

RULES
FOR
RECEIVERS
AT
PROVINCIAL TOWNS
IN
ENGLAND.



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** * This Book must be carefully read by every Receiver.*

No breach of the rules herein laid down will be excused on the plea of ignorance. If the book be lost or damaged so as to be unfit for use it will be replaced at the cost of the Receiver. (See Rule 89.)

R U L E S .

I. OFFICERS.

1. EVERY person, whose employment in the service Age at entering. is recognised by the Postmaster General, is an officer of the department. No person under 16 years of age can be permitted to hold any situation in the Post Office, or to have access to the letters.

2. No one is eligible for any appointment in the Connexion with a Post Office who is connected, directly or indirectly, public house. with the ownership or management of an inn or public house.

3. On entering the service of the Post Office, it is Official Decla- necessary to make a declaration before a magistrate in ration. the prescribed form, which can be obtained from the Head Postmaster; 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 the Declaration shall have been duly made and signed.

The Declarations of a Receiver, and of all persons employed under him, are preserved by his Head Postmaster.

Receivers are under the immediate direction of their Subordination. respective Head Postmasters.

4. The salary of a Receiver is fixed by a scale which Salary. regulates the amount in proportion with the duty he

is required to perform; it is paid quarterly by the Head Postmaster.

Applications from
Officers.

5. Any application from a Receiver in reference to his duties or pay, or any communication he may desire to make relating to official matters, must be addressed to the Head Postmaster or to the Surveyor of the District; and if he be dissatisfied with the result, he may appeal direct to the Postmaster General, sending his letter through his superior officer, but he is forbidden to make such application through the public or in any way except in the manner just described.

Leave of absence.

6. When a Receiver requires leave of absence, even for one night, he must apply to his Head Postmaster.

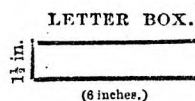
Interference in
Elections.

7. Receivers can vote at elections for Members of Parliament, but they are prohibited by law from canvassing or otherwise interfering in elections.

Exemption from
Service as Jurors,
&c.

8. A Receiver cannot be compelled to serve as mayor or sheriff, or in any public office, whether corporate, parochial, or otherwise; nor as a juror or a militia man. (See Act 1 Vict. c. 33. s. 12.)

Construction of
letter box.



9. The Letter Box must be constructed in a window or in the wall; the aperture for the posting of letters must be horizontal, as shown in the margin, six inches by an inch and a half, and must be easily accessible to the public. The words "Post Office Letter Box" must be painted above the aperture. The box must be at least two feet in depth from the lower edge of the aperture, and not less than a foot square; and directly underneath the aperture on the inside there should be a projecting ledge, about two inches in width, to prevent letters from being drawn out of the box.

The box should be shut by means of a door or lid which must be kept securely locked.

10. As near as possible to the aperture of the "Letter Box," and so placed that the public cannot avoid seeing it when posting letters, must be fastened the "Caution Plate;" and care must be taken that it does not become disfigured or illegible. If such should be the case, the Receiver must apply at once to his Head Postmaster for a new plate.

Application
window.

11. At Receiving Offices, where there is no shop counter, a small door or moveable pane must be placed in the window, through which to attend to applications from the Public. At Money Order Offices where there

is no counter, a lobby should be provided for the public; and where there is a counter, a convenient portion must be railed off for the purpose. All applications must be promptly attended to; and the public must be treated with consideration and respect.

12. The Receiving Office must not be removed Removal of Office. without permission, which must be applied for through the Head Postmaster.

13. The "Regulation Notice," which is supplied by Regulation Notice. the Head Postmaster, giving information regarding the hours of attendance, &c., must be placed in a conspicuous position in the office window. When any alteration takes place in the hours, &c., the Notice must be carefully corrected, and, if a fresh copy be required, application must be made to the Head Postmaster.

14. Every "Notice to the Public" must be exhibited Notices to the public. for one month after its date, and must then be removed. (See Rules 78 and 85.)

