule 60), and the proper form of receipt for such letter must be placed in the box or pigeon-hole where ordinary letters so addressed await delivery, so that the delivering officer may see that there is a registered letter in the locker. Notice of a registered letter for the holder of a private box must be given by placing a copy of Form No. 22, duly filled up, into such private box.

82. Registered letters which may be re-directed must be entered in the Receipt Book, but, in the place allotted for the signature of the delivering officer must be inserted "Re-directed to" (naming the place), and the date on which the letter is forwarded. The despatching officer must sign this entry.

83. When signed, the receipts must be carefully filed according to number and date, and the book must be carefully examined each day to see that all receipts have been returned and properly filed; by which means, a complete check will be kept on all registered letters received for delivery.

84. To avoid as far as possible the necessity of resorting to more severe measures, a fixed punishment by money fines is imposed, without exception, for irregularities in regard to registered letters; and it is strictly enjoined that every such irregularity, whether it occur at his own office or elsewhere, shall be reported by the Postmaster to the Secretary in the proper form, in which it is also required that incorrect entries, or omission to enter the number of registered letters on the letter-bill, shall be reported, as the security of a registered letter is in a great measure dependent on the proper treatment of the list and letter-bill which accompany it. Each omission to report a fineable irregularity is itself punishable by a fine. A Postmaster is required to furnish a quarterly return to the Secretary of the amount of fines levied at his office.

85. For each of the following irregularities, the fine is eight shillings:—

1. For mis-sending a registered letter.
2. For omitting to enter a registered letter on the list.

3. For omitting to forward a registered letter at the proper time, or otherwise causing its detention.
4. For wrongly entering, or omitting to enter, the number of registered letters on the letter-bill.

For each of the following irregularities, the fine is two shillings:—

5. For omitting to enter on the letter-bill a surcharged registered letter.
6. For omitting to enter on the letter-bill any official money or property letter.
7. For omitting to enter on the letter-bill a returned registered letter.
8. For omitting to enter a registered or property letter on the returned or dead letter claim form.
9. For omitting to tie with green tape a registered letter.
10. For omitting to send a list or letter-bill.
11. For sending a list or letter-bill wrongly headed.
12. For omitting to write the word "Registered" in red ink.
13. For omitting to grant or obtain a receipt under Rule 59.
14. For omitting to report any of the above irregularities.

86. If a registered letter is observed to be open, or in a torn or insecure condition, it must be secured (see Rule 164), and the circumstance reported by the first opportunity. In the case of such letter received for delivery, the report should state if possible whether the contents were found safe by the owner.

87. The foregoing fines will be strictly enforced, and should the Postmaster omit to report the irregularities, he will incur the serious displeasure of the Postmaster-General. Sub-Postmasters are in like manner required to report registered letter and other irregularities committed at Chief Offices, and will be furnished with forms for the purpose.

88. When a registered letter or property letter is mis-sent, or when such letter is entered on the letter-bill or list and is not received, the error must when possible be reported to the despatching office by telegraph, and it must also be reported in the usual form by the first post. In reporting received registered letter irregularities, the covers of the registered letters referred to, must, when practicable, be obtained and forwarded with the report.

#### IX.—DESPATCH OF MAILS.

89. The despatching Postmaster must examine and see that the postage stamps affixed to inland letters are sufficient, and, if not, must surcharge the letters in accordance with Rule 31. He should also take pains to see that the proper amount of postage in stamps is affixed to Colonial and foreign letters (see Rule 31). The same rule must be observed in regard to book and other packets, whether for places within or beyond the Colony. Letters bearing postage stamps which have been defaced, or which are imperfect, must be treated according to Rule 172, and attention must be paid to Rules 34 and 38, as to limitation of weight and size, and as to forbidden contents.

90. The despatching Postmaster is responsible that postage stamps are carefully and completely defaced, and that every letter and book or pattern-packet bears a distinct impression of his office or date stamp.

91. When the letters have been thus examined and prepared, they must be sorted for despatch in the proper mails. In offices which make up a number of mails, the letters should first be sorted into divisions or roads, and those in each division should be sub-divided and sorted into the proper boxes or pigeon holes. The arrangement of this duty must depend upon circumstances, which vary at different offices, and a

Postmaster should apply to the Inspector for instruction when he finds any difficulty in performing it in a satisfactory manner: his object should be to sort accurately, and to despatch the mails with quickness and regularity, and yet so to apportion the work that he may be able to trace every error to the officer by whom it was committed.

92. A letter-bill must be sent with every mail that is made up, and in the case of an inland or sub-office to which mails are despatched at regular intervals, a letter-bill must be sent, headed and signed in the usual way, even when there are no letters to send. Every letter-bill must be duly dated and signed in full by the despatching officer, and, when such officer is not the Postmaster, the word "for" must be prefixed to the printed word "Postmaster." Every letter-bill must be numbered in progressive series, commencing with No. 1 at the beginning of each year, each Post Office to which mails are despatched having a distinct series.

93. The letter-bill accompanying a mail must always be tied on the outside of the bundle containing the registered letters, property letters, and unpaid letters, the postage on which is entered in the letter-bill; this bundle should be tied over the ends as well as round the middle. Charged newspapers, or charged book or pattern-packets, the postage on which is entered in the letter-bill, must form a separate bundle, and must not be tied up with the letter-bill. Ordinary letters must be tied and wrapped in bundles; but newspapers, and books, or pattern-packets, may be despatched loose in the bag. Letters which are sent as forward on any office, should be tied in separate bundles from those for the delivery of such office.

94. Great care should be taken that bundles of letters are not put into the wrong bags, and so serious a blunder will be best prevented by having the bag label attached so that it may be plainly seen by the despatching officer, who should carefully examine the outside letter in each bundle before placing it in the bags.

95. In preparing inland and sub-office mails, the letters must be separated into the classes or divisions provided for them in the letter-bills, as follows:—

#### *Inland Mails.*

- Class A.—Unpaid letters, &c., for the corresponding office or any of its sub-offices.
- Class B.—Stamped letters for delivery at the corresponding office.
- Class C.—Stamped letters for sub-offices to the corresponding office, or for any other forward office.
- Class D.—Franked letters.
- Class E.—Stamped newspapers.

