

NEW ZEALAND POST AND TELEGRAPH DEPARTMENT.

# RULES AND REGULATIONS

FOR THE

## GUIDANCE OF OFFICERS

(GENERAL AND POSTAL).

These Rules and Regulations are printed correct to the end of AUGUST, 1922. As amendments appear in the Official Circular Extracts they are to be transferred to this book at once, and, if necessary, are to be indexed.

In correspondence which relates to a Rule or Regulation the number of the same is to be given.

Every Officer must have free access to the office standard copy of each book of Rules and Regulations, and sign a certificate in accordance with Rule No. 2. No Officer committing a breach of any Rule or Regulation will be excused on the plea of ignorance.

For every copy issued of this book a receipt is to be taken and filed by the local Chief Officer.



WELLINGTON.

BY AUTHORITY: W. A. G. SKINNER, GOVERNMENT PRINTER.

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## Rules & Regulations - Part 8

### Rules 409 to 460

#### Incorporating Sub-sections

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Registered Mail:	Rules 412(a), 418 & 438(a)
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## ARRIVAL OF INLAND MAILS.

409. Postmasters are required to personally superintend the sorting of mails, and to see that prompt delivery is made of their contents.

410. Officers receiving mails from railway guards must see that such mails are duly received in accordance with the waybill entries, and sign for the same. Special vigilance is necessary, as railway guards cannot give their undivided attention to the disposal of mails at railway-stations. Postal officers will be held primarily responsible in all such cases. (See Rule 378.)

411. (a.) Postmasters at ports must see that the receiving-boxes (if any) on board steamers are cleared at the time the mails are delivered, and that demand is made for all loose letters, &c., which may be in the custody of the ships' officers. Care must also be taken to see that receiving-boxes attached to railway guards' vans are cleared regularly. Postmasters must personally take steps to guard against any oversight in the clearance of these boxes. The consequences of any failure to make the clearance may be serious, and the importance of the work must therefore be kept steadily in mind and the duty punctually performed. The messenger or other Postal officer obtaining the delivery of mails from a steamer or train must, where practicable, satisfy himself that all loose letters have been handed over to him or collected for disposal. He must also see that any such letters intended to go on by the same boat or train do not miss despatch. Except in those cases in which he has no access to the steamer, he will be held responsible for the prompt and correct disposal of the loose letters. At terminal places to which R.T.P.O. vans run an examination should be made of the late-fee boxes on railway guards' vans attached to mail-trains. This is necessary in order to prevent delay to correspondence that may have been posted in such boxes owing to the posting-apertures having been left open.

(b.) Whenever it is noticed that a railway-train posting-box that will not be cleared on its then present journey is open to public posting, the fact is to be at once reported to the Railway Traffic Manager for the district, with the request that the box be closed, care being taken at the same time by this Department's officer to see that nothing is left in the box before it is closed.

412. (a.) The hour of arrival of a mail should be recorded in a book, U. 17, or checked by the standard list, and, in order to ascertain that none are missing, the bags, hampers, &c., should be checked off from the waybill one by one. Every officer responsible for checking mails must record on his tally-sheet the name of the messenger or messengers deputed to call over mails from any particular train or steamer. The messenger or messengers must also be in a position to make an affidavit, if necessary, that all seals and mail-receptacles examined by them were intact.

(b.) The officer who opens a mail must satisfy himself, before cutting the string, that the bag is tied securely, that the seal is perfect and is that of the office from which the mail was despatched, and that the bag is in good order. Immediately the bag is emptied of its contents it is to be turned inside out, with the object of recovering any articles secreted in the bag. Any officer found guilty of neglecting this important duty will be seriously dealt with.

(c.) The receiving officer must first obtain the letter-bill, and then carefully check the receipt of any registered or remittance letters or "express" articles that may be entered thereon, placing his initials against the entry. He must also satisfy himself that the registered letters entered on the letter-bill are received, and in all other respects properly dealt with, except when sealed registered-letter packets or bags are received, in which case he will hand them intact to the registered-letter clerk. He must place loose registered letters in the proper channel for disposal, taking care to obtain the receipt of the officer to whom he hands them. Any irregularity must be duly noted and reported. The contents of the bag must not be disturbed until the registered-letter bag or packet is found, or the loose registered letters have been compared with the entries on the bill. Any failure to trace the registered articles and check them with the entries on the letter-bill will be very seriously noticed.

