

18. In case of the death, removal from the Province, insolvency, or any other disability of one or both of his Sureties, the Postmaster will report the fact to the Department, in order that a new Bond may be executed.

19. The Postmaster will see that the oaths of the Assistants and Letter Carriers attached to his Office, be immediately forwarded to the General Post Office. φ

20. No Postmaster, Assistant Postmaster, or Clerk employed in a Post Office, can hold a Mail Contract, or be connected in carrying a Mail. φ

21. Every Postmaster in addressing the Department, should write the name of his Office and County at the head of his Letter, and avoid writing on more than one subject in the same Letter; and all Letters and communications on the business of the Department intended for the Postmaster General's Office at the Seat of Government, should invariably be addressed to "The Postmaster General," and if relating to any special branch of business, the designation may be added on the left hand upper corner of Letter, "For Secretary," "For Accountant," "For Inspector of Dead Letters," as the case may be,—but the main direction must be to "The Postmaster General," with all Letters addressed by Postmasters to the Department.

PART II.

Despatch and Receipt of Mails.

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| 1 Unpaid Letter stamped on back. | 10 Time Bill. |
| 2 Prepaid in money, stamped on face. | 11 On receiving Mail, Time Bill to be examined and checked. |
| 3 Prepaid by Stamp, Stamp to be obliterated. | 12 Amount of Unpaid Letters compared. |
| 4 Letter posted after despatch of Mail to be marked "Too late." | 13 Letters insufficiently paid, additional Postage to be taxed. |
| 5 Corresponding Offices. | 14 Amount of Letter Bills to be entered in the Monthly Sheets. |
| 6 Letters going beyond delivery to be forwarded to nearest Corresponding Office. | 15 Letter Bills received to be signed. |
| 7 On making up Mails, boxes to be cleared. | 16 Postmaster to make up Mails for Corresponding Office only. |
| 8 Letter Bill, how filled up. | |
| 9 Letter Bill and Letters to be tied up. | |

1. All Unpaid Letters mailed at a Post Office must be carefully stamped on the back with the dated Stamp, shewing the day, month and year on which they were delivered into the Office, and the proper tax stamped or marked on the face or address side, in black ink. φ

2. Letters having been prepaid in money should be stamped on the face with the dated "Paid" Stamp, and the proper tax marked or stamped (also on the face) with red ink.

3. Letters posted at an Office and prepaid by Postage Stamps, should be stamped on the back with the dated Stamp, and the Postage Stamp carefully obliterated by the instrument used for that purpose. φ

4. A Letter posted on the same day and within one hour after the despatch of the Mail by which it would have been forwarded, should be marked or stamped "Too late" on the face side with red ink, which will explain why the Letter was not sent on that day. X II