15. The Office must, on week days, be opened to Hours of Attendance. the public at 8 in the morning, and it must not be closed before 9 p.m., unless by special authority. On Sunday the Receiver is not required to give any attendance to the public, but the letter box must be open as on week days.

II. RATES OF POSTAGE.

*Inland Letters.**

16. Prepayment of Inland letters, &c. must be made Inland Rates. by stamps.

With the exceptions specified in Rule 22, the rate of postage on all letters is as follows:—

Prepaid, one penny for every half ounce or fraction of half an ounce, viz.—

On a letter not exceeding $\frac{1}{2}$ oz.	-	1d.
" " above $\frac{1}{2}$ oz. and not exceeding 1 oz.	-	2d.
" " 1 oz.	-	3d. and so on.

The postage, if not paid in advance, is double the foregoing; and if the payment in advance be insufficient, double the deficiency is charged. An inland letter, for example, weighing more than half an ounce, and not exceeding one ounce, if bearing a penny stamp only, is, on delivery, charged twopence. On re-directed letters, however, the charge for re-direction is the same, whether prepaid or collected on delivery.

* Inland letters are those addressed to places in the United Kingdom, including the Isle of Man, the Orkney, Shetland, Scilly, and Channel Islands.

Scales and
Weights.

Taxing.

Surcharge for De-
ficient Postage.

Weighing Letters
for the public.

17. A Receiver must provide himself with scales and weights from $\frac{1}{4}$ oz. upwards.

18. Unpaid Letters are not to be taxed* by the Receiver.

For limitations as to forbidden contents, and as to the size of letters, see Rules 23 and 24.

19. If the stamps affixed to a letter be insufficient, it will be taxed with postage at the Head Office.

20. Receivers are not bound to weigh letters or other packets for the public, though they *may* do so if their duty be not thereby seriously impeded.

Colonial and Foreign Letters.

Colonial and
Foreign Letters.

21. Colonial and foreign letters, &c. posted at a Receiving Office, can be prepaid only in stamps. Unpaid foreign letters are not to be taxed* with postage, as this duty is done at the office where the foreign mail is made up. The rates of postage on letters, book-packets, pattern packets, and newspapers, to the colonies and foreign countries, will be found in the Table of Colonial and Foreign Postage in the "British Postal Guide."

Exemptions from Postage.

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

22. Petitions and addresses to Her Majesty, forwarded direct, are exempt from postage; and such petitions and addresses, as also petitions to either House of Parliament if sent to a Member of either House, are likewise exempt, provided they do not weigh more than two pounds, and are without covers, or are in covers open at the ends.

Forbidden Articles and Limitations as to Size.

Articles which
must not be sent
by post.

23. Should any letter be tendered for posting, which there is good reason to believe contains anything likely to injure the contents of the mail bag, or the person of any officer of the Post Office, it must be refused. If such a letter be posted without its contents being detected, and they should afterwards be discovered, it must not be forwarded, but a report must be made to the Head Postmaster by the first

* "Taxing" means marking the postage on unpaid letters.

post, stating the full address of the letter and its supposed contents, and requesting instructions. Should the Head Postmaster give no instructions as to the period for which the packet should be retained, the Receiver will, at the end of a week, apply for further orders on that point. The following are examples of the articles referred to:—

A glass bottle, or glass in any form; razors, scizzors, needles, knives, forks, or other sharp instruments when not properly protected; leeches, game, fish, meat, fruit, or vegetables; bladders or other vessels containing liquids; gunpowder, lucifer matches, or anything which is explosive or combustible.

24. Any letter or packet must also be rejected which is more than two feet in length, or one foot in breadth or depth, excepting—

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

Should any letter or packet be posted contrary to the regulations in the foregoing rule, it will be the duty of the Receiver to forward it to the Head Postmaster with a memorandum, drawing attention to the irregularity, in order that it may be treated according to the rules. Treatment of Letters of irregular size, &c.

