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REGULATIONS & INSTRUCTIONS

FOR

THE POST OFFICE

IN

NEW BRUNSWICK,

APPROVED BY THE GOVERNOR IN COUNCIL,

AND

ISSUED IN OCTOBER 1862.



HON. JAMES STEADMAN, POSTMASTER GENERAL.

---

FREDERICTON.

J. SIMPSON, PRINTER TO THE QUEEN'S MOST EXCELLENT MAJESTY.

1862.



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# POST OFFICE REGULATIONS.

## PART I.

### General Regulations.

- |   |  |
|---|--|
| 1 Appointment of Postmasters.   | 12 No person under sixteen years to be employed.                         |
| 2 Oath of Office.   | 13 Postmaster wishing to resign, must give notice.                       |
| 3 Postmaster taking Office, to transmit to P. M. G. list of property, &c. received. | 14 On death of Postmaster, sureties remain liable.                       |
| 4 Separate Room or Office to be provided.   | 15 Letters, &c. received from Department, to be filed.                   |
| 5 A Bar Room not to be used.  | 16 When Mail passes Office in night, latest time afforded to public, &c. |
| 6 Postmaster and Assistants only to have access to Office.                          | 17 Notice to be given of hour of arrival and closing Mails.              |
| 7 Sign Board and Letter Box.  | 18 Death, removal, &c. of sureties, principal to give notice.            |
| 8 Office to be open during business hours.  | 19 Postmaster to see that Oath taken by Assistant.                       |
| 9 No delivery of Mail matter on Sundays.  | 20 No Postmaster can hold Mail Contract.                                 |
| 10 Office not changed without consent of P. M. G.                                   | 21 Address of Letters to General Office, &c.                             |
| 11 Duties to be performed personally.   |  |

1. A person being appointed to take charge of a Post Office will receive a blank Form of Sureties, which he, together with two persons as sureties, will sign, stating their names, occupations, residence, &c. The solvency of the proposed sureties must be certified by two Magistrates in the County; upon this being returned to the Post Office Department, a Bond will be immediately prepared and enclosed for signature, and the necessary Stores, &c. for conducting the business of the Office will be furnished. XII

2. Every person employed by or under the Post Office, must, on entering the service, take and subscribe the usual Oath of Office; and no one can have charge of a Mail, access to the Letters, &c. or perform any official duty, until such Oath is subscribed and sworn to before a Magistrate of the County.

3. Every Postmaster when succeeding to the charge of an Office, should make an exact Inventory or List of all property belonging to the Office handed over to him by the retiring officer, his representatives, or sureties, with a statement of Mail matter so received, and the amounts chargeable against him, and the retiring officer respectively. This List should be signed by the new incumbent and the retiring officer, or his representatives, and transmitted to the Postmaster General.

4. A separate Room or Apartment conveniently fitted up for the purpose, must be provided for conducting the business of the Office, whenever the duties are sufficiently extensive to require such accommodation; and when otherwise, the Letters, &c. must be kept locked in a Desk, Press, or other suitable place of security.

5. On no account is a Post Office to be kept in a Bar Room or Public Room of a Tavern.

6. No person but the Postmaster, his sworn Assistants, or Officers appointed by the Postmaster General, shall have access to the Letters, Newspapers, &c. either in making up or receiving Mails, or in the daily routine of the Office.

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.

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. ⊕

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

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.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>1 Unpaid Letter stamped on back.</li> <li>2 Prepaid in money, stamped on face.</li> <li>3 Prepaid by Stamp. Stamp to be obliterated.</li> <li>4 Letter posted after despatch of Mail to be marked "Too late."</li> <li>5 Corresponding Offices.</li> <li>6 Letters going beyond delivery to be forwarded to nearest Corresponding Office.</li> <li>7 On making up Mails, boxes to be cleared.</li> <li>8 Letter Bill, how filled up.</li> <li>9 Letter Bill and Letters to be tied up.</li> </ul> | <ul style="list-style-type: none"> <li>10 Time Bill.</li> <li>11 On receiving Mail, Time Bill to be examined and checked.</li> <li>12 Amount of Unpaid Letters compared.</li> <li>13 Letters insufficiently paid, additional Postage to be taxed.</li> <li>14 Amount of Letter Bills to be entered in the Monthly Sheets.</li> <li>15 Letter Bills received to be signed.</li> <li>16 Postmaster to make up Mails for Corresponding Office only.</li> </ul> |
|--|---|

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. ⊕

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. ⊕

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

5. Postmasters will make up and receive Mails for other Offices as the Postmaster General may direct; such Offices are termed Corresponding Offices, and Letters and Papers addressed to those places, (or places within their delivery) are to be mailed direct upon them.

6. All Letters and Papers going beyond the delivery of either of the Corresponding Offices, are to be forwarded to the Corresponding Office nearest to the destination of such Letters and Papers.

7. In making up a Mail, the Postmaster should be particular in clearing the receiving Boxes of all Letters posted in time for such Mail, and sort the Letters in separate parcels, viz :—

- 1st. Unpaid Letters and other Mail matter for delivery at the Corresponding Office.
- 2nd. Letters, &c. on which the Postage has been prepaid in money at the Despatching Office, or which may have been prepaid at a Way Office subordinate thereto.
- 3rd. Stamped Letters, Letters prepaid at other Post Offices, and *Forward Letters*.

These divisions are not to include Registered Letters, which are to be tied up in the Letter Bill, on which the number and address of each Registered Letter must be copied.

8. The Letter Bill is then to be filled up with the date of despatch, the name of Despatching and Corresponding Offices, the amount of unpaid Postage charged on the "Corresponding" Office, and paid Postage charged on the "Despatching" Office, the address of Registered Letters, and the signature of the Postmaster or Assistant despatching the Mail. The amounts on the Letter Bill are then to be copied into the Book of "Mails Sent," and afterwards carried to the "Sent" side of the Monthly Sheet, under the heading of the place to which the Mail is to be despatched, and on the line corresponding to the date of despatch. Care must be taken in dating the Letter Bills, and entering the amounts in the "Sent" Book and Monthly Sheet.

9. The Letter Bill and Registered Letters are then to be tied up with the other Letters, and placed with the Newspapers in the Mail Bag, which must be securely sealed with the Office Seal, and labelled with the name of the Corresponding Office.

10. The Time Bill shewing the time of despatch from the Post Office is to be delivered to the Courier with the Bag.

11. When receiving a Mail the Postmaster should first examine the Time Bill, and satisfy himself that he has received the proper Bags, and fill in the date and hour of arrival on the Time Bill. He should next examine the state of the Bags and Seals thereon, and then open all the Bags addressed to his Office, and carefully turn them inside out, to prevent the possibility of any thing remaining therein.

12. The amount of "Unpaid" Letters for delivery, and Letters "Paid" at the Corresponding Office, should be compared with the Letter Bill, and if there should be a difference in the amounts, the computations are to be checked, or the Postmaster should go over the calculations a second time, and then enter in the "Received" Side columns his statement of the true amount, writing the words "Twice counted," and his initials, on the Bill.

13. On each Letter that has been insufficiently paid, either by money or stamps, (except such Foreign Letters as require to be prepaid, and which are to be dealt with as hereafter provided.) the receiving Postmaster will mark the amount of additional Postage, and stamp or write thereon the words "More to pay." If the Letter should be addressed to a place within his delivery, such additional Postage is to be entered on the Letter Bill in the proper column, and accounted for on the "Received" Side of the Monthly Sheets, under the head of "Additional Postage."