(d.) After the registered letters have been checked, the correctness of the entries on the letter-bill must be verified by an examination of the letters. If they cannot be made to agree they must be checked by another officer. As soon as the receiving officer has satisfied himself as to the correctness of 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.

(e.) If a mail arrives without a letter-bill, or with one wrongly headed, its contents are to be checked by a second officer, a substitute bill made out, and the error reported.



(f.) If any article is found loose in a mail, or any packet found without an address, a report of the circumstance must be made at once.

(g.) Every missent article must be date-stamped on the address side with the stamp of the office to which it has been missent, preceded by the words "Missent to," and a report made on the proper form. The article must then be forwarded to its proper destination by the first opportunity. In reporting the missending of correspondence Postmasters should invariably give the index letter, number, or time of the date-stamp of the despatching office. (See Rule 368 (d).)

## ARRIVAL OF FOREIGN MAILS.

413. Delivery of foreign mails may be taken before the Health Officer has granted pratique, subject to the Health Officer's concurrence; but no mails requiring disinfection may be brought ashore until they have been fumigated. Any illness on board a vessel arriving from abroad will necessitate consultation with the Port Health Officer before mails are removed.

414. (a.) On arrival of a foreign mail, officers must proceed as directed in Rule 412, except that, immediately on the detection of any error, a V.N., in duplicate, must be prepared, signed by two officers, and forwarded to the Secretary, pinned to the letter-bill. Any necessary corrections must be made in the letter-bill or registered list, the erroneous entries being struck through with a single plain pen-stroke in such a way as to admit of their being read. Such corrections, except in the case of an obvious error, are accepted in preference to the original statement.

(b.) Attention is specially directed to the need for a most careful examination of the condition of both seals and mail-receptacles. In this regard see Rule 412 (a).

415. In the case of non-receipt of a mail (ascertained by the numbering on the letter-bill), or of a registered article, the fact should be reported to the Secretary by telegraph, with full particulars, and the V.N. sent as provided for in the preceding rule.

416. (a.) Unpaid and insufficiently prepaid correspondence, including registered correspondence, is charged on delivery the deficiency marked by the despatching office. The minimum surcharge on correspondence from overseas is 15 centimes. For conversion of francs and centimes into shillings and pence see Rule 395. When, after converting the deficiency into pence, a remainder below 5 centimes is left, it is not taken into account; for any remainder above 5 centimes, 1d. is to be charged. Newspapers, if bearing the inscription "*Abonnements-poste*," are to be treated as fully prepaid.

(b.) Every article of correspondence that does not bear the stamp "T" is considered as fully prepaid and treated accordingly, unless there be an obvious error.

(c.) Private correspondence from the United Kingdom not bearing ordinary postage-stamps but impressed with the "Paid" stamp is to be accepted in New Zealand.

(d.) Newspapers and periodicals from Canada impressed with a "Postage paid" stamp are to be delivered without surcharge.

(e.) Redirected surcharged articles, other than those insufficiently prepaid, should be charged on delivery only actual deficiencies. Articles insufficiently prepaid for their first destinations should be taxed double the deficiencies.

(f.) Correspondence posted on board mail-steamers or placed in the hands of masters of ships must be prepaid by means of postage-stamps, according to the tariff of the country to which such packet or ship belongs, or by which she is maintained. If the posting on board takes place during the stay at one of the two extreme ports of the voyage, or at any intermediate port, prepayment can be effected only by means of postage-stamps, and according to the tariff of the country in the waters of which the vessel happens to be.

(g.) All correspondence received loose from the Australian States, Fiji, Samoa, Tonga, and the Cook Islands must be marked "Loose letter," and surcharged in accordance with the instructions in the Guide for late-fee letters. Loose correspondence from all other places must be prominently marked or stamped "Packet-boat" at the office at which it is taken delivery of from the vessel, and forwarded to destination without further charge if it bear stamps of and is prepaid according to the tariff of the country of origin.

417. Any unclaimed articles originating in New Zealand returned by a foreign country (such articles are generally labelled "Rebuts") must be forwarded to the Secretary by the first dead-letter mail.

418. All letter-bills and registered lists received from foreign offices must be forwarded, when completed, to the Secretary, except letter-bills and registered-letter lists originating in Australia, which are to be filed at the office of receipt.