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

25. The Regulations on this subject will be found in the British Postal Guide. Inland Book Pattern Post.

The Receiver who observes that a pattern packet or book packet or newspaper is not in accordance with Examination of packets.

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

these Regulations, must send it to the Head Postmaster, with a special memorandum, pointing out the irregularity.

III. REGISTRATION.*

Registration of
Inland letters.

26. Any prepaid letter, book packet, pattern packet or newspaper for places in the United Kingdom, may be registered for a fee of 4*d.*, which must be affixed to the letter in stamps, over and above the postage.

Of Letters for
abroad.

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

Responsibility in
regard to Regis-
tered Letters.

28. The Post Office does not guarantee the safe delivery of a registered letter; though its officers are, of course, responsible to the Postmaster General, who will call to strict account any one who neglects his duty on this point, and will determine those cases in which any loss is to be made good by the officer in fault. (See Rule 83.)

Their safe custody.

29. Registered letters, waiting despatch, should be kept under lock and key, and great care must be taken that they are not then overlooked and delayed. The careless delay of a registered letter is punishable by fine. (See Rules 38 and 39.)

Despatch of Registered Letters.

Time for posting.

30. A letter tendered for registration must be presented at the office window, or counter, at least fifteen minutes before the box is closed for the mail by which it is to be despatched; and it is the duty of the officer who registers it to satisfy himself that stamps, representing the proper amount of the postage and the fee, are affixed.

Postage on.

Address of.

31. If the letter which is to be registered should be observed to be imperfectly addressed, the Receiver ought if possible to have the address corrected by the sender, but when this is impossible, the letter must nevertheless be registered according to the imperfect address. The full address of the letter must be entered on both portions of the form in the receipt book, with which every

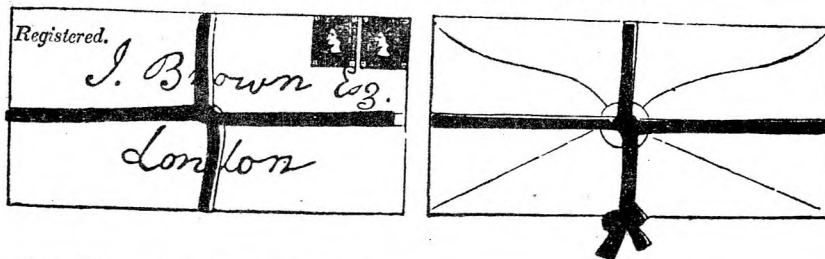
Receipt for.

* The term "Registered letter" includes every description of letters, parcels, or newspapers that may be registered.

Receiving Office is furnished; the right hand half of the form must be detached and handed, as a receipt, to the person who tenders the letter: the receipt and the counterfoil, which is that part of the form left in the book, must be dated and signed by the officer who registers the letter, and must be stamped at those Receiving Offices at which a date stamp is used. The words "Registered at ————" (name of the Receiving Office) must be written in red ink on the front of the letter,* which must be carefully tied with green tape, (see Rule 33.) The letter must be entered upon the letter bill which goes to the Head Office, by writing in the proper place on the bill the surname of the person to whom addressed, and the letter must be folded in the bill. A memorandum of the date of despatch should be made on the counterfoil of the receipt-book. Check on despatch.

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

33. *All* registered letters, whether Inland or Foreign, must be distinguished from the ordinary correspondence by being tied with green tape; as must also all letters marked "Registered," but dropped into the Letter Box (see Rule 37), as well as *all Official Money Letters*, including remittance letters, letters containing fines, and every other kind of property-letter required to be entered on the letter bill. Cash or stamps enclosed in paper or in bags, passing between a Head Office and Sub-Office, need not be tied with green tape, although they must invariably be entered on the letter bill. Green tape.
For what letters to use green tape.



* If the Receiver have a date stamp it must be impressed on the address after the word "Registered," instead of writing the name of the office.