14. The amounts of the Letter Bill received should be entered in the Monthly Sheets, under the heading of the "Despatching" Office, and on the line to correspond with the dates of the despatch of the Mails, as marked by the sending Postmaster, and *not* the dates on which the Mails have been received at the Office.

15. All Letter Bills received must be signed by the Postmaster or his Assistant.

16. Each Postmaster will make up Mails for his Corresponding Offices only, a list of which will be furnished to every newly established Post Office, and Postmasters will be notified by the Department of any variations which it may be necessary to make in their lists.

### PART III.

#### Provincial Rates of Postage.

Letters between New Brunswick and other British North American Colonies.

1. On Letters not exceeding  $\frac{1}{2}$  ounce in weight, posted and for delivery in New Brunswick, a rate of 5 cents if "prepaid;" if not "prepaid," an additional charge of two cents will be added; and for every additional  $\frac{1}{2}$  ounce, or fractional part thereof, an additional rate of 5 cents.

On Letters for delivery in any of the other British North American Colonies, a uniform rate of 5 cents per  $\frac{1}{2}$  ounce, or fractional part thereof, which can be prepaid or not at the option of the sender.

N. B.—No Postage shall be charged on Letters carried through the Province and not delivered therein.

### PART IV.

#### Packet Letters.

- |   |  |
|---|--|
| 1 Postage on Letters between Great Britain and New Brunswick.                     | 4 Letters for Bermuda, Newfoundland, and West Indies.  |
| 2 Unpaid Letters from Great Britain only to be taxed where English Mails made up. | 5 Provincial rate must be prepaid.   |
| 3 Paid Letters for Great Britain must be stamped and taxed on face with red ink.  | 6 For Foreign West Indies, whole rate prepaid.   |
|   | 7 Rate for other Countries.  |
|   | 8 List of Functionaries or Departments, Letters addressed to unpaid, forwarded without fine. |

1. On Letters between the United Kingdom and New Brunswick the Rate is, when prepaid, six pence sterling, or  $12\frac{1}{2}$  cents currency, the half ounce;

if unpaid in whole or in part, a fine of six pence sterling, or 12½ cents currency, will be added to the Postage. On a Letter exceeding half an ounce, if a single rate has been paid, it will not be liable to a fine.

2. Unpaid Letters for the United Kingdom should not be taxed with Postage, except at the Offices where English Mails are made up, and then on the face, with the New Brunswick Claim Stamp.

3. Paid Letters for the United Kingdom must be stamped and taxed on the face with Red Ink, in both Sterling and Currency, according to the following scale:—

			Sterling.	Currency.
For a Letter not exceeding	½ oz.	prepaid,	£0 0 6	\$0 12½
Do.	do.	1 “ “	0 1 0	0 25
Do.	do.	2 “ “	0 2 0	0 50
Do.	do.	3 “ “	0 3 0	0 75
Do.	do.	4 “ “	0 4 0	1 00
Do.	do.	5 “ “	0 5 0	1 25
Do.	do.	6 “ “	0 6 0	1 50 and so on.

It will be seen that half ounces are not noticed after the first ounce, but after the first ounce any fraction is charged as one ounce in addition.

4. On Letters for Bermuda and Newfoundland, the Rate of Postage is six pence half penny sterling, or fourteen cents currency, the half ounce; and the West Indies, ten pence half penny sterling, or twenty two cents currency, the half ounce.

5. On Letters for the above places, (except Foreign West Indies,) the Provincial Rate of five cents currency the half ounce must be collected, but the prepayment of the remainder of the Postage is optional.

6. The whole Postage on Letters for the Foreign West Indies must be paid in advance.

7. The Rates of Postage for other Countries will be found in the Table of “Foreign Rates,” and due notice will be given when any alterations occur, which must be noted on the Table.

8. Letters addressed to any of the Functionaries of Departments, enumerated in the following list, posted in New Brunswick, unpaid for the English Mail, must be sent forward, without a fine:—

Adjutant General's Office,	Home Office,
Admiralty,	Inland Revenue Office, (Stamps & Taxes,)
Audit Office,	Irish Office,
Board of Trade,	Merchant Seaman's Office,
Chancellor, (Lord)	Military Secretary, Horse Guards,
Charity Commissioners,	Ordnance Office,
Chelsea Hospital,	Paymaster General's Office,
Civil Service Commissioners,	Poor Law Commissioners,
Coast Guard Office,	Post Office,
Colonial Office,	Quartermaster General's Office,
Col. Land & Emigration Commissioners,	Registrar General's Office,
Commander in Chief's Office,	Science and Art, (Office of,)
Council Office,	Stationery Office,
Court of Probate,	Tithe Commissioners,
Custom House,	Treasury,
East India House,	War Office,
Foreign Office,	Woods and Forests, (Office of,)
Her Majesty the Queen.	Works, Buildings, &c. (Office of,)

## PART V.

### Soldiers and Seamen's Letters.

- |  |   |
|--|---|
| <p>1 Soldiers and Seamen's Letters to be prepaid—how addressed, &amp;c. Not to exceed <math>\frac{1}{2}</math> oz., and refer only to private affairs.</p> <p>2 Forwarded to Foreign Countries on pre-payment of Foreign Postage.</p> <p>3 No additional Postage on redirection.</p> <p>4 Rate if received by private ship</p> | <p>5 Exceptions to these provisions.</p> <p>6 Clerks Assistants in Her Majesty's Service may send as Soldiers.</p> <p>7 No additional Postage on Letter redirected to Commissioned Officer.</p> <p>8 Postmasters to examine Letters, and see if conformable to regulations.</p> |
|--|---|

1. Non-Commissioned Officers, Captains, Stewards, Soldiers, and Seamen, while they are employed in Her Majesty's Service, can send and receive Letters at the Rate of two cents each, under the following Regulations:—

- 1st. The two cents must be paid at the time the Letter is posted, or if unpaid, four cents will be charged on delivery.
- 2nd. The name of the Soldier or Sailor, his class or description, and the name of the Ship, Regiment, or Corps or Detachment to which he belongs, must be specified in the direction of the Letter. In the case of Letters sent by Soldiers or Seamen, the Officer in command must sign his name and specify his rank, and the name of the Ship, Regiment, Corps or Detachment which he commands.
- 3rd. The Letter must not exceed half an ounce in weight.
- 4th. The Letter must refer solely to the private affairs of the Soldier or Seaman.

All the foregoing descriptions must be fully written in the Address in the following forms, the initials of the name of any Ship or Regiment being insufficient:—

#### FORM.

<p>From A. B. Seaman H. M. S. _____</p> <p style="text-align: center;"><i>Direction.</i></p> <p>C. D., Capt. or Commanding Officer, H. M. S. _____</p>	<p>From A. B. Sergt. _____ Regiment.</p> <p style="text-align: center;"><i>Direction.</i></p> <p>C. D., Colonel or Commanding _____ Regiment.</p>
<p>To A. B. Seaman H. M. S. _____</p>	<p>To A. B. Private (Serg't. &amp;c.) _____ Regiment.</p>

2. Letters for Soldiers or Seamen in actual service may be forwarded at the above rate to or through any Country requiring the pre-payment of any Foreign or transient Postage, but subject to the payment of any Foreign or transient Postage as may be chargeable thereon.