419. Particulars of mails received must be recorded by the receiving office in the Foreign-mail Register.

420. Mails are exchanged between any post-office of the Universal Postal Union and naval divisions or ships of war of the same nationality on the following special conditions:—



(a.) They should, as far as possible, be advised of in advance to the intermediate offices.

(b.) Their address should be in the following form:—

From the Post Office of

For { the [Nationality] naval division of [Name of  
division] at  
the [Nationality] ship [Name of the ship] at .

Or

From the [Nationality] naval division of [Name of division] at .

From the [Nationality] ship [Name of the ship] at .

For the Post Office of [Country].

(c.) If ships are not at the place of destination when mails addressed to them arrive there, such mails are kept at the post-office until they are claimed by the addressee, or ordered to be redirected to another place.

(d.) Redirection may be demanded by the office of origin, by the commanding officer of the naval division or of the ship addressed, or by a Consul of the same nationality.

(e.) Such of the mails as are addressed to the care of a Consul may, at his request, be received back into the post-office and redirected to any other address.

(f.) Mails addressed to a ship of war are regarded as being in transit up to the time of their delivery to the commanding officer, even when originally addressed to the care of a post-office or of a Consul.

(g.) Closed mails from His Majesty's ships of war are to be simply entered on letter-bills under Article II. The weights, even if stated on labels, must not be included with those of ordinary mails.

(h.) The Postal Administration of the United States of America has issued the following notification regarding the exchange of mails between U.S.A. offices and U.S.A. war-ships on foreign stations:—

That the Administration of the United States of America will not advise intermediary offices of each despatch of mails to the vessels in question.

(i.) Mails to or from ships of war of any nationality in transit through New Zealand are to receive prompt despatch unless positive orders are issued to the contrary.

421. (a.) Bags received from overseas offices must be returned empty through Wellington to the nearest office of exchange of the

country of origin. Such bags are to be advised to the Chief Postmaster, Wellington, on form Mail 34. They are each to be labelled with the name of the country of origin when such is not already clearly indicated thereon, and are to be tied in bundles and forwarded in the Wellington mail. At Wellington a full record is to be kept of all such bags returned. This does not apply to bags from Australia, the United Kingdom, and Cape Town. These bags are used for return mails.

(b.) Any instances of the unauthorized use of New Zealand mail-bags by foreign administrations for the enclosure of their mails to New Zealand must be at once reported by verification note.

#### DELIVERY OF LETTERS, ETC.

422. (a.) For the regulation relating to the provision of letter-boxes by persons served by postman see the Guide. A demand or suggestion that a box be provided is not to be sent to a public institution such as a hospital or a prison.

(b.) Gate-boxes for use within postmen's deliveries will, if desired, be stencilled at a cost to the holders of 1s. each.

423. The extension of a postman's delivery may be contingent on the residents concerned having boxes erected at the gates of their residences, irrespective of the distance of the residences from the road-line, and the proposal for the extension may be abandoned unless the erection of boxes is agreed to unanimously. Letter-form P.O. 83 is to be used for communicating with the residents in this matter.

424. The delivery from a post-office includes every place which receives its letters through that office. The town delivery comprises every house within the boundary of the postman's delivery, subject to the provision of a letter-box on the street-line in any case in which it is required. Before any postman's delivery is established a responsible officer is to visit the district and fix the boundaries, and no alteration is to be allowed without authority from the Secretary.

425. The Postmaster must arrange the walks of the postmen so as, without unduly favouring any person or locality, to ensure a delivery to the more important portions of the town early, and a delivery in every portion of it with the least possible delay.

426. A brief general report on postmen's deliveries is to be furnished to the Secretary at the end of each year. But in cases in which overtime is being incurred or in which extra assistance is asked for a special inspection should be made and a report furnished.



427. Except at offices at which a postmen's sorter is employed, no letters must be passed to the postmen's branch for delivery until they have been divided into the several walks; and Postmasters must bear in mind that, consistently with due despatch, this duty must be confined to the smallest number of officers.

428. Every delivery must commence at the appointed time or as near to it as possible, and, unless in exceptional cases, all the town postmen should leave the office at the same time.

429. It is the duty of the Postmaster to see that the postmen understand the regulations and rules relating to their duties, and obey them. It is also the duty of the Postmaster to report any breach by a postman of the regulations or rules.