10 Registration.—Registered Letter Errors and Fines.

How to tie it.

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

How supplied.

35. The tape must not be used wastefully nor for any other purpose than that for which it is supplied. Each letter will require, on an average, twenty-four inches of tape; and when a fresh supply is required, application must be made to the Head Postmaster, who must be informed how many letters have been registered since the last supply, giving the date, and stating the number of yards then supplied.

When insufficiently prepaid at a Receiving Office.

36. When a registered letter is received from any Receiving Office insufficiently prepaid, whether it be an Inland or a Foreign letter, the requisite additional stamps are affixed by the Head Postmaster, and the Receiver is charged with the amount.

Letters marked "Registered," but not posted in accordance with the Regulations.

37. A letter marked "Registered," and dropped into the letter box instead of being posted in accordance with the regulations, is liable to a tax for registration in addition to the postage; and if any such letter be found in the letter box, it must be tied with green tape and forwarded to the Head Postmaster, entering the address on the letter bill, and annexing the words "Posted in the Box." It will then be properly treated at the Head Office.

Registered Letter Errors and Fines.

38. 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.

Fines.

39. A fine of *Sixpence* is inflicted for the following irregularities, viz.:—

1. For each omission to enter the following on the letter bill, viz.:—

(a.) A registered letter, whether posted at the office, or returned in the letter carrier's pouch, where such pouches are used.

- (b.) A money order remittance, or other remittance letter.
- (c.) Any *official* money letter.
- (d.) Cash sent for stamps. (Rules 63 and 64.)
- 2. For each omission to tie a registered letter or money letter with green tape. (Rule 33.)
- 3. For each omission to send a letter bill to the head office.
- 4. For each omission to send cash for stamps, in accordance with the entry on the bill. (Rules 63 and 64.)
- 5. For delaying a registered letter or other money letter.

These fines will be strictly enforced.

Parliamentary and Voting Notices.

40. Parliamentary notices cannot be posted at Receiving Offices. Parliamentary notices.

41. Voting Notices (Rule 42) can be posted only at offices where money order business is transacted. A Voting Notice bearing postage stamps sufficient to cover the postage and the fee of twopence, which is required over and above the postage, can be sent through the post with the securities for their safe delivery enjoined by law, provided the notice be brought duly directed, open and in duplicate, to an office where money orders are issued or paid. On receiving such a notice, the Receiver, after satisfying himself that it bears stamps to the value of twopence in addition to the postage, and that it agrees with the duplicate Notice, will stamp the duplicate and return it to the person who posts the Notice. Treatment on despatch, how to be paid.

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

42. The following are the notices referred to:—

Description of Notices.

Counties and Cities.

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

*Voting Notices.**Counties.*

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

Cities and Boroughs.

1. Notices from town clerks to overseers.
2. Notices by overseers as to payment of rates and taxes.
3. Notices to overseers of claims.
4. Notices to town clerks of claims by freemen.
5. Notices to overseers or town clerks of objections.
6. Notices of objection addressed to the persons objected to.

City of London.

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

Penalties of
neglect of above
rules.

Any officer wilfully contravening any of the regulations relating to notices respecting voting for Members for Parliament, will be liable, by law, to a penalty of 100*l*.

43. Under the 11th section of the Act 25 & 26 Victoria, cap. 107, persons liable to serve on juries in England and Wales may be summoned by post.