#### *Sub-Office Mails.*

- Class A.—Unpaid letters, &c., which have already been charged and brought to account against Chief Office.
- Class B.—Unpaid letters, &c., which have been posted at the Chief Office, or which have not already been charged against it.
- Class C.—Stamped or paid letters.
- Class D.—Franked letters.
- Class E.—Registered letters.
- Class F.—Surcharges made at sub-offices.

To facilitate sorting at the receiving office, the despatching officer should distinguish the class of letters each bundle belongs to by writing in large characters outside the wrapping paper of the



bundles the alphabetical letter denoting the class.

96. A Postmaster is responsible that the correct bags are despatched from his office, that they are properly tied three times round the neck with good sound string, and the string sealed to the bag with the office seal. The label of each bag must be carefully examined, and the bags for each line of road (if more than one despatch takes place at the same time) laid out in proper order, and entered on the way-bill before the contractor or other person to whom they are entrusted leaves the office. Care must be taken that no bag is sent that is not in complete repair. Each despatch should take place punctually at the time fixed for it. Mails conveyed by steamers should be alongside at least five minutes before the time fixed for departure.

97. When an extra bag or packet is made up for any office and despatched with the regular bag, the words "Supplementary Mail" must be written in red ink on the letter-bill accompanying such extra mail, and it must be entered in the way-bill in the column provided for such mails.

98. Any irregularity in the despatch or arrival of a mail, however caused, must be immediately reported to the Inspector. No alteration in the hours of departure or arrival of any mail must be made without the authority of the Postmaster-General. The hour at which each mail is despatched should be entered in a book.

99. Whenever a Postmaster becomes aware that any irregularity has occurred with respect to a mail from his own or any other office, which will cause its non-arrival at its destination in proper course, he should at once, if practicable, telegraph to the Postmaster of the place to which it is addressed informing him of the circumstance; he must also report the case to the Inspector, stating the cause of the irregularity, if known, and how the mails will be disposed of.

100. A Postmaster must, unless he have special instructions on the subject, use his own discretion as to forwarding country mails which have been so delayed, by special means, or by the next available opportunity, so as to prevent as far as possible public inconvenience from detention of the letters.

#### X.—ARRIVAL OF MAILS.

101. On the arrival of a mail the hour of arrival should be entered on the way-bill and in the proper book, and the bags should be checked off one by one, in order to ascertain that none are missing, and that none of the bags are defective. Before cutting the string, the officer who opens the bag must satisfy himself that the seal is perfect, and is that of the office from which the bag was despatched. Anything that is defective or irregular must be reported to the Inspector. On emptying the bag, which he should always turn inside out, he must first search for the letter-bill, ascertain that it has been duly prepared, and carefully check the receipt of any registered or property letter that may be entered thereon, placing his initials to the entry. He must also satisfy himself that each registered letter that may be received is entered on the letter-bill and list, tied with green tape, and in all respects properly dealt with. He must then place the registered letters in the proper channel for dis-

posal, taking care that they do not leave his possession without his obtaining the receipt of the officer to whom he hands them. Any irregularity which may be detected must be duly noted in order to be reported.

102. After the registered letters have been thus checked, the correctness of the unpaid postage and other entries on the letter-bill must be tested by an examination of the letters. If they cannot be made to agree they must be checked by another officer, where more than one is employed, and the correct amount must be entered in the Receiving Postmasters' column in the letter-bill, the checking officer making a note "checked by me," and signing it. As soon as the opening officer has satisfied himself as to the entries he must sign the letter-bill. Every letter-bill should be stamped at the same time as the letters which arrive with it, so as to bear the same index letter. The letter-bills must be forwarded as vouchers with the Postmaster's monthly accounts.

103. If a mail should arrive without a letter-bill, or with a letter-bill headed wrongly, the officer who opens it, after carefully examining its contents, must make out a letter-bill, as a substitute for the one which was omitted, taking care that the entries, including those of registered or property letters, are complete. He must then write across it the words "substitute for omitted" or "wrongly headed letter-bill," as the case may be; and, having signed it, he must file it with the letter-bills received in due course, and forward it with his monthly accounts, instead of the missing or erroneous bill. The "substitute" bill must be certified by a second officer, if more than one is employed in the office. The wrongly headed bill, or a duplicate of the "substitute" for a missing bill, as the case may be, must accompany the report which is made of the circumstance to the Secretary.

104. All letters and book or pattern-parcels received in a mail, whether for delivery or forward, must be stamped on the back before they are sorted.

#### XI.—STAMPING.

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

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

1. The stamp must be kept perfectly clean; which may be done most effectually by washing it with a weak

solution of potash or soda, or with printers' lye, using for the purpose a small brush. Type which has been used must be cleaned *before* it is replaced in the box.

2. The cushion on which the letters are placed to be stamped should be quite even, and very slightly elastic, and it should be laid upon a slab of stone, or thick plank resting firmly on wooden supports.
3. The stamp should be held firmly in the hand, and struck upon the letter with a light sharp blow, care being taken not to let the stamp fall upon the impression made at another office. It is in the power of any one, by attention and practice, to become a good and rapid stamper.
4. Strict attention should be paid to keeping the pad constantly fit for use by supplying it with stamping ink, so that it shall always be in a moist state. If the pad is allowed to become saturated, or the stamp dirty, the stamping will be smeared and indistinct.

107. It is a Postmaster's duty to take proper notice of defective stamping at Post Offices which are subordinate to him. Should a subordinate Postmaster neglect his admonitions, the case must be at once reported to the Inspector.

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

109. The duty of stamping letters, &c., will be as follows:—

1. Letters posted at offices where double stamps are used will bear the dates on the front or address sides, care being taken that no part of the address is defaced.
2. Letters posted where single stamps only are used will bear the date on the backs.
3. Letters received from another office, whether for delivery or in transit, will be date stamped on the back.
4. Re-directed letters will also be date stamped on the back.
5. Returned and dead letters will be stamped on the back with the date stamp of the day on which the dead letter mail is made up.
6. Book and other packets must be stamped as if they were ordinary letters.
7. For date, obliterating, and other stamping, only black stamping ink must be used.
8. Every letter posted too late for any mail must be marked with the "Too Late" stamp, or the words "Too Late" written in red ink on its face at the left hand top corner, otherwise the impression of the date stamp on it will be regarded as evidence that the letter was in time for the mail of that date.
9. Every letter mis-sent to any office must, either by stamp or writing in red ink on its face, bear the words "mis-sent to ———" (naming the office).