430. (a.) A postman is required to arrange the letters, &c., for his delivery before he leaves the office, to make his delivery as quickly as possible, and, having done so, to come back to the office, if required, returning any articles which he may have been unable to deliver, and paying the postage charged against him. He is not required to give credit for postage, and, if he does, it must be at his own risk.

(b.) It should be ascertained, by occasional personal inspection, that the postmen do not loiter while engaged on their walks, or deviate from their prescribed route; that they do not clear a posting-box before the appointed time; and that they correctly state the time at which they complete their respective deliveries.

431. (a.) Postmen and all other officers are strictly forbidden to place or carry a postal packet in a pocket of their clothes. Any officer guilty of a breach of this regulation will be liable to dismissal.

(b.) At offices at which lockers are provided for postmen, controlling officers are responsible for seeing that the lockers are not made receptacles for mail-matter. It is forbidden to use them for that purpose.

432. A postman must observe the following instructions:—

- (1.) He may not, after starting from the office on his delivery, go to his own house or to any other house, except for the purpose of leaving correspondence, until his delivery is finished.
- (2.) He may not smoke whilst on duty.
- (3.) He may not deviate from his prescribed walk.
- (4.) He may not moisten the thumb at the mouth before using it to detach a letter from a bundle. (Thumb-stalls may be obtained from the Stores Manager.)

- (5.) He may not deliver letters, &c., in the streets, even to the owners, but must deliver all articles at the houses to which they are addressed.
- (6.) He may not put letters or other articles under doors, or through open windows, even when requested to do so.
- (7.) He may not, under pain of dismissal, carry or deliver, either singly or in parcels, circular letters or ordinary letters of any kind, or newspapers, whether stamped or unstamped, which have not been regularly posted.
- (8.) He may not, under pain of dismissal, act as a news agent.
- (9.) He may not be connected, either directly or indirectly, with the ownership of a publichouse.

433. A postman who is intoxicated when on duty, or who carelessly loses a postal packet, or wilfully delays the delivery of such a packet, or otherwise infringes the declaration he made or the Post and Telegraph Act, is liable to dismissal and to be punished by law.

434. A postman who is provided with a whistle should blow it on entering a gate or when placing correspondence in a gate-box. At houses in which door-bells are fixed and letter-boxes or letter-slots are not provided the postman should give a double ring, or, where knockers are provided, a double knock. The rings or knocks should be short and sharp, with a slight interval between them. Any person who is inclined to be slow in answering a postman's signal should be served, as occasion requires, with a copy of the notice intimating to householders generally that the postman is instructed not to wait for a response to his signal for more than a reasonable time, and requesting that letter-boxes or letter-slots be placed in front doors to enable postal matter to be delivered without delay.

435. Overflow matter left for postmen at shops and other places is to be dealt with as follows:—

- (1.) All places of deposit must first be approved of by the Chief Postmaster or Postmaster, and a list kept in the office showing the walk or division of walk for which overflow matter is left at each place of deposit. The Chief Postmaster or the Postmaster will satisfy himself that the overflow matter may be safely deposited at the places decided upon.
- (2.) Nothing is to be left at places of deposit beyond printed matter, circulars, parcels, and newspapers.
- (3.) All matter for deposit must be sent out in sealed bags, with labels attached, showing where the bag is to be



deposited, and the name of the postman for whom it is intended. Under no circumstances may loose articles be left at such places.

- (4.) A waybill must accompany the bags, and, if possible, a receipt must be obtained for each bag as deposited.
- (5.) A responsible officer must check the bags out of the office, and the postmen on their return must report whether they obtained their bags, and at the same time initial the waybill.
- (6.) If a postman finds that a bag is missing he must ring up the office, using the nearest telephone.
- (7.) Overflow matter which may be sent out by hand must also be placed in sealed bags and accompanied by a waybill, which should be initialled by the occupier of the place of deposit, or by the postman if delivery is made personally to him. In such case the receipt and the disposal of the bags must be verified on the return of the postman to the office.

436. (a.) The limits of weight and distance for postmen using bicycles in the performance of their deliveries are as follow :—

Bicycles in rural districts: Maximum weight to be carried in trailer, 70 lb.; maximum weight to be carried on bicycle, 50 lb.; maximum weight to be carried on postman's person, 35 lb.; maximum distance where the roads are good and the loads moderate, 28 miles; maximum distance otherwise, 26 miles. In no case should the time spent in actual travelling exceed six hours.

