

## PART XX.

## Special Directions and Instructions concerning the General Duties of Post Office.

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| 1  | Franking and Free Letters.                                 | 11 | Ferry-men to carry Mails, &c.   |
| 2  | Postmasters to return Papers sent for Report.              | 12 | & 13 Letters addressed to a Firm, or several persons, &c. to whom delivered.          |
| 3  | Date Stamp to be tested before use.                        | 14 | Opened by wrong person, how to be treated.  |
| 4  | Letters posted can only be delivered to Address.           | 15 | Letters for warm climates should not be sealed with wax.                              |
| 5  | Postmasters to have Scales, &c.                            | 16 | No information of Letters passing through Office to be given to person not addressed. |
| 6  | Private Mail Bag.  | 17 | Official Postage of Public Departments, Pass Books to be kept.                        |
| 7  | Postmasters not authorized to give credit.                 | 18 | Letter Carrier Postage.   |
| 8  | If he does he must not detain Mail matter for any balance. |    |   |
| 9  | Giving change, &c.   |    |   |
| 10 | Officers of Post Office exempt from Juries, &c.            |    |   |

1. All Letters to and from the Postmaster General, or franked by him, are to pass free of charge; and no franking privilege is allowed to any Postmaster.

2. Postmasters when replying to communications from the Post Office Department, should be careful to return any paper or enclosures which may have been sent for their perusal or Report.

3. At all Post Offices which are supplied with Stamps with moveable type, a clear impression of the Stamp should be taken daily in a Book kept for that purpose, before the Stamp is used for marking Letters. This duty must be strictly observed, in order that every Letter may bear evidence of the date on which it was posted or received.

4. A Letter once posted becomes the property of the person to whom it is addressed, and must be forwarded according to its direction; no application however urgent, will justify a Postmaster in giving it up to the writer, or to any other person, on any pretence whatever.

5. Every Postmaster must provide for his Office a set of Post Office Scales and Weights from one quarter of an ounce upwards, for weighing Letters.

6. No Postmaster can in any case make up a private Mail Bag without having previously obtained the sanction of the Postmaster General.

7. Postmasters are not authorized to give credit for Postage, if they do so it is at their own risk, and will not in any case be admitted as an excuse for failing to remit their Balances when due.

8. If credit has been given by a Postmaster, he cannot detain a Letter or Newspaper addressed to the person credited, which is "Free" or "Paid," or for which the postage is tendered him, should there be an unsettled account for postage due by that person.

9. A Postmaster is not bound to give change, but, if absolutely necessary, may require the exact amount of postage on any Letter, &c., so tendered by or paid to him in current coin. In a matter of this kind, however, as in all other intercourse with the public, all Officers of the Department are expected to offer every accommodation in their power; this regulation being merely intended to facilitate business.