110. The defacing stamp requires the same kind of pad as the dated stamp, and equal care should be taken in using it. Proper obliteration consists in making the letter or figure of the defacing stamp appear distinctly legible on the postage stamp without smearing it. When the double stamp is used care must be taken not to encroach on the address of the letter.

111. Application for new stamps, or for the repair of stamps, must be made to the Secretary; and no Postmaster will be excused for continuing to use an imperfect stamp. When a new stamp is supplied the old one should be returned to the Secretary, who will, when it is worth the expense, cause it to be re-cut and sent back. When a new seal is required, application must also be made to the Secretary.

#### XII.—DELIVERY OF LETTERS.

112. The delivery of a Post Office includes every place which receives its letters through that office. The town delivery of an office comprises every house within the boundary of the letter-carriers' delivery.

113. The first delivery should, if possible, commence punctually at the hour at which the office is opened. The letter-carriers and messengers must never be allowed to open letter-bags, or to deal with letter-bills or accounts; nor can they be allowed to assist in the general sorting of letters, or to have access to any, except those for their own delivery. They may however be employed to sort newspapers and book and pattern-packets.

114. No letters must be passed to the letter-carriers for delivery until they have been divided into the several walks; and Postmasters must bear in mind that it is necessary to confine this duty to the smallest possible number of hands, consistently with due despatch.

115. The amount of unpaid postage charged against each letter-carrier should be entered in a book or on a slate, and the correctness of the charge should be acknowledged by him before he leaves the office. A letter-carrier is not required to give credit for postage; and if he does so, it is on his own responsibility.

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

117. Every delivery must commence as nearly as possible at the hour fixed for it; and, unless, in peculiar cases, all the town letter-carriers should leave the office at the same moment.

118. Each letter-carrier must return to the office directly he has completed his delivery, and must give back any letters, &c., which for any reason may remain undelivered; it being forbidden, under pain of dismissal, that he should retain them in his own possession. He must also pay the postage which is charged against him.

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

120. It is the duty of the Postmaster to arrange the walks of the letter-carriers, so as, without unduly favouring any person or locality, to insure an early delivery to the more important portions of the town, and a delivery in every portion of it with the least possible delay. No letter-carrier should deviate from the walk laid down for him.

121. As letter-carriers are responsible for the delivery of letters at the houses or places of business of the persons to whom they are addressed, they are not allowed to deliver them in the street or elsewhere even to the owners; nor, even when requested to do so, are they permitted to put them under doors.

122. No person living within the town delivery, unless he rent a private box, can claim to have his letters delivered at the Post Office, if a delivery by letter-carrier is about to take place; but letters which arrive by a mail after which there is no immediate delivery by letter-carrier, may be obtained by any person on application at the office window, so long as the office is kept open for the delivery of letters.

123. Letters addressed to the Post Office, or to be kept till called for, may be obtained at the office window, except where it is ascertained that it is the practice of persons living within the town delivery to have their letters so addressed, in which cases they should be sent out by letter-carrier. Letters for persons residing beyond any official delivery, must be delivered on application at the window.

124. Letters addressed to persons in the military and naval services, are subject to the same regulations as letters addressed to the public generally, except that a private box or bag is not necessary to enable letters for the military in barracks to be obtained at the office window. At the choice of the Commanding Officer, such letters may be obtained altogether from the office window without fee; or, if within the town delivery, may be delivered by the letter-carrier at the barracks. In either case they must be handed to an orderly appointed for the purpose, and care must be taken to obtain a written authority from each Commanding Officer for delivering all such letters to the orderly or servant who may be appointed to receive them and to sign receipts for registered letters.

125. No letter-carrier, messenger, or other person employed by the Post Office, is allowed at any time, or under any circumstances, to carry or distribute circular letters, or ordinary letters of any kind, or newspapers, which have not been regularly posted. A Postmaster must not fail to report to the Inspector any breach of this rule; and he must not permit it to be evaded by the enclosure of such letters or newspapers in parcels. No letter-carrier, messenger, or other officer, is permitted to act as a news-agent, or to deliver newspapers for news-agents.

#### XIII.—PRIVATE BOXES AND BAGS.

126. As private boxes have sometimes been held under fictitious names and for fraudulent purposes, this accommodation must not be granted to any person under an assumed name; and if a Postmaster have good reason to suspect that a private box is applied for, or is actually held for improper purposes, he must immediately report the circumstances to the Secretary, and apply for instructions. Subject to the above restriction, any person can have a private box who is willing to pay the appointed rent.

127. Every private box shall be so arranged that access may be had to it both from the outside and inside of the Post Office. The outside end of

each box shall be provided with a door and lock, and the person to whom such box shall be allotted shall be furnished with a key to the same; but the lock and key must be kept in repair at the holder's expense.

128. Letters directed to any person renting a private box, and if he request it, letters directed to members of his family, and to his servants, also letters directed to his care, must, when sorted, be deposited in the box allotted to him. An account of postage, &c., chargeable on letters so deposited, shall be kept by the Postmaster, which account shall be due and payable monthly, on the last day of each month, by the holder of such box, and such account shall not be questioned, but shall be conclusive as to the charges therein.

129. The fees payable in respect of each private box shall be for the first year or portion of a year two pounds, and for every subsequent year or portion of a year one pound, payable in advance on the 2nd day of January in each year; and for the purpose of this rule a year shall be held to commence on the 2nd day of January.

130. The same regulations apply to private bags, except that the charge is two pounds per annum, that is, one pound to the Post Office, and one pound to the mail contractor who conveys it, and that the bag, which must be furnished with a lock and two keys, must be provided and kept in repair by the owner. No private bag when empty should exceed a pound and a half in weight. No mail contractor can refuse to carry a private bag.

#### XIV.—MAIL SERVICES.

131. It is a Postmaster's duty to notice the manner in which mail services are performed, and to inform the Inspector of any irregularity he may observe, such as conveyances out of repair, unsafe, or simply discreditable to the service, horses unfit for their work, or in a discreditable condition, drivers unsteady or otherwise untrustworthy, drivers of improper age, or in any way unfit for the situation. A mail conveyance driver is liable to punishment by law for being drunk on duty, or for any delay of the mails attributable to carelessness or wilful negligence.