The following are the regulations under which summonses of this description may be received by the Post Office, and transmitted through the Post:—

1. They must bear the words "Jury Summons," written or printed on each, on the same side as the address. How to be noted.
2. The postage must be prepaid by stamps, and a fee of twopence, *also to be prepaid by stamps*, must be taken on each summons in addition to the postage. Postage of.
3. They must be posted at those Offices only where Money Orders are issued and paid, and each must be accompanied with a duplicate endorsed with the name and address of the person to whom the original summons is directed. On receiving them the Receiver must compare their addresses with those of the duplicates, and on being satisfied that they are alike, he must forward the originals in the usual course of post, but not as registered letters, returning the duplicates to the person who brought them, duly stamped with the Stamp of the Office. Where to be posted, and how.
4. These summonses are to be received within such hours as shall have been previously agreed upon between the Sheriff or other proper Officer and the Receiver, and which must be so arranged as not to interfere with the current duties of the Office. To be posted at convenient hours.
44. Receivers are responsible that every person employed in their offices is made acquainted with the foregoing regulations respecting registered letters, &c. Receivers responsible for their subordinates knowing the Rules.

IV. DESPATCHES.

45. The letters, &c. for despatch must be carefully examined by the Receiver, in order to satisfy himself that they bear stamps sufficient for their prepayment (Rule 16); that such stamps are new and undefaced (Rule 66, &c.); that the letters are not open (Rule 72); that none of those posted in the box are marked "registered" (Rule 37); that none are above weight or size, or irregular in contents (Rule 23, &c.) Despatches.

46. When he has dealt properly with the letters, in accordance with the Rules, and with any special instructions he may receive for their sortation, he will count them carefully, and then tie them in secure bundles ready for despatch.

A letter bill must be sent in each bag: the registered letters for despatch must be carefully entered on the letter bill; the stock of stamps on hand noted in the proper place in the bill which accompanies the last despatch each day (Rule 55); and, when cash is sent for a fresh supply, the amount must be entered on the bill, and also the particulars of the stamps required (Rules 63 and 64). The total number of letters despatched, including book packets, pattern packets, and newspapers paid by stamps, must then be entered on the bill, in which the registered and money letters must be enclosed and tied. The bag in which the mail is despatched must be carefully tied with good string drawn twice round the neck. The string must be sealed to the bag.

Despatch of
Mails.

47. The hour of making up the bag is stated in the regulation notice (see Rule 13), and must not be altered without authority. Letters posted up to the hour so named must be forwarded by such despatch.

V. STAMPING.

Dated stamp.

48. Every Receiving Office which is a Money Order Office is provided with a dated stamp for money order business only. The figures of the dated stamp must be carefully adjusted at the beginning of each day; and as soon as this has been done, a clear impression must be made in a suitable book, so as to afford evidence of the correct discharge of this duty. Where a stamp is fitted with index letters A, B, &c., care must be taken to change the letter punctually at the appointed periods. Whenever the index letter is changed, an impression should be made in the proper Book.

Index letters.

49. It is necessary, not only that the impression of every official stamp should be legible, but that it should

be perfect in every particular ; so that each letter and figure of the stamp may be quite clear. To effect this, attention must be paid to the following points :—

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

2d. The cushion on which the forms are placed to be stamped should be quite even, and very slightly elastic (of the consistency of galvanized india rubber).

4th. The self-supplying pad, which is furnished from the Metropolitan Office, or by the Head Postmaster, must be kept fit for use by strict attention to the printed instructions by which it is accompanied. When a new pad is required, application must be made to the Head Postmaster.

50. Applications for new stamps or new seals, or for the repair of stamps must be made to the Head Postmaster. When a new stamp or seal is supplied the old one should be returned to the Head Postmaster.

VI. POSTAGE STAMPS.

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

Stamped Labels.

				Prices.
Penny Labels	-	-	-	1d. each.
Twopenny do.	-	-	-	2d. „
Threepenny do.	-	-	-	3d. „
Fourpenny do.	-	-	-	4d. „
Sixpenny do.	-	-	-	6d. „
Ninepenny do.	-	-	-	9d. „
Tenpenny do.	-	-	-	10d. „
Shilling do.	-	-	-	1s. „
Two Shillings do.	-	-	-	2s. „
Five Shillings do.	-	-	-	5s. „

*Stamped Penny Envelopes.**

				s.	d.
1	to be sold for	-	-	0	11 $\frac{1}{4}$
2	"	-	-	0	21 $\frac{1}{4}$
4	"	-	-	0	41 $\frac{1}{2}$
6	"	-	-	0	61 $\frac{3}{4}$
8	"	-	-	0	9
†12	"	-	-	1	11 $\frac{1}{2}$

How supplied. 52. A Receiver must obtain his supplies of postage stamps and stamped envelopes from his Head Postmasters only.