3. Soldiers or Seamen's Letters are not liable to any additional Rate of Postage on redirection.

4. Letters for Soldiers or Seamen received by private ship must be charged with a Rate of five cents each.

5. Letters sent to or by Commissioned or Warrant Officers, Midshipmen, or Masters' Mates, Engineers in the Navy, Captains' Clerks, or Schoolmasters, or Commissioned or Warrant Officers in the Army, are not included in the

privilege attached to Letters of Soldiers or Seamen, but are chargeable with the same Rate as ordinary Letters.

6. Clerk's Assistants in Her Majesty's Service are allowed to send and receive their Letters in the same manner and under the same Regulations as Soldiers and Seamen.

7. No additional Postage is to be charged on the redirection of a Letter addressed to a Commissioned Officer of the Army or Navy, when he has removed on service within or from any British Colony.

8. Postmasters are required to examine carefully every Letter purporting to be a Soldier's or Seaman's Letter, and if it be not in all respects conformable to the above Regulations, to charge it with full Postage, writing in Red Ink on the face of the Letter the reason for such charge.

## PART VI.

### Ship Letters.

- |   |  |
|---|--|
| 1 Ship Letters to be stamped, &c.   | 5 Declaration to be made by Shipmaster.  |
| 2 Letters from U. Kingdom in Ship Letter Mail, prepaid, subject to Inland Rate. | 6 Certificate to be delivered to Shipmaster.   |
| 3 Ship Letters not in Mail, 2½ cents to be paid Master, receipt taken, &c.      | 7 Postmaster to keep Register of Shipmasters who make Declaration, and make Quarterly Returns to General Office. |
| 4 Amount paid Shipmasters to be entered in Ship Letter Book.                    | 8 Form to be transmitted.  |

1. All Ship Letters delivered at a Post Office must be stamped with the Ship Letter Stamp on the face or address side, and also of the dated Office Stamp on the seal side, shewing the date on which the Letter was received.

2. On Letters from the United Kingdom, if received in a Ship Letter Mail, the postage for Sea conveyance and also the Gratuities of the Master will have been paid in the United Kingdom, but ~~an Inland Rate~~ of five cents ~~currency~~ per half ounce is chargeable if not delivered at the Port of arrival, and should be taxed before forwarding.

3. On all Ship Letters brought loose (i. e. not in a Ship Letter Mail,) a gratuity of two ~~and a half~~ cents each is to be paid to the Master of the Vessel, and his receipt for the same taken on the printed form supplied by the Department; ~~all such Letters will be subject to the same Rate of Postage as if received in a regular Mail from the country or place from which such Vessel sailed.~~

4. The amounts paid to Shipmasters and amount charged against the Post Office, should be entered in the "Ship Letter Book," and afterwards in the Quarterly Ship Letter Accounts.

5. Every Master of an inward bound vessel must on his arrival make the following Declaration before the Postmaster or Way Office Keeper at the Port of Entry and at the Office where the Letters brought are by law to be delivered:—

FORM OF DECLARATION.

I, A. B., Master of the [state name of vessel,] arrived from [state place,] do solemnly and sincerely declare that I have to the best of my belief delivered or caused to be delivered to the Post Office all Letters brought by me, except those exempted by Law.

Made before me at \_\_\_\_\_ A. B.  
 \_\_\_\_\_ 18 . C. D., Postmaster.

6. The Postmaster is required to give to every Master or person making such Declaration before him, a Certificate in the following Form :—

I certify that \_\_\_\_\_ Master of [name of vessel,] of the burthen of \_\_\_\_\_ tons, from \_\_\_\_\_ has this day made before me the Declaration required by Chapter 40, of Title IV, of the Revised Statutes.

Post Office at \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_, A. D. 18—  
 C. D., Postmaster.

7. Upon taking the Declaration from the Master of any Vessel, the Postmaster shall enter in a Book to be furnished by the Department, and under the proper head, the name of the Vessel, Master, her tonnage, where from, and the date of making such Declaration; and shall transmit Quarterly under his hand, on the first day of February, May, August, and November, respectively, to the Postmaster General, a correct copy and list from such Book, in Form ~~for~~ for that purpose furnished, shewing the names of the Vessels, Master, Tonnage, &c., for which such Declarations have been made during the past Quarter.

8. This Form is to be transmitted whether any such Declarations have been made or not.

FORM A.

Register of Vessels arrived at the Port of \_\_\_\_\_ Quarter ended \_\_\_\_\_ 18 .

Date of Certificate.	Vessel.	Master.	Tonnage.	Where from.

Post Office, \_\_\_\_\_ A. B., Postmaster.

PART VII.  
 Registration.

- 1 To what Registration applies.
- 2 Mode of Registration.
- 3 Not prepaid, a double Registration fee.
- 4 To be enclosed in Green printed Cover.
- 5 Forwarding Offices to enter Address on Bill and in Book; examine Letter, &c.
- 6 Letters to be posted half an hour before closing.
- 7 Cover & Letter to be stamped with dated Stamp.
- 8 Take Receipt on delivery.
- 9 Postmaster cannot refuse to Register Letters.
- 10 Neglect or violation by Officer to make him liable.
- 11 Omission to enter Address on Bill. Officer made liable.
- 12 Registration of Letters for English Mail.
- 13 Postmasters to see that Registration fee and Postage is accounted for.

31 Mar  
 30 Jun  
 30 Sep  
 31 Dec

1. The system of Registration is applicable to all description of Letters without distinction, whether they contain Coin, or articles of value, or not.

2. A Postmaster on being applied to to register a Letter will demand a Register Fee of ten cents in addition to the Postage, (except in cases mentioned in Section 12,) and will write distinctly on the face of the Letter, "Registered Letter," No. ——— (commencing with No. 1 on the first day of November in each year,) in Red Ink; he will then stamp the Letter plainly with the dated Stamp, and enter the Number and Address on the left hand side of the "Receipt Book," giving the applicant the Receipt, which is to be torn out of the Book, and upon it he must also enter the Number and Address of the Letter, so as to correspond with the entry in the margin of the Book. The Receipt must also bear the impression of the Dated Office Stamp. He must also enter the Number and Address, and Date, and the Office to which forwarded, in the "Registered Letter Book."

3. When any unpaid Letters, marked Money or "Registered," are posted, they are to be registered, and a double Registration Fee of twenty cents, in addition to the postage, will be charged to the person addressed.

4. Registered Letters, whether paid or unpaid, must be enclosed in the Green printed Covers, supplied by the Department, properly numbered and addressed, and when forwarded in the Mail, they must be tied up with the Letter Bill, on which the number and address must also be copied.

5. Postmasters at every Forward Office through which the Letter passes, must enter the address on the Letter Bills with which they are forwarded, and also in the "Registered Letter Book," and carefully examine the Letter to see if it bears any marks of having been opened or in any way tampered with.

6. Letters received in order to be Registered, must be posted half an hour previous to the closing of the Mail by which they are to be sent.

7. In all cases the Cover of a Registered Letter, as well as the Letter itself, must bear the impression of the Dated Stamp of every Office through which it may pass.

8. On delivering a Registered Letter, the Postmaster must take a Receipt on the inside of the Cover from the person to whom the Letter is addressed, stamping the Cover on the inside with the date on which it was delivered.