132. It is a Postmaster's duty to require the strictest regularity in the working of mail services, taking care to state on the way-bill the cause of any loss of time, however small, and to make a special report to the Inspector when the loss of time is serious or frequent. Every mail service should be checked by the Postmaster, entering the actual hours of despatch and arrival on the way-bill.

133. No driver of a mail conveyance, or other person employed in the conveyance of mails, must carry or convey letters, except from a Post Office for delivery, or for the purpose of being posted at a Post Office.

#### XV.—MISSING LETTERS.

134. Inquiries concerning missing letters ought to be regarded by every Postmaster as of much importance, and as possibly involving the reputation of his office. He should therefore make such arrangements as will enable him positively to name the officers through whose hands any particular letter may have passed, and the duties should be so divided that each letter may pass

through as few hands as possible in its transit through the office. When an application for a missing letter is made by the public, the person so inquiring should be directed to make application to the Secretary, and when the case is referred from the Secretary to the Postmaster, very careful inquiry should be made of the person who is stated to have posted the missing letter, and of the person to whom it should have been delivered.

135. All applications received from the Secretary for missing letters must be entered in a book to be called the "Missing Letter Record," which should also contain full notes of any circumstances which may appear likely to throw light upon the case in question, or to assist in any future inquiry. No inquiry on the subject is to be made by the Postmaster of any one in his office. As a rule the "Missing Letter Record" should be attended to by the Postmaster alone, and should be kept securely under lock and key. Postmasters are not allowed to keep a private record of the addresses of letters which they may suppose to contain property.

136. A quarterly return of missing letter cases must be forwarded to the Secretary, containing the particular circumstances of each missing letter inquired after during the quarter, and the results of such inquiries.

#### XVI.—ERRORS AND MIS-SENDINGS.

137. Every error and irregularity must be reported in the proper form as soon as possible after it is observed, and any omission to do so will be considered a neglect of duty. The following are the Officers to whom the different classes of errors and irregularities are to be reported, viz. :—

##### *To the Secretary.*

Letters, &c., mis-sent from London or other places beyond the Colony.

Omissions to surcharge letters, &c.

Irregularities in the treatment of registered letters, and failures in regard to letter-bills.

##### *To the Inspector.*

Letters, &c., mis-sent from Marine Post Office.

Discrepancies in charges, &c., made by Marine Post Office.

Letters, &c., mis-sent from any Post Office within the Colony.

Irregularities of every kind in regard to Mails and Mail Services.

Bad or imperfect stamping at any office from which a Mail is received, whether a chief or a sub-office.

##### *To the Controller of Money Orders and Savings Banks.*

Every irregularity in regard to transactions in the Money Orders and Savings Banks Departments.

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

139. Every mis-sent letter, book or pattern packet, or newspaper, must be stamped on the back with the date stamp, and marked on front with the words "mis-sent to" (inserting the name of the Post Office to which it is mis-sent), and the error reported on the proper form. The mis-sent letter, book or pattern packet, or newspaper, must then be forwarded to its destination by the first opportunity, and any postage charged on it must be claimed in the manner described in Rule 149.

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

141. A Postmaster is strictly enjoined to report every error or irregularity observed at his office, and any Postmaster failing in this duty, in addition to being fined, will incur the serious displeasure of the Postmaster-General.

142. The following is a Schedule of fines for errors and mis-sendings :—

	s.	d.
Mis-sending a mail ... ..	10	0
Neglecting to forward a mail ... ..	10	0
Mis-sending a Money Order Advice ... ..	5	0
Neglecting to forward a Money Order Advice ... ..	5	0
Neglecting to seal a mail ... ..	2	6
Mis-sending letters, each ... ..	0	6
Neglecting to forward letters, each ... ..	0	6
Neglecting to re-direct and forward letters, each ... ..	0	6
Neglecting to deliver letters at the proper time, each ... ..	0	6
Neglecting to date stamp letters or packets, each ... ..	0	6
Neglecting to deface postage stamps on letters, &c., each ... ..	0	6
Neglecting to surcharge insufficiently paid and re-directed letters, &c., each ... ..	0	6
Neglecting to enter enclosed mails on letter-bills, each ... ..	1	0
Neglecting to forward a way-bill with a mail ... ..	2	6
Neglecting to enter a mail on a way-bill ... ..	2	6
Neglecting to date and sign a letter-bill ... ..	1	0

Fines for errors and mis-sendings of books and newspapers will be one-third of those for letters.

Neglecting to report any irregularity will be double the fine fixed for the error not reported.

#### XVII.—RE-DIRECTED LETTERS.

143. It is the duty of a Postmaster to re-direct letters when he receives from the person to whom they are addressed written instructions to do so; and unless he feels satisfied that, although unsigned, they are authentic, he must insist upon these instructions being properly signed. A Postmaster is not bound to re-direct letters for a person temporarily leaving his home, and not having a private box or bag, unless the house be left uninhabited, or unless the letters would be delayed in their transmission by being sent to the house to be re-directed.

144. Letters which Postmasters may be requested to forward to a new address must not be enclosed in stamped or unstamped covers, even when the applicants send such cover for the purpose. The letters must be re-directed, and charged as re-directed letters; but if loose stamps are sent, they may be used for the pre-payment of the re-directed rate, as far as they go. Stamped covers must be returned to the applicants, with an explanation enclosed to the effect that it is contrary to the regulations to enclose the re-directed letters, but that they will be forwarded to the address given.

145. Re-directed letters, book or pattern-packets, or newspapers, from one Post Office to another within the Colony, are liable to a fresh rate of postage, unless the re-direction be from one place to another within the same walk or delivery, and made by an officer of the department. Official letters are exempted from re-directed postage.

146. A registered letter, when re-directed to any place within the Colony, is not liable to

more additional postage than an ordinary letter.

147. Letters from places beyond the Colony, addressed to commissioned officers in the army or navy, or to non-commissioned officers, private soldiers, or seamen employed on actual service, who, before receiving the letters, may have started on their return home or to another station, may be re-directed to such officers, private soldiers, or seamen, when removed on service, and must be forwarded to them without any charge for re-direction. The same privilege extends to the letters of officers, private soldiers, or seamen, re-directed from one part of the Colony to another; but no such privilege is allowed with regard to letters for commissioned officers originating in the Colony, and re-directed to places beyond the Colony.

148. Letters from the Dead Letter Office, when re-directed to any place beyond the Colony, must be prepaid with the proper rate of postage, otherwise they cannot be forwarded.