Credit stocks of 1*l*. 53. Every Receiver is allowed to have stamps on credit from his Head Postmaster to the amount of 1*l*., and he gives a receipt for them on a printed form. When this stock is reduced to 10*s*. worth, he must send not less than 10*s*. to the Head Postmaster for a fresh supply. (See Rules 61 and 63.) For each supply after the first, the Receiver will receive a commission at the rate of 2*d*. in the pound, which is paid by sending one extra stamp in each 10*s*. worth.

Extra supplies. 54. He is not, however, restricted to obtaining 10*s*. worth of stamps at a time. Any additional number he may require will be supplied by the Head Postmaster, if the application is accompanied by the price of the stamps. The Commission on such extra supplies will be at the rate of one per cent., provided the amount applied for be not less than 8*s*. 4*d*. worth, the poundage on which is 1*d*. (See Rule 61.)

Stock on hand to be entered on the Letter Bill. 55. The Receiver must enter the amount of his stamps on hand, calculated to the nearest shilling, in the space provided for that purpose on the Letter Bill sent with his last despatch each day.

A sufficient stock to be maintained. 56. A Receiver is bound to have a supply on hand sufficient for ordinary demand, and he will incur severe censure if such should not be the case owing to negligence on his part in making application for fresh supplies. Although this regulation applies only to

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

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

penny labels, every Receiver is expected to keep a sufficient stock of the other kinds of stamps, and he is bound to apply at once to the Postmaster for any stamps which the public may require, but which he may not have on hand, sending the price with his application, and enclosing it in the small canvas Bag which is provided for the purpose; on such supplies he will receive the full commission of one per cent., provided the amount applied for will admit of its being paid. (See Rule 61.)

57. The penny envelopes are supplied at the Envelopes. wholesale price of 1*l.* 1*s.* 9*d.* for a half-ream of 240; and the above prices will yield thereon a profit of about ninepence, which is equal to nearly three and a half per cent.

58. In cases when a credit stock of 1*l.* is insufficient, Credit stocks the Receiver, if he is under bond to the Crown, will above £1. be supplied with a larger credit stock, the amount of which will be determined by his average sale. A Receiver under bond, who finds his credit stock insufficient to meet the demands of the public, should therefore at once apply for a larger stock through his Head Postmaster, who will obtain special authority to grant it.

59. This larger credit stock may consist of various descriptions of postage labels, and the Receiver will be called on to state the quantity of each description necessary for the sale at his office.

60. When such credit stocks are allowed, the Application for Receiver should take care that his stock on hand of fresh supplies. each description does not fall short of half the credit stock, and when he sends for a fresh supply, it must always be sufficient to raise his stock on hand to the full credit. Every application must of course be accompanied by cash.

61. A Receiver whose credit stock is above 1*l.* is Commission on entitled to a commission of one per cent. on all supplies credit stocks of labels of every description sent to him after the first above 1*l.* consignment, and the commission is sent to him in stamps with each supply.

To enable this to be done, he should fix the total Amount of fresh quantity of each fresh consignment for which he consignments to be applies at one or other of the following amounts, and applied for.

he will then receive the full poundage, as shown below:—

Stamps to the Value of						Poundage to be received.	
£	s.	d.				s.	d.
0	8	4	-	-	-	0	1
0	16	8	-	-	-	0	2
1	5	0	-	-	-	0	3
1	13	4	-	-	-	0	4
2	1	8	-	-	-	0	5
2	10	0	-	-	-	0	6
2	18	4	-	-	-	0	7
3	6	8	-	-	-	0	8
3	15	0	-	-	-	0	9
4	3	4	-	-	-	0	10
4	11	8	-	-	-	0	11
5	0	0	-	-	-	1	0
And so on, for each 8s. 4d.						0	1

Stamp cash not to be used for private purposes.