For towns definite limits of weight and distance are not prescribed, but care must be taken to avoid requiring the performance of bicycle duty which may conduce to undue strain or overwork.

In all cases assistance may be claimed, irrespective of weight, if the load is so bulky as to prevent the postman (or messenger) from controlling his machine properly.

(b.) This rule is to be carried out as far as possible; but, in the case of offices at which the staff is not sufficient to permit of the rule being strictly adhered to, Postmasters are expected to exercise reasonable discretion in the use of bicycles by officers under their control.

437. (a.) At offices at which a postmen's sorter is the officer in control of the staff of postmen, such officer is expected to

perform the following duties, and, should he be required to make a delivery, his walk should be the lightest and the nearest to the office :—

- (1.) To divide the letters, &c., for the delivery into walks before the men come on duty, and to charge the unpaid letters against each.
- (2.) To take control of the postmen's division, and be responsible for the conduct of the men and to see that their uniforms are not used improperly.
- (3.) To see that the men present a clean and tidy appearance before starting on their walks.
- (4.) To take care that the postmen's attendance-book is kept properly.
- (5.) To see that every postman does his best to deliver doubtfully addressed correspondence, and to make himself thoroughly acquainted with the town and its inhabitants. At the four chief centres P.O. 24 (postman's check docket) should be used.
- (6.) To see that an accurate return is kept of all correspondence delivered by postmen during each of the weekly periods when the usual counting of delivered correspondence takes place.
- (7.) To examine from time to time letters awaiting delivery at hotels, &c.
- (8.) To make application daily at the delivery counter for any unpaid or registered correspondence for private boxes which has been in hand for twenty-four hours, and to arrange for delivery of such correspondence.

(b.) A Supervisor of Postmen supersedes a Postmen's Sorter in the performance of these duties.

438. (a.) Letters, &c., for counter delivery, after being date-stamped, are to be carefully sorted into the proper pigeon-holes, which should be examined daily to see that they do not contain any articles for delivery by postmen, or such as should have been redirected. Redirection-cards should be compared daily with the letters in hand, and registered cards with registered letters in the locker.

(b.) At permanent offices at which separate pigeon-holes are used for newspapers and packets, a card (Mail 3) is, as required, to be filled in and placed with the letters awaiting delivery, as a reminder that newspapers and packets are also awaiting delivery.

(c.) Letters for Maoris and Asiatics are to be sorted alphabetically into the ordinary correspondence for delivery, and are to be



delivered only on the personal application of addressees known to Postmasters, on the identification of applicants by trustworthy persons known to Postmasters, or on the production of properly written orders.

439. Persons applying for correspondence are required to state from what place it is expected, and to give such other particulars as will establish their identity. When inquiry is made by a married woman for a money-order telegram the inquirer is to be asked, in the event of a money-order being in hand for a married woman of the same surname but with initials different from those given by the applicant, whether the initials quoted by her are her own, and, if not, what her own initials are. In the case of ordinary correspondence a married woman should always be asked for both her own and her husband's initials.

440. When an English mail arrives at a chief office on a day prior to a departmental holiday too late to enable a delivery of correspondence to be made before the ordinary time of closing, a special counter delivery is to be made for an hour, provided it can be completed by 10 p.m. If possible, the delivery is to be made from 7 to 8 p.m. This special delivery is to include postmen's correspondence.

441. (a.) All letters must be delivered as addressed, except in the case of addressees who have changed their residences.

(b.) Letters awaiting despatch to another office and letters addressed for delivery through private bags may, if practicable, be intercepted upon a request being made to that effect by the addressee, who must be satisfactorily identified.

442. The address of a letter, once it is posted, must not be altered at the request of the sender or of any one else. Immediately on being posted a letter ceases to belong to the sender. Any officer found disregarding this instruction, no matter under what pressure or solicitation, will be very severely dealt with. The addressee alone has a right to letters, &c., or the right to say how they shall be disposed of, and all his orders for delivery otherwise than to himself must be in writing. (See Rule 473 (a).)