149. If there is unpaid postage on a letter mis-sent, or which has to be re-directed, it must be claimed in the "mis-sent and re-directed claim" form, which (stamped on the inside with the date stamp, and marked both on the inside and outside with the name of the office to which it is forwarded) must be wrapped round the letter. The amount claimed in the form, must, of course, be only the unpaid postage which has been charged upon the claiming office; but the amount charged on the office to which it is re-addressed must include the additional re-directed postage.

150. The particulars of the several "mis-sent and re-directed claims" made during each month, are to be entered in the "List of claims" form, which is to be forwarded with the monthly account, credit being taken for the amount under the proper heading.

151. When a mis-sent and re-directed letter claim is received from another office, the amount must be checked with the postage on the letters to which it relates. In all cases the correct amount must be entered in the proper column; but when there is a discrepancy it must be checked by a clerk or assistant (if there be any), and his signature also must be attached to the form. These forms must be sorted alphabetically according to date, tied together, and forwarded to the Auditor of Public Accounts with the monthly account.

#### XVIII.—RETURNED LETTERS.

152. A letter or book or pattern packet which cannot be delivered is to be forwarded by the Postmaster by the first opportunity to the Dead Letter Office after the appointed period, who is to be guided in that matter by the rules hereinafter laid down.

153. A letter which may be detained for postage (Rule 31) must have its address exhibited for seven days in some conspicuous part of the office. If not claimed at the end of such period, the Chief Postmaster must send a notice in the proper form to the addressee, if the address be to a place within the Colony. Should the letter be unclaimed at the end of one month from the date of the notice, the Chief Postmaster shall open the letter and send a notice to the writer, if in the Colony, of the detention of the letter and

its contents, if any; and should it remain unclaimed at the end of one month from the date of the last notice, the letter and its contents, if any, must be sent to the Dead Letter Office. If the detained letter be addressed to a place beyond the Colony, the Chief Postmaster will, if the letter remain unclaimed after the address has been exhibited for seven days, open the letter, and send a notice to the writer, if in the Colony, of the detention of the letter and its contents, if any; and should it not be claimed within one month from the date of the notice, the letter and its contents, if any, must be sent to the Dead Letter Office. A Postmaster is not permitted to delegate the duty of opening such letters to a clerk or assistant, but must perform the duty himself.

154. Letters posted without addresses, or with so imperfect or illegible addresses that they cannot be forwarded to their intended destinations, must be date-stamped, and forwarded by first opportunity to the Dead Letter Office.

155. A distinctly written list of the addresses of all letters or packets which remain unclaimed at any Post Office at the end of the third month after their receipt must be exhibited conspicuously outside such Post Office; and all letters, the addresses of which have been so exhibited, which remain unclaimed at the end of the second month after such exhibition, must be forwarded to the Dead Letter Office by the first opportunity after the last day in each month. For example, letters received at a Post Office in the month of January, would, if unclaimed, have their addresses exhibited on the last day of April; and if still unclaimed would be returned to the Dead Letter Office by the first opportunity after the last day of June. Every letter or packet so returned must bear in red ink at the left-hand top corner of the address side the reason of its non-delivery.

156. Chief Postmasters must forward by the first opportunity after the last day in each month to the Dead Letter Office, a copy of each unclaimed letter list exhibited at their own and their subordinate offices in one continuous list, heading the addresses of the letters at each office with the name of the office, so as to make the list a Provincial one. Chief Postmasters will retain the original lists from their subordinate officers, in case of inquiry for missing letters at any of these offices.

157. Unclaimed letters, dealt with as provided in Rule 155, will be forwarded in bags or covers, securely sealed, and accompanied with the "Dead Letter Claim" form, on which must be entered the amount of unpaid postage for which credit is claimed, forwarding as vouchers, overcharged covers and receipts, and official covers on which postage may have erroneously been charged. The addresses of unclaimed registered letters must be entered on the "Claim" form, as well as on the list accompanying the letters. A "Dead Letter Claim" form must be forwarded at the proper time, whether there be any letters to be returned or not.

158. The reason for which a letter, &c., is sent to the Dead Letter Office must always be written in red ink on the left-hand top corner of the address side; the letter must also bear on the back

an impression of the office stamp of the date on which it is so sent. The words in italics, which follow the description of the letter in the following rule, are those which must be written in red ink on the letters to which the rule applies.

159. Letters, &c., described under the following heads A. to K. must always be sent to the Dead Letter Office by the first dead letter mail after the necessity for doing so has been ascertained:—

- (A.) A letter posted without an address. (*Not addressed.*)
- (B.) A letter posted without the name of a Post Office on the address, unless for a person living within the delivery of the Post Office when posted, or for a well known person or place in any other delivery. (*Insufficient address.*)
- (C.) A letter for a deceased person, when it cannot be delivered to a proper representative. (*Deceased.*)
- (D.) A letter addressed to a street or place, when there is no street or place in the town of that name or a similar name, unless there be no reasonable doubt that the letter can be delivered to the person for whom it is intended. (*No such street (or place) in .*)
- (E.) A letter which has been absolutely refused. (*Refused.*)
- (F.) A letter for a person who has gone away without leaving an address. (*Gone—No address.*)
- (G.) A letter, the owner of which cannot be found, although it be addressed to a particular house. (*Not found.*) Unless directed "to remain till called for" at such house, or "to wait arrival," or in words to that effect, in which case it may be considered to be finally delivered when left there.
- (H.) A letter addressed to the town only, and to a person not known, unless directed to be "kept till called for." (*Not known.*)
- (I.) A letter addressed to the "Post Office," or "to be kept till called for," or to a person residing beyond the bounds of the letter carriers' delivery. (*Not called for.*)
- (K.) At sea ports, a letter addressed to a ship may be kept the usual time, unless it be known that the ship has failed to arrive as expected, or has sailed to some other port, and is not likely to return within that period. In such cases, when the captain or agent has left no instructions, the letter should be sent to the Dead Letter Office, in the first dead letter mail, marked, "*Ship sailed, not known where.*"

160. Registered letters and property letters are subject to all these rules, but whether kept in the office, or forwarded to the Dead Letter Office, great care must be taken that the proper check upon them is not lost.

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

162. A Postmaster must carefully examine letters sent back from his sub-offices before he forwards them to the Dead Letter Office; and if he considers that they have been improperly returned, he must send them back to the Sub-Postmaster with proper instructions.