Application for fresh supplies to be entered on letter bill :
and accompanied by cash.

Consequence of omission.

Postage stamps purchased from the public.

62. As every Receiver is thus relieved from expending any portion of his own money in the purchase of stamps, he is strictly forbidden to make use of the proceeds of his sale of stamps for any other purpose than for the purchase of fresh supplies; and his cash and stamps on hand must always be equal to the credit stock.

63. Every application for stamps must be entered in the proper place on the letter bill; great care must be taken that the proper amount of cash, as entered on the bill, accompanies the application.

64. An omission to make the entry on the bill, or an omission to send the cash, or a discrepancy between the amount entered and the amount actually sent, is punishable by fine. (Rule 39.)

65. All Receivers in England and Wales, at whose Offices Money Order business is transacted, are permitted to purchase Postage Stamps from the Public, if not soiled or otherwise damaged, at a charge of $2\frac{1}{2}$ per cent.; the charge, however, never to be less than one halfpenny. Under this arrangement Postmasters are authorized to pay—

s.	d.		s.	d.
9	9	for Stamps of the Value of 10	0	0
6	6	ditto ditto	6	8
4	10 $\frac{1}{2}$	ditto ditto	5	0
3	3	ditto ditto	3	4
1	7 $\frac{1}{2}$	ditto ditto	1	8

and so on; the full value, less one halfpenny, being given for any number of stamps not exceeding 1s. 8d. in value.

No separate stamps, however, must on any account be purchased; the stamps must in all cases be presented in strips containing at least two stamps unseparated. Any suspicious circumstances giving rise to the belief that stamps improperly obtained have been offered for sale must be immediately reported by the Receiver to the Head Postmaster, and the purchase must be postponed.

66. As far as practicable, the stamps on letters posted at a Receiving Office, as well as those brought in by Branch Messengers, should be carefully examined, for the purpose of ascertaining that they have not been previously used and are not forged. (See Rule 45.)

67. If any be discovered which appear to have been previously used, the letters to which they are affixed must be specially enclosed in the Letter Bill, and the words "old stamps" must be written on them.

68. When a Receiver observes a postage stamp which he suspects to be forged, he must not detain the letter to which it is affixed, but must report the circumstance at once to the Head Postmaster, enclosing the letter to him and stating if possible the name and address of the person who posted it.

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



If any postage label passing through the office should appear to have been formed by pieces cut from separate

stamps, it must be ascertained whether the letters at the corners are arranged in the manner above described. Should any difference appear in this respect, the letter must be treated as laid down in Rules 67 and 68.

Postage Stamps
found loose.

70. Defaced postage stamps found loose in the office, and also undefaced stamps not the property of the Receiver, must be sent to the Head Postmaster enclosed in a wrapper, and the amount must be entered on the letter bill.

Every officer should be informed that it is his duty to hand to the Receiver 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.

VII. MISCELLANEOUS RULES.

Official secrecy.

71. No information must be given respecting letters 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, of the private affairs of any person.

Sealing of letters
found open.

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

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

73. Any money, jewellery, undefaced postage stamps, or any other article of value found loose in the letter box, must be transmitted forthwith to the Head Postmaster, with a report stating precisely where and how it was found; and any such article, not the property of the Receiver, or of his Officers, found in any part of the office must be treated in a similar manner. The letter in which it is sent must be

entered as a money letter. As to loose stamps found in the office, see Rule 70.

74. A Receiver is required to see that the bags Mail bags and used at his office are in proper condition, and he must pouches to be in not fail to report the contrary to his Head Postmaster, proper condition. and to apply to him when new bags are required.