9. No Postmaster can refuse to register a Letter provided it has been posted in sufficient time.

10. Any violation or neglect of the above Regulations which shall involve the loss of a Registered Letter, will render the party liable to be called on to make good the amount of loss sustained in consequence, and it must be distinctly understood that the Postmaster in whose possession such Letter can be last traced, will be held responsible for it, until he shall have discharged himself of the responsibility by a satisfactory explanation. It will therefore be necessary for every Postmaster on opening a Mail Bag, immediately to seek the Letter Bill, and in the event of a Registered Letter being entered on it, to certify its arrival by attaching his signature to the Bill.—

Should an entry be made on the Bill, and such Letter cannot be found, the circumstances must be immediately reported to the Postmaster General.

11. Any omission to enter the address of a Registered Letter on the Bill will be severely censured; and should any loss occur in consequence, the Postmaster with whom the irregularity occurs will be held responsible.

12. The following will be the charge for the Registration of Letters addressed to the United Kingdom, and to British Colonies and Foreign Countries when sent by the English Mail:—

For a Letter to the United Kingdom, six pence sterling, or twelve and a half cents currency, in addition to the Postage;

For a Letter for British Colonies or Possessions, sent by way of England, one shilling and a penny half penny sterling, or twenty eight cents currency, in addition to the Postage;

For a Letter for France and other Foreign Countries, via England, an amount equal to the Postage rate.

On all Registered Letters for delivery out of the Province, both the Postage charge and Registration Fee must in all cases be prepaid, and if paid in money, both charges must be brought to account in the Letter Bill.

13. Postmasters at Forward Offices, when receiving from the Offices at which they have been posted, Registered Letters for the English Mails, or for the United States, will be careful to see that the Postage and Registration charge have been duly prepaid, and if in money, that the full amount of both Fee and Postage is accounted for in the Letter Bill; and if there has been any omission in this respect, the amount deficient is to be added to the Letter Bill, as a charge against the negligent Postmaster.

## PART VIII.

### Forward Offices.

- |  |   |
|--|---|
| 1 What are termed Forward Letters.   | 6 Postage on Paid Letters, &c. to be remailed should be entered in Letter Bill. |
| 2 Letters to be remailed to be sent first Post.  | 7 Remailed Letters prepaid to be kept separate.                                 |
| 3 Unpaid Letters for delivery at Corresponding Office to be charged in Bill to that Office.                                  | 8 Record of Registered Letters kept in Forwarding Office.                       |
| 4 Forward Letters to be remailed to Corresponding Office nearest their destination.  | 9 Registered Letters how stamped.   |
| 5 If Postage on unpaid Forward Letters be wrong charged, must not alter Bill, but on remailing should take credit in Form 2. | 10 Other Letters how stamped.   |

1. A Forward Office is an Office to which Letters, &c. are sent by its Corresponding Offices to be remailed. Such Letters are termed Forward Letters.

2. Letters received at a Forward Office to be remailed, should be despatched by the first Post to their destination.

3. Unpaid Forward Letters received for the delivery of an Office corresponding with the Forward Office, are to be charged in the Letter Bill to the Corresponding Office.

4. If the Forward Letters are not for the delivery of any of the Offices with which the Forward Office corresponds, they are to be remailed to the Corres-

ponding Office nearest their destination, without entering the amount in the Letter Bill.

5. If the Postage on Unpaid Forward Letters be erroneously charged against a Forward Postmaster, he is not to amend the error by altering the Letter Bill, but on remailing the Letters should take credit for the amount wrongly charged upon him in Form No. 2.

6. The Postage on all paid Letters and Newspapers sent to a Forward Office to be remailed, should have been entered in the Letter Bill of the Office at which they have been posted, and the Forward Postmaster is expected to see that no loss occurs to the Revenue from any neglect of this duty.

7. On remailing Letters which have been prepaid at another Office, the Forward Postmaster will not enter his prepaid Postage in his Letter Bill.—Letters of this description should be kept separate from those prepaid at his own Office, or Way Offices subordinate to his Office.

8. A Record must be kept of all Registered Letters passing through a Forward Office, shewing the Office to which they have been remailed, with the dates of receipt and despatch.

9. Registered Letters received at a Forward Office, should be stamped on on the Seal side, with the dated Office Stamp. The Green Cover must also be stamped on the back.

10. *All* Letters received at a Forward Office from a Corresponding Office must be immediately stamped on the Seal side with the Dated Office Stamp

## PART IX

### Postage Rates on Books, Periodical Publications, or Pamphlets.

- |   |   |
|---|---|
| 1 Pamphlets, &c. not exceeding 2 oz. free.  | 8 Postage must be prepaid.  |
| 2 On Books, Periodicals, Circulars, &c., prepayment optional except to United States. | 9 Size of Package.  |
| 3 How put up.   | 10 Consequence of neglect of regulations.                             |
| 4 No writing on Cover.  | 11 To what regulations of British Book Post applies.                  |
| 5 Violation of regulations, penalty.  | 12 Books, &c. for Bermuda and Newfoundland—Rates; must be prepaid.    |
| 6 Book Post with United Kingdom.  | 13 Parliamentary and Government Papers to and from Great Britain, &c. |
| 7 How put up; no writing, &c. on Cover.   |   |

1. Pamphlets or Tracts not exceeding two ounces in weight, and all Parliamentary and Government Papers, Imperial or Provincial, are transmitted free.

2. Printed Books, Periodical Publications or Pamphlets, and Printed Music, under forty eight ounces in weight, can be forwarded by Post in New Brunswick, at the Rate of one cent per ounce; prepayment of these Rates will be optional, except when such printed matter is addressed to the United States, and in such case the Postage must invariably be prepaid. On all printed matter, (except Newspapers,) received by Mail from the United States, the above Provincial Rates are to be collected on delivery.—Printed Circulars, Catalogues, Hand Bills, and Prices Current, posted in New Brunswick, will

be liable to a Rate of one cent each, subject to the following Regulations, viz:—The Postage must be prepaid; each must be in a cover unsealed, or if sealed, open at the end or side; the word “Circular,” “Catalogue,” “Handbill,” or “Price Current,” as the case may be, must be written or printed on the face of the cover; and each Package must weigh under half an ounce.—Any of the above mentioned coming into New Brunswick by Post from the United States, Canada, Nova Scotia, or Prince Edward Island, will be subject to one cent Postage, to be collected on delivery.

3. Pamphlets, Periodicals, and Books, to pass at the above Rates, must be sent without a cover, or in a cover open at the sides or ends.

4. No words or marks (except the name and address of the person to whom sent,) shall be written on any Newspaper, Pamphlet, Book, Periodical, Parliamentary or Government Paper.

5. Any violation of these Regulations will subject such Newspapers, Pamphlets, Periodicals, or Books, &c. to be treated in every respect as Letters.

