

398. Postmasters will report to the Postmaster General upon all matters which should come to his knowledge, or in which his interference may be necessary, and should be careful in such communications to be as full and explicit as the nature of the case may require. In all cases of robbery, or supposed robbery, of the mail, a full detail of the occurrence should also be at once sent to the Post Office Inspector.

Matters to be reported to P. M. General, and P. O. Inspector.

399. In all letters and communications to the Department, the Postmaster should, before the date, write the name of his Office (as known to the Department) and the County in which it is situated—he should also, when replying to communications from the Department, be careful to return any papers or enclosures which may have been sent for his perusal or observation.

Letters from Postmasters to the Department.

Enclosures from Department.

400. Postmasters should caution persons posting Letters for the East or West Indies, or other warm climates, not to seal them with sealing wax—as serious injury might be occasioned to such letters from the melting of the wax.

Letters for warm climates.

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

Confidential nature of a Postmaster-ship.

402. Every Postmaster, and other person connected with the Postal Service of Canada, should consider himself a Confidential Agent of the Department, and, in all matters relating to the various interests of the Department—as regards the receipt, despatch, delivery, safety and care of Mail Matter; method, accuracy, and promptness in the performance of duty, including, on the part of Postmasters, the rendition of Accounts, Returns, and Balances, at the times specified in the Department Regulations and Orders; the performance of Mail Service; providing the public with necessary information in reference to postal matters; and courtesy to the public—should do what lies in his power to render the Department as efficient as practicable. A Postmaster should, also, report irregularities, mistakes, missending of mails or mail matter, as they occur, to

Special instructions which are to be carefully observed by Postmasters and others connected with the Postal Service.