75. Book-packets, pattern-packets, and newspapers Book and pattern paid by postage stamps are to be counted as letters in packets, &c. to the entries on the letter bills. count as letters.

76. A copy of each edition of the British Postal Postal Guide Guide is officially supplied to each Receiver; and he supplied officially. must consider the Guide as an instruction for himself, as well as a book of reference for the public.

Receivers are supplied by the Publishers with any How to obtain number of copies of the Guide, for sale, free of postage, for sale. at the rate of 25 copies for 9s.; any number less than 25 being charged 4½d. each.

The selling price of the book is 6d.

Orders must be addressed to Messrs. Eyre and Spottiswoode, 43, Fleet Street, London, E.C., accompanied by a remittance, which may be made either by a Money Order, or in a Registered Letter.

77. The "Postal Official Circular" (Postmaster's Postal Official edition) is supplied every week to all Receivers. Circular:

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

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

79. Persons who apply to a Receiver on matters of which he is ignorant, who make complaints, and, more

Official Correspondence :**Return of official papers :****How to reply.****Letters to the public.****Losses arising from negligence.****Waste Paper.****Periods at which certain Forms become waste paper.**

especially, those who apply for missing letters, should be at once referred to the Head Postmaster.

Applications and inquiries addressed to an officer of the Department, become official papers, and, when referred to a Receiver for any purpose, must on no account be retained by him, but must be carefully returned, along with the report that may be required, to the Superior Officer from whom they have been received, whether he be the Secretary, the Surveyor, or the Head Postmaster.

80. No official paper of any kind, whether it require a reply or not, should be returned without some observations denoting that it has been received, and such observations should be written, if possible, directly following the communication to which they reply, so that the questions and answers, or observations and rejoinders, may appear in consecutive order, according to their dates, and that the papers may be read like the pages of a book. Bag wax must never be used for sealing official letters.

81. A Receiver must never refuse a letter addressed to him in his official capacity because it is unpaid, as he can claim the postage by returning the cover to his Head Postmaster, and when he can spare the letter itself it should be enclosed in the cover.

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

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

84. A Receiver who is a news agent is forbidden, on pain of immediate dismissal, to employ a letter carrier or official messenger to carry or deliver a newspaper which has not been regularly posted.

85. All printed Circulars, Books, or Forms supplied by the Department, must in due time be sent back to the Head Office as waste paper; none must be destroyed.

The following Books and Forms, when out of use, must be retained for the periods specified below, and

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

British Postal Guide - - -	Three Months.
Special Circulars and Notices to the Public - - -	} One Year.
Postal Official Circular - - -	
Money Order Books - - -	Two Years.
Registered Letter Receipt Books	Three Years.

86. Any Officer of the Post Office who is engaged in the collection of the Revenue, or in the transaction of Money Order business, must require every Bank-note which he receives officially to be endorsed with the name of the person from whom he takes it, and he will add his own initials, and the date of its receipt: on every note which he pays away he must endorse his own name and the date of the payment. Every bank note received at a Receiving Office, at which Money Order or Savings Bank business is transacted, must be stamped on the face with the office stamp.

87. Receivers who transact Money Order Business are now required to give security by means of the European Assurance Society or the Provident Clerks Guarantee Association. After giving the security of either of the Companies, a Receiver is required to pay his premium in proper time; and should he fail to do so, he will be liable to lose his appointment.

88. If a Receiver should become bankrupt or insolvent, he is required to report the circumstance at once to the Head Postmaster.*

Bankruptcy or
insolvency of
Receiver.

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

Book of Rules for
Receivers.

* A Receiver who may have given security under the old system by means of sureties must report to the Head Postmaster if either of them should become bankrupt or insolvent, or should die or withdraw, as it will then be necessary he should give Bond, as stated in Rule 87.

Correction of
Book.

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

To be carefully
preserved.

If the book be lost or damaged so as to be unfit for use, it will be replaced at the cost of the Receiver.

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