6. Printed Books, Magazines, Reviews, and Pamphlets, (whether British, Colonial, or Foreign,) may be transmitted by Post, between New Brunswick and the United Kingdom, at the following Rates of Postage, viz:—

For each Packet—	Sterling.	Currency.
Not exceeding 4 ounces in weight,	£0 0 3	\$0 07
Exceeding 4 oz. and not exceeding $\frac{1}{2}$ lb.	0 0 6	0 12 $\frac{1}{2}$
“ $\frac{1}{2}$ lb. “ “ 1	0 1 0	0 25
“ 1 “ “ 1 $\frac{1}{2}$	0 1 6	0 37 $\frac{1}{2}$
“ 1 $\frac{1}{2}$ “ “ 2	0 2 0	0 50

and so on, increasing six pence sterling, or twelve and a half cents currency, for every additional half pound or fraction of a half pound; provided however, that the following conditions be carefully observed:—

7. Every such Packet must be sent without a cover, or in a cover open at the sides or ends: it must contain a single volume only, (whether Printed Book, Magazine, Review, or Pamphlet,) the several sheets or parts thereof, when there are more than one, being sewed or bound together: it must have no writing or marks upon the cover or its contents, except the name and address of the person to whom it may be sent.

8. The Postage must be prepaid in full, either in money or by affixing outside the Packet, or its cover, the proper amount of Stamps.

9. It must not exceed two feet in length, breadth, width, or depth.

10. If any of the above conditions be violated, the Packet must be charged as a Letter, and treated as such in all respects.

11. As no Book may be sent by any route which would entail an extra expense on the Department, these Regulations apply only to Books, &c. sent by the British Contract Packets, *via* Halifax.

12. Books, &c. for Bermuda and Newfoundland are liable to the same Rates of Postage as above, and must also be paid in advance.—For Rates of Postage on Books to other Colonies and Foreign Countries, see Table of Rates.

13. The above Instructions are not to extend to or interfere with the transmission of printed Votes and Proceedings of Parliament, or of printed Papers allowed to pass under the Newspaper privilege.—See No. 1 of this Part.

## PART X. Parcel Post.

Rates of Postage, &c. &c.

1. Parcels closed at the ends and sides may be Posted at any Post Office in New Brunswick, for conveyance to any other Post or Way Office in the Province, at a reduced Rate of charge, subject to the following conditions:—

1st. No Letter, Bank Bills, Bills of Exchange, or other valuable papers shall be enclosed :

2nd. The Parcel shall not contain any explosive substance, glass, liquids, or other matter likely to injure the ordinary contents of the Mail :

3rd. The weight of the Parcel shall not exceed 3lbs. nor the size exceed one foot in length or breadth, or six inches in thickness :

4th. Parcels must be prepaid at the following Rates by Postage Stamps, (not by money):—

For any weight not exceeding one pound, ... ..	\$0 25
For any weight over one pound and not exceeding two pounds, ...	0 50
For any weight more than two pounds and not exceeding three pounds,	0 75

5th. The Parcel may be Registered on prepayment, also by Stamp, of a Registration Fee of 5 cents in addition to the above Rate. When Registered, the Receiving Postmaster should grant a Receipt; and the delivering Postmaster should take a Receipt on delivery to the person addressed :

6th. The Parcel should have the words "*By Parcel Post*," plainly written over the Address: It should be well and strongly put up, and be legibly addressed to the Post Office address of the intended receiver, including the name of the Parish and County in which the Post Office is situated.

The following is an example of the mode of Address recommended:—

<b>BY PARCEL POST.</b>	
To JOHN DUNN,	
Canterbury Post Office, (or W. O.)	
Sent by	Canterbury,
WILLIAM JONES,	County of York, N. B.
Richmond,	
County of Carleton.	

7th. If the name and address of the sender be written on the Parcel, it will, if delivery should fail from any cause, be returned unopened to the sender. on payment of an additional rate for the return conveyance :

8th. If the number of Stamps affixed on a Packet be insufficient to prepay the proper rate, the amount deficient will be rated unpaid, with a fine of 10 cents in addition.

## PART XI. Newspapers.

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|---|--|
| <p>1 Newspapers free, when, &amp;c.<br/>         2 Postmasters may examine, and when to tax.<br/>         3 Postmasters not to loan, detain, &amp;c.<br/>         4 Transmitted with same care as other matter.<br/>         5 Inform Publishers when Papers not taken out.</p> | <p>6 &amp; 7 Undelivered Newspapers, how dealt with.<br/>         8 Directions to Publishers to secure certainty of transmission.<br/>         9 Newspapers for Foreign Countries.</p> |
|---|--|

1. Newspapers addressed to any part of British North America, Great Britain, or the United States, pass through New Brunswick free of charge, under the following Regulations:—

- 1st. They must be sent without a cover, or in a cover open at the ends :
- 2nd. There shall be no marks or writing on the Paper or cover, except the name and address of the person to whom it is sent :
- 3rd. There shall be no Paper or thing enclosed in or with such Paper or Publication.

2. Postmasters are permitted to examine Newspapers, and if any of the above Regulations are violated, the Paper is to be charged with full Letter Postage. The Postmaster sealing the Paper with the Office Seal, and stating thereon the reason for so doing.

3. Postmasters and their Assistants are cautioned against delaying, loaning, or opening a Newspaper for the purpose of reading, or for any purpose other than that required by Law or these Regulations.

4. The same care is to be used in the correct transmission and punctual delivery of Newspapers as of Letters.

5. When the numbers of a Newspaper published in New Brunswick, or in other British American Provinces, or in the United States, and issued daily, have remained in a Post Office in this Province uncalled for during two weeks; of a Newspaper issued semi-weekly, or tri-weekly, during three weeks; of a Newspaper issued weekly, during one month; and of a Monthly Periodical, during two months; or when such Newspapers or Periodicals shall have been refused to be taken out by the party to whom the same shall have been addressed; the Postmaster will forthwith address to the respective Publishers one of the Editor's Notices furnished by the Department for the purpose; such Notices are to be sent and delivered by Postmasters free of charge.

6. Undelivered Newspapers, &c. are to be returned in the same manner as undelivered Letters, to the Dead Letter Office, and any Postage upon them charged against the Postmaster is to be taken credit for by him in the same manner as with Dead Letter Postage.

7. Before sending to the Dead Letter Office, Postmasters must be careful to write on each Newspaper the cause of its not being delivered to the party

to whom it was addressed, and see that each Paper bears an impression of the Office Stamp, shewing the date on which it was sent to the Dead Letter Office.

8. In order to prevent mistakes in the transmission of Newspapers, the proprietors should address and tie up in separate bundles all the Papers for each locality; and when practicable, the package should be addressed to the Post Office from which the Papers are intended to be delivered.

9. Newspapers for Foreign Countries, (except United States,) are liable to the Rates of Postage stated in the Table of Foreign Rates.—See *Table of Rates*.

## PART XII.

### Postage Stamps.

- |  |  |
|--|--|
| 1 How obtained by Postmasters.                                       | 6 When Stamp not obliterated, delivering Office will cancel.     |
| 2 Acknowledgment to be returned.                                     | 7 Stamps obliterated before posting.                             |
| 3 Postage may be paid with one or more Stamps.                       | 8 Stamps where Letters mailed recognized here.                   |
| 4 When less than amount in Stamps for United States, how dealt with. | 9 Only New Brunswick Stamps recognized when Letters posted here. |
| 5 When same occurs on Letters for U. Kingdom or B. N. A. Colonies.   |  |

1. Whenever a supply of Postage Stamps may be required by a Postmaster, he will make a demand on the proper printed Requisition supplied for that purpose.

2. A Postmaster receiving Stamps from the Department will by first Mail return the acknowledgment which accompanies them, properly dated and signed, also the tin case enclosing them.