443. Should a letter intended for one person be delivered to another, 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 resealed, care being taken that the seal is not placed upon the original fastening. Postmen and delivery officers are warned against permitting the public

to open letters addressed doubtfully, unless the surnames are identical or there are good reasons for supposing that any such letter is intended for the person to whom it is offered. A letter cannot be supposed to be intended for a person whose surname at least is not on the envelope, and the only ground for delivering to a person whose initials are not identical with those on the envelope is reason for supposing that the initials are written wrongly. All officers must exercise the greatest care to prevent letters being opened by persons for whom they are not intended, and any failure of such care will be noticed severely to the officer responsible.

444. When the Public Trustee gives formal notice that he is about to administer a deceased person's estate the notice is to operate to secure delay of postal packets addressed to such person, in the post-office, to await their delivery to the Public Trustee on receipt of the further notice that he has been granted probate or administration of the estate. Thereafter no postal packet is to be delivered to any other person, whether engaged with the estate or not. The notice must also be referred to the Secretary for noting in the Dead Letter Office.

445. (a.) On delivery to the Chief Postmaster of an order issued by the Supreme Court, postal packets may be delivered to the assignee of a bankrupt's estate, or otherwise as the Court directs. The order will state the period for which it holds good. The maximum period is three months.

(b.) Chief Postmasters are to act without reference to the Secretary in the matter of the delivery of letters the addressee of which has assigned his estate. Attention must be given to the following conditions:—

A copy of the order of assignment must be deposited with the Chief Postmaster.

An order which is issued only for certain specified purposes, not including the delivery of letters, must not be acted upon. It must be quite clear from its terms that absolutely all property of the assignor, or that the delivery of letters in particular, is covered by the order.

In any case of doubt the Secretary may be referred to.

446. A statement of the non-revocation of a power of attorney is not required in each instance of the delivery of a postal packet to a person nominated in such power to receive such packets. The power may be acted on until the person who nominates the deputy definitely directs the Post Office to alter the method of delivery.



It suffices if the power of attorney is produced to the Postmaster, and the separate written order is endorsed "Power of attorney produced," and the endorsement dated.

## EXPRESS-DELIVERY SERVICE.

(See Guide for general instructions.)

447. ~~The express-delivery service is in operation at all offices at which message-boys are employed.~~ Where the telegraph-office is separate from the post-office the Chief Postmaster will confer with the Superintendent, and make arrangements for boys to be sent to the post-office for express articles at any time the boys may be wanted.

448. Gummed labels bearing the word "Express" for affixing to the addressed side of express articles may be handed to the public, or affixed by officers when such articles are handed in over the counter or discovered in the posting-box.

449. (a.) Express articles are to be placed in a separate bundle, with a coloured label marked "Express" tied outside; the number of articles in the bundle must be marked on the slip and the letter-bill, and the bundle placed with the letter-bill. Fragile parcels must, of course, be sent in hampers. They must be advised on the letter-bill as "In hamper."

(b.) The officer who opens the mail must take out the express bundle, obtain the express parcels, and have the articles immediately dealt with by date-stamping, entering the addresses on form P.P. 3, altered to suit, and handing the articles for delivery either to the message-boy (who should be rung for immediately it is known that a mail contains express articles), or to the delivery clerk for delivery at the counter, as the case may be.

(c.) The message-boys are to take receipts on the form P.P. 3. The form should show the address and time of delivery of the express article, and must be returned to the post-office on completion of each delivery. The number of articles delivered and the amount of delivery fees should be inserted, and the forms filed for reference.

450. If more than the actual excess charge for express-delivery service is received from the addressee the surplus must be returned by post, not by messenger. Receipts for payments must be given free of charge. (For further particulars see Guide.)

## REDIRECTION OF LETTERS, ETC.

451. (a.) Postmasters are required to redirect correspondence on receipt from the addressee of a written order or a telegram to that effect. A person presenting a redirection order is to be requested to add his or her title—Mr., Mrs., or Miss. This applies also to telegrams forwarded to Postmasters for the redirection of correspondence. Telegrams must bear in the instructions the words "Signature verified," and be signed by the addressee with his or her surname and all initials. An instruction by telegraph from beyond the Dominion for the redirection of correspondence is to be complied with. In such a case a copy of form P.O. 120 should be attached to redirected letters requesting the Postmaster to identify the addressee before delivery; and the same form should be used when there is any doubt as to the authenticity of any application.