163. No undelivered letters are to be exempted from the above rules; neither is any exception to be made as respects letters called "Valentines," which must in all respects be treated like other letters.

164. Should a letter intended for one person be delivered to another (which must be prevented if possible), and should it be opened by the wrong person, the name of this latter person and his address must be written on it, and the reason why it is returned; thus, "*Opened by [name and address of person]—Not for him;*" and the letter

must be re-sealed, care being taken, as in all similar cases, that the seal is not placed upon the original fastening.

165. It is not permitted to return any letter to the writer or sender, or to any one else, or to delay forwarding it to its destination according to the address, even though a request to such effect be written thereon, as every letter must be delivered to the person to whom it is originally directed, and to him alone. All applications for the return of letters which have arrived for delivery must be sent to the Dead Letter Office, and it must be stated by the Postmaster whether the letter is still at his office, and if so, how long it has to remain: thus, "The letter is here, and has to remain . . ."

166. If a letter should be received under cover to an officer of the Post Office with a request that he will post it, such request must not be complied with; and the letter and cover must be forwarded to the Dead Letter Office.

#### XIX.—POSTAGE STAMPS.

167. A Postmaster is required to have on hand a sufficient stock of postage labels of every denomination, and to sell them to the public at the following prices:—

Penny labels	... ..	1d. each.
Twopenny labels	... ..	2d. each.
Threepenny labels	... ..	3d. each.
Fourpenny labels	... ..	4d. each.
Sixpenny labels	... ..	6d. each.
Shilling labels	... ..	1s. each.

168. A poundage of two and a half per cent. is granted to some country Postmasters and to licensed Vendors. Postmasters, Sub-Postmasters, and licensed Vendors will obtain their supplies of postage stamps from the Chief Postmasters of their district; and Chief Postmasters will apply for their supplies to the Secretary.

169. A Chief Postmaster is, in the first instance, supplied with a certain stock of stamps, considered and called the full stock of his office; and on the last day in each month he must make a return to the Secretary showing the stock then on hand. Whenever an application is made for stamps, which should be, if practicable, quarterly, the stock then on hand must be fully stated upon the form of application.

170. Postmasters, or Sub-Postmasters who are under bond to the Crown, can be supplied with postage stamps by requisition from the Chief Office, but must account for the same monthly. Chief Postmasters will advance to Postmasters who receive poundage a supply of stamps equal in value to a quarter's salary; but any further requisition will require to be accompanied with a remittance in full payment of the same.

171. Every supply of stamps sent to a Postmaster or a Sub-Postmaster must be entered on the letter bill, and the Postmaster or Sub-Postmaster must acknowledge their receipt by his signature.

172. As far as practicable, the stamps on letters posted at any Post Office, as well as those brought in by messengers, should be examined for the purpose of ascertaining that they have not been previously used, and are genuine. If any be discovered which appear to have been previously used, the letters to which they are affixed must be forwarded to the Secretary, with a report of



any circumstance which may be known to the Postmaster respecting them.

173. Defaced and undefaced postage stamps, not the property of the Postmaster, found loose in the office must be sent to the Dead Letter Office in the first returned letter mail, made up in a packet, which must be sealed and marked "Postage stamps from . . ." Postage stamps found loose at sub-offices must be sent to the Chief Postmaster, and forwarded by him along with his own. Sub-Postmasters must be required to enclose such stamps in a cover, and to enter the amount on the letter bill. Every officer should be informed that it is his duty to hand to a Postmaster all such stamps which he may find; and that if any obliterated stamps are found in his possession he will be liable to severe punishment.

#### XX.—ACCOUNTS.

174. Every accounting Postmaster is required to account for the receipt and issue of public money in the manner prescribed in the Treasury Regulations, a printed copy of which is furnished to him for his guidance.

175. The monthly accounts forwarded to the Auditor of Public Accounts are in a great measure self-explanatory, and consist of the following:—

- Inland Letter Unpaid Postage.
- Sub-Office Unpaid Postage.
- Ship Letter Unpaid Postage.
- London Letter Unpaid Postage.
- French and Travelling Post Unpaid Postage.
- Marine Post Office Unpaid Postage.
- Town and Loose Unpaid Postage.
- Money Order Commission.
- Private Bag and Box Fees.
- Surcharged Postages.
- Sale of Postage Stamps.
- Payments to Revenue Account.
- Returned and Dead Letter Account.

176. The total postage charged against the Postmaster in the letter-bills must be entered day by day in the columns allotted for that purpose, under the several headings; and the arrivals and despatches must be entered whether there be any unpaid postage or not.

177. Every letter bill received must, without fail, be sent with the account. The letter-bills must be sorted according to their description, and arranged according to their dates, the bill of the earliest date being placed at the top, the names of the corresponding offices being arranged alphabetically.

178. Care must be taken that the amount of postage to be debited agrees exactly with that of the bills which verify the entries. The debit on 'Town and Loose' Postage Account, Surcharge Account, and Insufficiently Paid, and Re-directed Postage on letters from places beyond the Colony not being verified by vouchers; Postmasters must take special care to bring to account every item of postage derived from such sources.

179. A book must be kept in which to record the entries on each letter-bill accompanying mails despatched and received (see Rules 92 and 102), so that in case of the letter-bill being lost, or any future inquiry being made, the particulars of the entries upon it can be furnished.

180. The Revenue cash should be balanced daily, and a book should be kept specially for that purpose; on the debit side must be entered the amount of postage on undelivered letters, and of debts for postage, brought forward from

the previous day, and the amount of unpaid postage chargeable to the Postmaster in the letter bills of the day, both inwards and outwards, together with cash received on Revenue Account from any other source. On the credit side should be entered the amounts claimed during the day in mis-sent and returned letter forms, the amount of postage on undelivered letters, and of debts at the time the account is being made up and the cash in the till; a balance should then be struck, and if there be any cash over or short, the amount should be duly entered on the proper side, in order to complete the account.

181. The postage stamps at the window should be balanced each day in like manner; the Postmaster entering on one side the stock at the window at the last balance, and the amount added afterwards from the main stock; and on the other side the stock remaining unsold when the balance is struck, and the cash in the till. (See Rule 12.) Daily balances should also be made of Money Orders and Savings Bank transactions. These books, the keeping of which will require only a short time each day, will enable a Postmaster effectually to guard himself against loss, and will show him whether he has duly brought to account every item of revenue received by him.