3. Any Letters having one or more Stamps affixed, equal in amount to the Rates of Postage chargeable on such Letters, are to be Mailed and forwarded as prepaid Letters, though the amount is not to be included in the Letter Bill.

4. On Letters for the United States, when Stamps are affixed representing less than the amount of Postage to which the Letters are liable, the Stamps are *not* to be cancelled, but the Letters are to be rated with full Rates of Postage as unpaid.

5. On Letters addressed to any part of British North America, when the number of Stamps be not adequate to the amount of Postage due, the Letters are to be rated with the amount deficient, and forwarded with that amount charged as unpaid. In cases of this kind the Stamps must be obliterated.

6. If the obliterating has been omitted on the Mailing of Letters, the Postmaster delivering them will cancel the Stamp, and report to the Postmaster General the Officer who may have omitted this important duty.

7. Letters posted and bearing Stamps which have been previously obliterated, must be taxed full postage and treated in every respect as *Unpaid Letters*.

8. Stamps of any Colony of British North America, United States, the United Kingdom, &c. where the Letter has been posted, are to be allowed in New Brunswick as evidences of prepayment accordingly on the Letters to which they are affixed.

9. No other Stamps than those issued by the Post Office Department in New Brunswick, are to be taken in this Province in prepayment of Letters posted within the same.

### PART XIII.

#### Missent and Redirected Letters, Papers, &c.

1 Missent Letters, &c. how dealt with.

2 Redirected, how dealt with.

3 & 4 Unpaid, Missent, &c. put up with Form 2.  
How entered, &c.

5 When Letters charged which should be as  
"Forward."

6 Form 2 to be checked, &c.

7 Where error in Form 2, Directions.

8 Monthly Missent Account, No. 3.

1. When Letters, Newspapers, &c. intended for another place are missent to an Office, the Postmaster must write or stamp on the front of each the words "Missent to——," with the impression of his Date Stamp immediately after. Such Letters must be carefully forwarded by the first Post to their destination.

2. Redirected Letters must in like manner be forwarded to their destination, the Postmaster taking credit in Form No. 2 for the amount originally charged against him, and charging the Corresponding Office (if the Letter should be for its delivery) with the amount of Postage. If the Letter should be redirected to a place beyond the delivery of the Corresponding Office, the forwarding Postmaster will forward the Letter as above, without charging the Corresponding Office.

3. All unpaid, missent, or redirected Letters, must invariably be tied up with the Form No. 2, and the forwarding Postmaster must insert in the Form, and in the proper column of the "Sent Book," such Postage as may be claimed by him; and when making out the "Monthly Missent Letter Account, No. 3," he will copy these amounts therein according to dates, and under the head of the particular Town to which he transmits the Letters.

4. If missent or redirected Letters are addressed for delivery by any of the Offices with which a Postmaster corresponds, he must mark the whole Postage on the outside of the Form No. 2, and include the amount in the Letter Bill, with the Postage of ordinary unpaid Letters. If the Letters are not for the delivery of the Corresponding Office, the word "Forward" is to be substituted for the tax, and the Form tied up in the Mail with the Forward Letters.

5. In the event of Letters being charged upon an Office which should have been sent as Forward, the amount is not to be deducted from the Letter Bill, but the Letters so charged are to be sent forward in Form No. 2, and the amount claimed in Form No. 3.

6. Forms No. 2, received from other Offices, are to be checked by the Letters that accompany them, and if the amount is correct, the Postmaster will certify therein.

7. If the sum claimed in Form No. 2, does not agree with the amount of Postage on the Letters received, the Receiving Postmaster will enter the correct amount in the proper place in the Form, and affix his signature.

8. In the "Monthly Missent Letter Account, No. 3," the Postmaster should insert under the names of his Corresponding Offices the amount which he may have claimed during the month, and after adding together the respective columns, the total is to be entered in the "Quarterly Dead and Missent Letter Account." The Forms No. 3, however, are to be sent to the Post Office Department with the Forms No. 2 *received from other Offices*, immediately after the expiration of each month; should there be no claims to be entered in the Monthly Account No. 3, the blank Form must nevertheless be sent in at the proper period.

## PART XIV.

### Dead Letters.

- |  |  |
|--|--|
| 1 Must be advertised.  | 6 & 7 What Form 4 is to include, and general Directions. |
| 2 When not delivered, &c., reason to be written on Letter, &c. | 8 Letters requiring prepayment, posted unpaid.           |
| 3 Forwarded semi-monthly with Form 4.                          | 9 Letters without Address, &c.                           |
| 4 Amount entered in Form 4, &c.                                | 10 Returned Letters.                                     |
| 5 Covers Sealed.   |  |

1. When Letters or Newspapers reach an Office addressed to persons who cannot be found, or who are unknown, they must be advertised in a list posted upon the Office door, or some other public place, until the time for forwarding to the Dead Letter Office, but the Letters themselves are not to be exposed.

2. When Letters or Newspapers have remained in an Office the periods undermentioned, and every effort to deliver them has failed, the Postmaster will write or stamp on the front of each the true reason of its non-delivery, and stamp (also on the front) with the Date Stamp corresponding with the date of the Form No. 4, with which they are to be forwarded to the Dead Letter Office.

3. After such efforts to deliver the Letters and Papers, those not called for, or refused, must be enclosed with a Form No. 4, in the proper printed Covers, and forwarded to the General Office semi-monthly by the first Post after the 15th and last day of each month.

4. The number of Letters, and the amount of Postage claimed, must be stated in the Form No. 4, and such claim entered in the Quarterly Dead Letter Account.

5. The Dead Letter Covers must invariably be sealed with the Office Seal.

6. The Form No. 4 is to include all Dead Letters, whether received from other Offices or put into his own Office for delivery. Should there be no undelivered Letters to be sent on the 15th and last day of any month, a blank Form No. 4, must nevertheless be dated, signed, and enclosed in the proper cover at the prescribed period.

Letters for persons "Deceased," are to be sent to the Dead Letter Office with first Form No. 4.

Letters marked as follows, must be treated as here directed, viz :—

“Refused,” are to be kept until the first Form No. 4 Return, after the expiration of one week :

“Gone away,” “Not known or Not to be found,” or “Unclaimed,” are to be kept three months, and then sent in with first Form No. 4 Return.

7. In directing that Letters under the last head, “Gone away,” are to be kept three months, it will be understood that this period is to count from the date of receipt of the Letters at an Office, that the address of such Letters may be entered on the advertised list within the first month after their arrival, so that they may appear in such list for at least two months before they are sent to the Dead Letter Office.

8. Letters addressed to any place requiring prepayment of Postage before they can be forwarded, and posted as unpaid, are to be stamped on the back with the Dated Stamp, and the words “Postage not paid,” written in red ink on the face, and are then to be sent, under cover, to the Postmaster General by the first Post.

9. Letters posted at an Office without any address, or addressed so imperfectly that the destination cannot be ascertained, must also be sent, under cover, to the Postmaster General by first Post.

10. Returned Letters, *i. e.* Letters opened at the Dead Letter Office, and enclosed to the writers, are to be treated in every respect as ordinary Letters.