(b.) The redirection of letters, &c., for persons temporarily leaving home is not undertaken unless the house is left uninhabited; and the redirection of letters, &c., addressed to clubs, hotels, boardinghouses, and other such institutions and establishments is not undertaken under any circumstances.

452. (a.) A person who has lodged a redirection order, without any restriction as to the time for which it is to be complied with, is to be informed before the expiry of six months that it will be necessary to renew it, if this is desired. For this purpose card P.O. 123 is to be used. It is to be issued as follows:—

Within the Dominion, two weeks before expiry of order;  
for Australia, four weeks before expiry of order; for  
the United Kingdom, six weeks before expiry of order.  
A person for whom correspondence has ceased to be  
received need not be invited to renew his redirection  
order.

(b.) Letters addressed to the care of a post-office and originating beyond the Dominion, arriving after the expiration of a redirection order, should be readdressed if the date of expiry of the order is recent.

(c.) In the case of persons resident in the United Kingdom six weeks' grace is to be given from the dates of expiry of their orders.

453. (a.) All orders for redirection must be numbered consecutively, beginning with No. 1 on the first day of each year, and be entered in the proper book and on the cards kept in the delivery-boxes. The record must be entered up daily so as to show full particulars, including the number and date of the order, surname



and Christian name of the applicant, and the new address. The applications must be noted and filed. As the proper and due performance of this duty is highly important, Postmasters must require all redirection orders to be noted by the delivery officer or postman, showing the action taken, and they should personally examine the redirection-order book at frequent intervals. Such examination is to include the checking of all orders against the entries in the order-book and on the cards kept in the delivery-boxes. At the four principal offices this duty may be delegated to the Assistant Postmaster or other senior officer, but at other offices Postmasters will be held responsible for all errors caused by incorrect entries.

(b.) At those offices at which is in use the card system of recording redirection orders, all the particulars, including (1) number of order, (2) dates of application and receipt, must be accurately entered on the cards provided for the purpose, and the orders then dealt with in all other respects as in the foregoing rule.

454. Redirected letters must not be enclosed in new covers. They must be clearly redirected *in red ink* on the original covers, the old address being ruled through. The title of the person to whose care a letter is redirected must be given in every case when it is known with certainty. Stamped covers, or stamps, enclosed with redirection orders must be returned to the applicants, with an intimation that it is contrary to rule to re-enclose redirected letters.

455. Returned letters from the Dead Letter Office, or any chief office, if in the authorized covers, may be redirected free of charge to any place in His Majesty's dominions. If for other places, such letters must be surcharged full letter-postage.

456. Telegrams readdressed for transmission by post should be charged a single rate of postage only.

457. (a.) Letters believed to be wrongly addressed or any obscurely addressed may be forwarded to the supposed proper address as "try" letters, but such letters must be at once returned to the forwarding post-office if delivery cannot be assured.

(b.) Should any Postmaster notice that letters identifiable from the covers as originating in the Tax, Valuation, or State Advances Department bear the address of any one who may have removed to any other locality, he is authorized to alter such address, and is requested to expedite the delivery of such letters as far as possible.

(c.) Before any incorrectly or insufficiently addressed letter is forwarded to the proper address the envelope must be marked with

the special stamp supplied, "Please inform sender of your correct [or full] address." Every opportunity should be taken to urge on the public the necessity for having correspondence addressed correctly and fully.

458. If letters, &c., for His Majesty's ships cannot readily be delivered, the Secretary should be asked for instructions.

459. Every article reposted which is not believed to be legitimately readdressed must be specially brought under notice. Postmasters should invariably endeavour to satisfy themselves as to the reasons for such reposting, make prompt inquiry in cases of apparent irregularity, make a suitable inscription on such articles, and report any case which appears to require special notice. Any letter which appears to have been opened before being redirected and reposted is to be charged with additional postage as an unpaid letter.

460. Articles prepaid in cash redirected to places beyond Australia and New Zealand may have the postage affixed in stamps by Chief Postmasters, who will claim the amount on form Acct. 99, altered to suit the case. As the agreement between Australia and New Zealand covers delivery of articles impressed with the "Paid" stamp, all that will be necessary in the case of such articles readdressed to places within the Commonwealth will be to impress the "Paid" stamp with the date of redirection.



