

φ 7. The Sign Board supplied by the Department must be affixed to the outside of the Post Office Building, in a position to be easily seen and read, and a Letter Box must be fixed in some convenient part of the Office, with an opening for posting Letters accessible from the Street. The words "Letter Box" should be painted or printed over the opening.

8. The Office is to be open every day, (Sunday excepted,) during the usual hours of business in the place, and the Postmaster will attend at other hours to receive and dispatch Mails when necessary.

X 9. No Letters, Newspapers, Pamphlets, Printed Books, Magazines, Reviews, or other Publications, shall be delivered by any Officer in the Post Office Department on Sundays.

10. The Post Office is not to be removed without the consent of the Postmaster General.

11. The duties are to be performed by the Postmaster personally, or by some sworn Assistant under the immediate superintendence of the Officer, who shall be responsible for the care and attention of such Assistant; and no Postmaster can transfer the charge of his Office and the performance and superintendence of its duties to another, except temporarily, in the event of illness or unavoidable absence, when the circumstance must be reported to the Postmaster General.

12. No person under the age of 16 years should be employed in the Post Office service, or suffered to have access to the Letters, &c. at an Office.

13. Any Postmaster wishing to resign his office, must give notice in writing to the Postmaster General, when measures will be taken to relieve him, and he is not at liberty to relinquish his charge until a new appointment has been made, and instructions given him to make the transfer of the Office to his successor, as his responsibility will continue until the transfer has been duly made.

14. In the event of the death of a Postmaster, the responsibility of the sureties will continue for the fidelity of the person left in charge of the Office, until a successor is appointed and assume the duties; and should they see fit, the sureties, or any one of them, may in such case perform the duties of Postmaster until a new appointment takes place.

15. All Letters, Circular Instructions, &c. addressed to and received by a Postmaster from the Department are to be carefully filed, so that an easy reference may be had to them at any time; and when replying to communications from the Postmaster General, he should be careful to return any papers or enclosures which may have been sent for perusal or remarks.

16. When a Mail passes an Office in the night, the latest reasonable time should be afforded to the Public for receiving and posting correspondence.

17. A Notice stating the hours at which the Mails close and arrive, and the hours at which the Office is opened and closed, should be posted at every Post Office, in such a position as to be readily observed by the Public.