## PART XV.

### Overcharges and Allowances.

1 Return Postage.

2 How claimed by Officer.

3 Letters opened, &c. to be paid for. No Postage to be returned without reference to P. M. G.

4 Letter posted cannot be returned to, or detained, or opened by writer, &c.

5 Sealed or unsealed Letters liable to Postage.

1. When application is made for the return of Postage on a Letter, the Postmaster must satisfy himself by ascertaining the weight of the Letter, that the demand is just before he grants the allowance. He will then obtain the cover, (if it can be spared,) and write upon it the actual weight, when delivered, and the amount allowed, and procure the signature of the person to whom the Letter is addressed. If the cover cannot be spared, the tax must be corrected in red ink, and the amount allowed written upon it, and the signature of the person to whom the allowance is made must be obtained to the regular printed Receipt.

2. The amount of such allowance must be claimed in Form No. 4, with the Dead Letters, and the Cover or Receipt sent with that Form as a Voucher.

3. Letters which have been opened or drawn out at the ends must be paid for, and no Sealed or Unsealed, Printed or other Circular Letters, shall be delivered to any person until the Postage has been paid, and no Postage can be returned on any that may be refused after delivery on pretence of being anonymous, without a special reference to the Postmaster General.

4. Postmasters are prohibited opening, or permitting to be opened, or written on, or detaining, or delivering back to the writer, or to any person, any Letter posted at an Office.

5. Letters sealed or unsealed, printed or written, are equally liable to Postage.

## PART XVI.

### Way Letters and Newspapers.

1 Way Letters, what.

2 How dealt with.

1. Way Letters are those which have been received or sent by a Mail Courier, and which are not included in the Mail but handed to the Courier to be posted at the nearest Office.

2. Postmasters receiving such Letters will Stamp and Tax them according to the Scale, and which amount, if for his own delivery, he will insert in the Monthly Way Letter Account in a column headed "By Courier," and mark the word "Way" in red ink on the front of the Letters. But if they should not be for his own delivery, and are consequently to be sent "Forward" by him, they must be charged with the Postage to the place of destination, (the word "Way" being also written on them in red ink,) and Stamped and forwarded in the ordinary manner.

## PART XVII.

### Conveyance of Mails.

1 & 4 Postmasters to report to P. M. G. irregularities, &c. in the conveyance.

2 Number and Address of Bags to be entered in Time Bills, and Receiving Officer to check.

3 Time Bills to be signed at each Office, and time of arrival and despatch entered.

5 Where Time Bill lost.

6 Despatch delayed by Contractor, Postmaster to hire conveyance, and report.

7 Postmaster not to detain Mail without special authority.

8 If Mails remain over night where an Office, Bags to be kept therein.

9 Contractor bound to convey entire Mail.

10 Postmaster responsible for exchange of Mails, and to examine Seals and Labels before delivering or opening.

11 Where Bag not Sealed or Seal broken, to enquire cause, examine contents, and report to P.M.G.

12 Courier to take and subscribe Oath.

13 Bags to be delivered and received at Office.

14 Not to throw Bags at door of Office.

15 Post Horn to be used.

16 Only Way Letters to be carried out of Bags.

17 New Mail Bags, how applied for.

1. Postmasters are expected to report to the Postmaster General on every occasion when proper and sufficient carriage is not provided for the conveyance of the Mails so as to insure regularity on the route, and when due provision is not made for the protection of the Mails from the weather.

2. The number and address on Mail Bags despatched from any Office are to be invariably entered on the Time Bills, and the Receiving Officer will carefully observe whether the full complement for his office has been delivered.

3. The Time Bills are to be signed at each Office, (marked on the Bill,) and the proper entries as to the time of arrival and departure of the Mails, carefully and plainly entered.

4. Any delay on the arrival or departure of the Mail, or any irregularity in the performance of the Mail Service, must be noted on the Time Bill, stating the cause from which it has arisen; and if the Contractor or Courier is in fault, the circumstance should be immediately and specially reported to the Postmaster General. H

5. Should any Time Bill be lost or mislaid by a Courier on any Post Ride, the Postmaster discovering the loss will furnish the Courier with a new Time Bill, and immediately report the matter to the Postmaster General. H

6. Should the Mail be stopped at an Office in consequence of the neglect of the Contractor to provide means for its conveyance, the Postmaster will immediately hire some competent and trustworthy person to take the Mails forward at the expense of the Contractor, and report to the Postmaster General. The person employed must make the usual affidavit. H

7. A Postmaster is not allowed to stop the despatch of a Mail, nor to detain a Mail beyond the time allowed for stoppages at his Office, without special authority for that purpose.

8. When the Mails remain over night at any place where there is a Post Office, all the Bags must be kept in the Office.

9. Mail Contractors are required in all cases to provide for the conveyance of the entire Mail of whatever it may consist. H

10. The Postmaster is held responsible for the correct exchange of Mail Bags with the different Couriers, and must take great care that the Seals and Labels of the Bags are carefully examined by him before they are delivered out of his Office to the Couriers, and should examine carefully those received before opening. H

11. Should a Mail Bag be received without any Seal, or the Seal broke or tampered with in any manner, the receiving Postmaster should learn from the Courier the cause of such irregularity, and carefully ascertain, if possible, whether the contents of the Bag have been improperly interfered with. The circumstance must immediately be reported to the Postmaster General, stating the address of the Bag, the Office from which it was last despatched, the name of the Courier, and his explanation, &c. H

12. Every Courier must, before he is entrusted with a Mail, take and sign before a Magistrate, the Oath prescribed for persons employed in the service of the Post Office Department, of which a Form is given below:— H

## FORM OF AFFIDAVIT.

I, \_\_\_\_\_ of \_\_\_\_\_ [residence and occupation] do solemnly and sincerely depose and swear, that I will not wittingly or willingly open or delay, or cause or suffer to be opened or delayed, contrary to my duty, any Letter, or any thing sent by the Post, which shall come into my hands or custody, by reason of my employment relating to the Post Office, except by consent of the person or persons to whom the same shall be directed, or except in such cases where the party or parties to whom such Letter or any thing sent by the Post shall be directed, or who is or are chargeable with the payment of the postage thereof, shall refuse or neglect

to pay the same, and except such Letters, or other thing sent by the Post, as shall be returned for want of true directions, or when the party or parties to whom the same shall be directed cannot be found; and that I will not in any way embezzle any such Letter, or any thing sent by the Post, as aforesaid; and I make this solemn oath, conscientiously intending to fulfil and obey the same, and by virtue of "The Post Office Act."

*Subscribed and Sworn at*  
*this*                    *day of*                    *A. D. 18*                    }  
*Before me,*

N. B.—The above Affidavit, when executed, is to be transmitted to the Post Office Department, Fredericton, with as little delay as possible.

13. It is the duty of a Courier to deliver the Mail Bags at the Post or Way Office, or to the Officer, and take the Bags from the Officer when ready to be despatched, and to see that they are properly labelled.

14. When the Mail is carried in a Stage or other vehicle, the Courier cannot be allowed to throw the Bags on the ground on arriving at the door of an Office.

15. Every Courier should carry a Post Horn, and sound the same distinctly two or three times on arriving at or leaving a Post or Way Office.

16. Couriers are strictly forbidden to carry Letters, sealed or unsealed, printed or written, out of the Mails, except "Way" Letters to be delivered at the next Post or Way Office, or Letters received from a Postmaster or Way Office Keeper for delivery between his Office and the next.

17. When new Mail Bags are required, application must be made to the Postmaster General, describing the size of the Bags and the route on which they are to be used. No allowance will be made for Mail Bags procured without special authority from the Postmaster General.