#### XXI.—SURCHARGES.

182. A surcharge is the additional postage charged upon a letter, &c., which has been either insufficiently prepaid, or taxed with too little unpaid postage. A Postmaster is responsible that letters, &c., of this description which pass through his office shall be properly surcharged; and every officer under his control should be vigilant to notice any deficiency of postage on letters, &c., and to draw the attention of the surcharging officer thereto, to whom he should at once take them.

183. When the stamps upon a letter are insufficient to pay the postage (see Rule 31), the letter must be surcharged with the deficiency, and an amount equal to one rate as a fine. Thus, if a letter addressed to another Province weighing more than one ounce, but not exceeding two ounces, be posted with only a sixpenny stamp affixed, it must be surcharged ninepence, that is, sixpence deficient postage, and threepence a single rate as a fine. If the postage stamps on a book-packet be deficient, the surcharge must be made in accordance with Rule 35.

184. It is very desirable that all deficiencies should be detected at the offices where the letters are posted. The surcharge postage on outward letters must be charged on the letter-bills, in the same manner as unpaid re-direction postage.

185. If a letter be received for delivery taxed or surcharged above the proper amount, the Postmaster must not alter the tax; but when the letter has been delivered and the postage paid, he must obtain the cover and forward it to the Secretary, asking for authority to refund the overcharge. Such letter should be carefully weighed previous to delivery, and the weight noted for after reference. Postage which is thus authorized to be refunded is to be claimed in the Dead Letter Form, which should be accompanied with the cover, and the receipt of the person to whom the postage has been repaid.

## XXII.—RETURNS.

186. Every Chief Postmaster, and certain Postmasters, must transmit to the Inspector the following periodical Returns.

(1.) *Monthly.*

A Return of the number and weight of letters, newspapers, book-packets, and pattern parcels despatched to and received from the United Kingdom *via* Panama and Suez.

(2.) *Quarterly.*

- (1.) The number of letters and newspapers despatched and received, as follows:—  
To and from the office generally.  
To and from offices within the Province, in detail.  
To and from Chief Post Offices and Post Offices in other Provinces in detail.  
To and from the United Kingdom *via* Panama and Suez.  
To and from the Australian Colonies, in detail.  
To and from all other places, in detail.
- (2.) The number, weight, and amount of postage on letters, &c., transmitted free from prepayment of postage to places within the Colony, and to places beyond the Colony, as follows:—  
On General Government service.  
On Provincial Government service.  
On Imperial Government service.
- (3.) The number of letters registered during the quarter, with a similar Return for the corresponding quarter of the previous year as follows:—  
Letters addressed to places within the Colony.  
Letters addressed to places beyond the Colony.
- (4.) The number, commission, and amount of money orders issued and paid, with a similar Return for the corresponding quarter of the previous year, as follows:—  
Orders issued on places within the Colony.  
Orders issued on the Australian Colonies.  
Orders issued on the United Kingdom.  
Orders paid, issued within the Colony.  
Orders paid, issued in the Australian Colonies.  
Orders paid, issued in the United Kingdom.  
Number and amount of Orders issued and paid at each Money Order in the Province.  
Number of unissued Money Orders at each office.
- (5.) Number of letters posted at each wall or pillar receiving box.
- (6.) A Report of any infringement of the law, or of these Regulations, which may have come under the Postmaster's observation.
- (7.) A Return of all unauthorized persons who may have been admitted into any Post Office, with a statement of the circumstances.
- (8.) A Report of any circumstances or occurrences which the Postmaster may deem worthy of special notice.

(3.) *Annually.*

- (1.) A Return for the year of the articles enumerated in the quarterly Returns, Nos. 1, 2, 3, and 4.
- (2.) A Return of all Post Offices and Postal Officers within each Province, stating the officers' names, salaries, dates of appointment, and the increase or decrease of the correspondence to and from each office as compared with the previous year.
- (3.) A Return of all officers under bond, showing the amounts, and whether the sureties are alive, solvent, or resident in the Colony, or the premiums on guaranteed bonds are paid.
- (4.) A Return of all mail contracts within the Province, the length in miles of each one way, the offices served by each, the frequency and mode of conveyance, the cost of each service, the rate per mile, and the cost of the previous contract. Also, the number of miles any service may run into another Province.

187. Printed forms are supplied for each of these Returns, and they must be compiled and forwarded as early as possible after the expiry of the month, quarter, or year, as the case may be. Should there be no particulars to record under any of these heads, a blank form must nevertheless be signed and sent.

## XXIII.—MISCELLANEOUS RULES.

188. No information must be given respecting letters, &c., which pass through a Post Office

except to the persons to whom they are addressed. No officer must make public any official communication which he may receive, unless he should be directed to do so, nor must he make known information which he may obtain by means of his office.

189. Any Post Officer who shall receive in any form a reward or gratuity for affording preferential advantages in the delivery or posting of letters, &c.; and any Post Officer cognizant of such practice, who shall connive at, or fail at once to report the same, shall be liable to a fine not exceeding ten pounds, and may in addition, should it appear necessary, be summarily dismissed.

190. No unauthorized person must be admitted into the interior of any Post Office, nor into any part of the Post Office building, unless on business relating to the Post Office; and any Postmaster or other Post Officer permitting or conniving at the infringement of this rule shall be liable to a penalty of five pounds on account of every person so admitted, and shall incur the serious displeasure of the Postmaster-General.

191. Any letter or packet observed to be open or imperfectly sealed, excepting, of course, those which are obviously intended to be sent open, must be carefully refastened with wax, which must be impressed with the office seal, care being taken that the wax is not placed upon the original seal or fastening of the letter; and the words "Found open," or "Imperfectly sealed," with the initials of the officer who deals with it, must be written near the seal.

192. Any money, jewellery, undefaced postage stamps, or any article of value found loose in the letter box or in a mail bag, must be transmitted forthwith to the Dead Letter Office, with a report stating precisely where and how it was found; and any such article, not the property of the Postmaster or of his officers, found in any part of the office, must be treated in a similar manner. The letter in which it is sent must be entered on the letter-bill as a property letter.

193. A Postmaster is required to see that all bags and pouches used at his office are in proper repair. When requisite, he must cause them to be mended by his messenger, if he have one. A careful record should be kept of all bags in use at the office, so that each Postmaster may be able to account for the bags he may have received.

