

# PART XXXIII.

## CONVEYANCE OF THE MAILS,—COURIERS, MAIL BAGS, LOCKS, KEYS, &c.

352. It is expected that a Postmaster will keep a vigilant eye upon the manner in which the mails are carried to and from his office—he will observe whether due provision is made for the protection of the mail bags from the weather, and for their safety while on the road.

Supervision of Mail Service by Postmaster.

353. On a route where a Time Bill is in use, each Postmaster should make all the entries that are required to be made therein. The Postmaster at the end of the route should, in addition, carefully check and enter the number of *Mail Bags* he receives from the courier.

Entries to be made in Time Bill.

354. Any delay in the arrival of the mail, or irregularity in the performance of the Mail Service, should be noted on the Time Bill, and the cause from which it has arisen stated, and if the contractor or his servants are in default, the circumstance should be immediately reported to the Post Office Inspector of the Division in which the Office is situated. Should the Mail be stopped at an Office in consequence of the neglect of the Contractor to provide means for its conveyance, or should the Courier in charge of the Mail arrive at an Office intoxicated, the Postmaster should immediately hire some trustworthy person to take the Mail forward, and report the circumstance to the Post Office Inspector.

Delays, &c., to be noted in Time Bill, and specially reported.

Postmaster's duty in certain emergencies.

355. Where locks are in use if the Mail Bag should arrive without a lock, or with the lock broken, the Postmaster, if he has no spare lock to replace the one lost or damaged, should secure the bag in the best manner in his power by tying and sealing it, and report the circumstance to the Post Office Inspector.

If Lock is off Mail Bag, or broken.

356. Where locks are not in use the mail bags must be carefully tied, and securely sealed with the seal of the despatching office. The receiving Postmaster should examine the state of each bag and *seal*, on the receipt of Mails at his Office.

Where locks are not in use.

357. Seven minutes are allowed for exchanging the Mail at a Post Office. A Postmaster is not to stop the despatch of a Mail, nor to detain the Mail Courier beyond this time, without special authority for that purpose—he should always have his packages made up, ready to put into the Bag, before the arrival of the Courier, unless his Office is a Forward Office, at which letters passing along the route are re-mailed, when a special allowance of time will be made for the performance of that duty.

Time allowed for change of Mails not to be exceeded.

358. When the Mail stops over night where there is a Post Office, the Mail Bags must be kept in the Office.

Mail stopping over night.