## PART XVIII.

### Monthly Returns, &c.

1 Monthly Sheets to be transmitted to P. M. G.  
 2 Way Letter Account.

3 Forms No. 3 and No. 2. [made up.  
 4, 5 & 6 Dead Letter Form No. 4, what, and how

1. The "Monthly Sheets," being a copy of the "Book of Mails Sent and Received," and dating from the 1st to the last day of each month inclusive, are to be transmitted, enclosed in the proper Printed Cover, to the Postmaster General, immediately after the expiration of each month. All Letter Bills received from other Post Offices during the month are also to be enclosed in the same Cover. The Bills from each Office are to be tied up separately, and according to date. The total amount of the Monthly Sheets is to be carried to the "Quarterly Abstract of Monthly Sheets."

2. The "Monthly Way Letter Account," is a copy of that portion of the "Way Letter Book," headed "Postmaster Accountable to the General Post Office," and is also dated from the 1st to the last day of each month inclusive,

and must also be forwarded to the Postmaster General at the same time as the Monthly Sheets. The Way Letter Bills received from each subordinate Way Office during the Month are to be tied up separately, and according to date, and forwarded under the proper Cover to the Postmaster General with the Account. The Total Amount is to be entered in the "Quarterly Abstract of Way Letter Sheets."

3. The Form No. 3, must be forwarded at the same time as the above Accounts, accompanied by the Forms No. 2, received from Corresponding Offices during the month. The Amounts of the Forms No. 2, *received* from other Offices, are *not* to be entered in the Form No. 3, but only the amount of claims on other Offices, and which must be entered according to date, and under the heading of the Office to which sent. The Total Amount of the Form No. 3, is to be entered in the "Quarterly Dead Letter Account."

4. The Dead Letter Forms No. 4, are to be filled in with the name of the Office, Number of Letters, and the amount of unpaid Dead Letters charged on the Office. The Forms must be dated on the 15th and last day of each month, and forwarded under the proper Cover to the Postmaster General by the following Mail; the amount of each Form is to be entered in the "Quarterly Dead Letter Account," according to date.

5. The Form must be dated and forwarded at the proper time, whether accompanied by Dead Letters or not.

6. In no case should a Postmaster enclose more than one Form No. 4 in a cover.

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## PART XIX.

### Quarterly Accounts.

Instructions to make out and transmit with vouchers.

1. In making up the "Quarterly Account Current," the Postmaster will first fill up the heading with his name and the name of the Office, and the Quarterly period. He will then charge himself on the debit side of the Account, with the Amount of Unpaid Postage on Letters, &c. on hand at the end of last Quarter; and the amount of Postage Stamps remaining on hand, and which he has taken credit for on the previous Quarter's Accounts; he will then enter opposite the proper items on the same side, the amounts of the "Quarterly Abstract of Monthly Sheets," and "Way Letter Sheets," the "Amount of Ship Letter Postage received," and Postage Labels supplied during the Quarter.

2. The Postmaster will take credit on the other side of the Account Current for the amount of Unpaid Postage on Letters, and Postage Stamps remaining on hand at the date or Quarter day to which the Account is made up. Next enter the Total Amount of the Quarterly Dead Letter Account.

3. The "Salary Receipts," and "Commission Receipts on sale of Postage Stamps," are to be made out by each Postmaster, and the respective amounts claimed in their proper places.

4. The Statement of Way Office Duties must be forwarded to the Post Office Department immediately after the expiration of each Quarter. The Way Office Keeper's Salary Receipts will be forwarded from the Post Office Department immediately on the receipt of the "Statement of Way Office Duties" from each Post Office. The name of each Way Office, and the amount of Salary paid by a Postmaster, must be entered on the back of the Account Current, and the total carried to the proper item.

5. The Postmaster will then enter any amount he may have been authorized to claim for the incidental disbursements of his Office.

6. Sums paid for "Ship Letters," (if any) are to be entered in the Quarterly Ship Letter Account, and the Ship Masters' Receipts, on the proper printed Forms, must accompany the other Vouchers.

7. The Postmaster will then enter on the debit or credit side as the case may be, any amount of errors as per Letter (F), which may be discovered on the examination of his previous Accounts, of which he will receive notice from the Post Office Department.

8. When the "Account of Surcharges, (G)," or errors detected on the examination of the Monthly Sheets, is forwarded to a Postmaster, the amount is to be added or deducted from the amount of his "Abstract of Monthly Sheets," in the place assigned for that purpose.

9. The balance of the Account Current should then be struck, which will shew how much the Postmaster is indebted to the Department, or vice versa. If the balance is against the Postmaster, he will transmit the amount with the Quarterly Accounts, under cover, to the Postmaster General. If the balance is in favour of the Postmaster, the amount will be remitted on receipt of the Accounts. The Accounts must be accompanied by a Letter of Advice, stating the amount remitted or due, as the case may be.

10. Before sending in the Quarterly Accounts, affidavits are to be made before a Magistrate to the Accounts Current, according to the Form.

11. Postmasters are required to be particular in sending in all Quarterly Forms of Accounts, and the Affidavits of correctness, in duplicate.

12. The Quarterly Accounts, Vouchers, Receipts, &c. are *not* to be endorsed by Postmasters.

13. Postmasters vouching with British Post Offices, are to send in their Packet Postage Accounts monthly in triplicate.

14. Letter Bills, and acknowledgments from, and copies of Bills sent to Great Britain, should be forwarded to the General Post Office by the first Mail thereafter.

15. An acknowledgment of each Mail received from Great Britain is to be sent to Great Britain by the next Mail. If acknowledgments of Mails sent to Great Britain are not received at the proper time, the fact must be immediately reported to the Postmaster General.

## PART XX.

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

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| 1 Franking and Free Letters.                                 | 11 Ferrymen 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.

10. By Title 4 of the Revised Statutes, "Of the Post Office," Chapter 40, Section 24, no Officer in the Post Office Department shall be liable to serve on a Jury, in the Militia, or as a Parish or Corporate Officer.

11. Licenced Ferry-men are compelled by Law to convey the Mails and those in charge of them over their Ferries free of toll.

12. A Letter addressed to a Firm may be delivered to any Member of the Firm; and if addressed to several persons, it may be delivered to any one of them; and if addressed to a person in the care of another party, it may be delivered to either.

13. Postmasters are required to be very careful in delivering Letters, &c., to the rightful owners.

14. A Letter having been delivered to the wrong person, though of the same name as the address, (which you must do your utmost to prevent,) must be instantly resealed with the Office Seal, and the person who opened the Letter by mistake requested to write thereon, "Opened by and not for me," and sign his name.

15. Postmasters should caution persons posting Letters for the East or West Indies, or other warm climates, not to seal them with wax, as serious injury might be occasioned to such Letters through the melting of the sealing wax.

16. Postmasters are not on any account to give information to any other person than the party addressed, with respect to Letters passing through their Offices.

17. Postmasters keeping Accounts of Official Postage with Public Offices, shall enter daily in the Pass Book of the respective Departments, the number of Letters delivered, amount of Postage, and on a separate line, the number of Letters received, and amount of Postage against such Department.

18. No Letter Carrier Postage shall be charged against any of the Heads of Departments, Province Treasurer, Audit Office, the Board of Education, Executive Council, or either Branch of the Legislature.

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