194. Pillar and wall letter boxes are erected for the convenience of persons living at a distance from a Post Office; and when a Postmaster is of opinion that it is necessary to establish new boxes, or to remove existing boxes to more convenient localities, he should report to the Secretary. Care must be taken that the hours of collecting are correctly stated on the boxes; and on no account are they to be cleared before the appointed time. The hour of collection should be regulated by the town clock. One of the two keys which are supplied for each box must be kept by the Postmaster, while the other should not be left in the hands of the collecting officer longer than is absolutely necessary, but should be hung up in the office in a place appointed for the purpose.

195. The alleged loss of a key should be strictly investigated, and if the key should not be found, the police should be communicated with, and the Postmaster should at once report the circumstance to the Inspector of Post Offices. When a lost key is found a reward of five shillings to the finder must always be made good by the person through whose carelessness the loss may have taken place.

196. An account must be taken of the number of letters posted in iron pillar and wall receiving boxes, and a return of them sent to the Inspector at the close of each quarter. The boxes should be washed at certain periods, and repainted when necessary; the locks and hinges should be oiled to prevent rust. Any damage should be at once reported to the Inspector; and if a box become insecure, the aperture should be closed, and a notice posted on the box stating that it is closed temporarily during repair.

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

198. Every Chief Postmaster, Postmaster, and Sub-Postmaster is supplied with a copy of each edition of the "New Zealand Postal Guide," which he must consider as a book of instructions for himself, as well as one of reference for the public. New instructions are issued by Circulars, which are numbered for the purpose of reference. These Circulars must be exhibited in a part of the office conspicuous to every officer, but not open to the public. It is a Postmaster's duty to make himself thoroughly acquainted with the instructions in the Circulars, and to require his subordinate officers to do the same. One copy of each official Circular must be carefully filed. Notices to the public are issued separately, and must be exhibited in the windows, or in whatever part of the office they can be most conveniently read by the public.

199. Applications and inquiries addressed to the Secretary, either by the public or a Postmaster, or by any other officer of the Department, become official papers; and when referred to a Postmaster for any purpose, must, on no account, be retained by him, but must be carefully returned to the Secretary along with the report that may be required. In like manner papers referred to Postmasters by the Inspector or by the Controller of Money Orders and Savings Banks, must be returned to these officers.

200. No official paper of any kind, whether it require a reply or not, should be returned without some observations showing that it has been received; and such observations should be written, if possible, directly below the communication to which they reply, so that the questions and answers, or observations and rejoinders may appear in consecutive order according to their dates.

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

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

203. When it is necessary for a Postmaster to address any person by letter, in order to rectify an error committed at his office, he must prepay the letter, and the officer who committed the error must bear the expense.

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

205. All requisite stationery, books, forms, &c., must be applied for by requisition to the Secretary. Requisitions for forms relating to Money Orders and Savings Banks, as also all communications relating to these departments, must be made to the Controller of Money Orders and Savings Banks.

206. A Postmaster, on receiving notice of a mail being lost or stolen, must immediately report the circumstances to the Chief Postmaster, and to the police authorities of the district. The despatching Postmaster must as soon as possible furnish the corresponding office and the Chief Postmaster with copies of the letter bill, and a list of the registered letters and money order advices (if any), and other information as to the contents and description of the missing mail. The Chief Postmaster must report all the circumstances of the case to the Inspector of Post Offices without delay.

207. No Newspaper or Trade Circular can pass through any Post Office under the Regulations of the Newspaper Post, until it has first been registered at the General Post Office. Applications for registration, accompanied by a copy of the Newspaper or Trade Circular, must be made to the Secretary. Postmasters are requested to forward in a letter to the Postmaster-General a copy of any newspaper published in their towns containing articles or complaints respecting the Postal or Telegraph services, such articles or complaints to be marked. Any expense incurred for the cost of such newspapers will be reimbursed on being claimed under the head of "Contingencies."

208. No person other than a Postmaster shall, unless specially licensed by the Postmaster-General, sell postage labels, under a penalty of ten pounds.

209. Late letters for the United Kingdom, by way of Suez, and for the United Kingdom, America, and the West Indies, by way of Panama, and for the Australian Colonies, will be received until within twenty minutes of the latest period of despatch from the Post Office, providing such letters bear each in postage stamps a late fee of sixpence, over and above the full postage rates.

210. Late letters, for places within the Colony, will also be received until within twenty minutes of the hour of despatch from the Post Office, providing such letters bear each in postage stamps sixpence, over and above the full postage rates.

211. Late letters, for places within the Colony, posted in the receiving boxes on board the mail steamers, also require the above late fee of sixpence. Should such late fee or postage be

unpaid, the letters must be taxed with double the late fee or postage, as the case may be. Letters, for places beyond the Colony, found in these boxes without the late fee must be detained until the following despatch.

212. Postmasters at ports where mail steamers call must be careful to have the receiving boxes on board these steamers cleared at the time the mails are taken delivery of. Officers neglecting this duty, besides being punished, will incur the serious displeasure of the Postmaster-General.

213. Each Postmaster must render a quarterly Return, and account to the Secretary for all fines inflicted on officers in his department under these regulations. The amount of such fines will be invested by the Secretary for the purpose of forming a fund for rendering pecuniary assistance, when necessary, to deserving officers in cases of sickness or accidents. Application for such assistance to be made to the Postmaster-General through the Chief Postmaster, who will state full particulars of the case, and whether the assistance asked is necessary, and the applicant deserving.

214. Postmasters must keep an account, and render a return quarterly, of the number, weight, and value of postage on correspondence posted in their departments, franked for exemption from prepayment of postage, in accordance with the forms furnished. Every Postmaster is provided, for his guidance, with a list of persons authorized to frank letters "on Public Service only."

215. A Postmaster must be strictly guided by these rules, and as they ought to be carefully perused, the plea of ignorance must not be offered as an excuse for not observing them. When an instruction is received altering or cancelling any of these rules, the Postmaster must write in the margin opposite such rule the word "altered" or "cancelled," as the case may be, together with the date and number of the official circular in which the change is announced.

216. Every Sub-Postmaster is furnished with a book of Sub-Office Regulations; and each Chief Postmaster should have a copy of it for his guidance, and to enable him to call the attention of the Sub-Postmaster to any breach of the rules.