

return must be sent to your head Office, with a statement shewing whether the letter, &c., is at your Office, and how long it has to remain there, as thus—"The letter (or newspaper, or book, as the case may be,) is here, and has to remain        days." Should a letter intended for one person be delivered to, and opened by another of the same name (which care must be taken to prevent as far as possible), the letter must be immediately resealed with the seal of Office, and the person who has opened it in error must attest the fact of his having done so in writing on the letter.

Letter wrong delivered to be resealed.

XI. At Post Offices where a room is specially appropriated for the Post Office business, no person should have admittance to it except the Postmaster and his sworn Assistant or Assistants; and this regulation must be strictly enforced whenever the mails are being made up or opened at an Office where the duties are performed in a store or other place open to the public; the Postmaster will, nevertheless, take care that while he is thus engaged no unauthorised person is permitted to approach sufficiently near to handle or examine in any way the mail packets or their contents. Under no circumstance should any person but the Postmaster or his sworn Assistant be suffered to have access to the letters, newspapers, &c., in the Office.

Postmaster or Assistant only to have access to office.

Regulations to be observed when making up the mails.

XII. All circular instructions, &c., received by a Postmaster from the department are to be carefully endorsed and filed, so that an easy reference may be had to them at any time; and in the event of resignation or retirement from Office, the retiring Postmaster will hand over to his successor all such documents, as also any public property in his possession, such as stamps, seals, books, blanks, letter box, and all other

Circulars, instructions, &c., to be endorsed and filed.