

PRINTED BY

REGULATIONS

FOR THE GUIDANCE OF

POSTMASTERS

AND

OTHER OFFICERS

OF THE

POST OFFICE DEPARTMENT

OF

TASMANIA.

Approved by the Governor in Council.



Tasmania:

JAMES BARNARD, GOVERNMENT PRINTER, HOBART TOWN.

1870.

GENERAL POST OFFICE, HOBART TOWN.

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| <i>Postmaster-General</i> | { The Hon. THOS. D. CHAPMAN, M.H.A., Colonial Treasurer. |
| <i>Postmaster at Hobart Town, Secretary to Post Office Department, and Comptroller of the Money Order System</i> | { ARTHUR CUNNINGHAM DOUGLAS. |
| <i>Chief Clerk</i> | THOS. H. MAGRATH. |
| <i>Clerks</i> | { Messrs. JOHN MILWARD, JUN., CHARLES A. LESTER, ERNEST A. NORMAN. |
| <i>Junior Clerks</i> | { Messrs. ARTHUR F. LOVETT and A. W. STORIE. |

POST OFFICE, LAUNCESTON.

| | |
|---------------------------|------------------|
| <i>Postmaster</i> | WM. WINDEATT. |
| <i>Senior Clerk</i> | WM. H. HUNT. |
| <i>Clerk</i> | WM. MURRAY. |
| <i>Junior Clerk</i> | PERCY C. ROCHER. |

CONTENTS.

| | PAGE |
|--|------|
| I. Postmasters and Post Offices | 1 |
| II. Despatch and Receipt of Mails | 2 |
| III. Postage Stamps | 6 |
| IV. Registration of Letters and Packets | 7 |
| V. Mis-sent, Mis-directed, Re-directed, Refused, and Dead Letters | 9 |
| VI. Foreign Letters | 11 |
| VII. Newspapers | 11 |
| VIII. Packets | 11 |
| IX. Accounts | 12 |
| X. General Regulations | 12 |
| Rule 63. Showing in what case the word "Letter" applies to Packets | 12 |
| 64. Mode of keeping Inwards and Outwards Mail Books | 13 |
| 65. As to delivery of Letters | 13 |
| 66. Caution to be observed | 13 |
| 67. Speedy delivery of Letters to Owners | 13 |
| 68. Opening of Letters by supposed Owners | 13 |
| 69. Letters to be delivered only to persons addressed | 13 |
| 70. Letters addressed to persons Deceased | 14 |
| 71. Information respecting Letters not to be given | 14 |
| 72. Letters incorrectly Franked to be dealt with as Unstamped Letters | 14 |
| 73. Letters after being posted cannot be returned .. | 14 |
| 74. Irregularly posted Letters | 14 |
| 75. Mode of emptying Mails, disposal of Bags | 15 |
| 76. To secure Paper Labels | 15 |
| 77. Country, or forward Letters for Post Offices in the Interior, passing through Hobart Town and Launceston | 15 |
| 78. Mail Bags to be marked | 15 |
| 79. Preservation of Letter Bills | 15 |
| 80. } Time Bill | 15 |
| 81. } | |
| 82. Late arrival of Mails | 16 |
| 83. Contractor failing to provide | 16 |
| 84. Mail Robbery | 16 |
| 85. Book-keeping | 16 |
| 86. Monthly return of Letters, &c. | 16 |
| 87. Unclaimed Letter Lists | 17 |
| 88. Exhibition of Public Notices | 17 |

| | PAGE |
|---|------|
| XI. Ship Mails arriving..... | 17 |
| XII. Officers at Hobart Town and Launceston to give Security.... | 17 |
| XIII. Hobart Town and Launceston Mails | 18 |
| XIV. Rates of Postage— | |
| 1. Town Letters and Packets | 21 |
| 2. Inland Letters | 21 |
| 3. Intercolonial Letters | 21 |
| 4. Letters for United Kingdom via Southampton..... | 21 |
| 5. Letters for United Kingdom via Marseilles | 21 |
| 6. Newspapers for United Kingdom via Marseilles | 22 |
| 7. Letters for United Kingdom via Brindisi | 22 |
| 8. Newspapers for United Kingdom via Brindisi..... | 22 |
| 9. Inland and Ship Packets..... | 22 |
| 10. Savings' Bank Packets, Depositors' Moneys and Pass Books | 22 |
| XV. Regulations of Packet and Sample Post..... | 23 |
| XVI. Photographic Likenesses | 25 |
| XVII. Soldiers' and Sailors' Letters | 25 |
| XVIII. Authorised Fees | 25 |
| XIX. Franking..... | 26 |
| XX. Public Officers not allowed to receive Official Letters Free excepting under certain circumstances | 26 |
| XXI. Exemptions from Postage..... | 26 |
| XXII. Ship and Foreign Letters and Packets Inwards delivered Free..... | 27 |
| XXIII. Insufficiently Stamped Letters to be taxed before forwarded . | 28 |
| XXIV. Names of Post Offices to form part of the address of Letters, according to place to which they are desired to be sent . | 28 |
| XXV. Collectors of Rural Police Rates—Changes of residence to be given by Postmasters to the Collectors | 28 |
| MONEY ORDER REGULATIONS | 29 |

New Rule All irregularities in connection with the postal business to be reported to the Post Office



POSTAL REGULATIONS,

TASMANIA.

THE following REGULATIONS of the Post Office Department are published for the guidance of all Postmasters, Mail Receivers, and other Officers of the Post Office.

ANY breach of these Regulations will subject the offender, under the 65th Section of *The Post Office Act, 1869*, 33 Vict. No. 5, to a penalty not exceeding £50.

I.—Postmasters and Post Officers.

1. All persons in the Department of the Post Office are required to take the prescribed Oath of Office before a Magistrate, and to make themselves thoroughly acquainted with the several Regulations hereunder given, and as far as in them lies to see that they are duly carried into effect.

2. No person who has not taken the Official Oath required by the 6th Section of the Act shall have access to the interior of a Post Office.

No access to the interior of a Post Office, &c.

3. A separate Office, or Apartment, where practicable, must in every case be provided for conducting the business of the Post Office.

Separate room for Post Office.

4. The words "Post Office" must be exhibited in large conspicuous characters outside the building, so as to attract public attention.

Post Office.

5. The Letter-box must be fixed in a convenient and accessible situation, and the words "Post Office Letter-box" placed over it in very plain characters. Its construction must be such as to provide for the security of the Letters; and it is to be closed only during the time the Mails are being made up, as directed by Rule 13.

Letter-box.

Its construction.

Closing time, how regulated.

New Rule: Post Office Officers receiving the amount for their offices must apply to the Post Office

Postmasters to attend personally to duties.

Time of keeping Office open.

Attendance on Sundays.

Removal of Post Offices.

Postmasters in the Interior to give security by bond, &c.

6. Every Postmaster is required to give his personal attention to the discharge of the duties of his Office, and must on no account entrust such duties to others without the sanction of the Postmaster-General.

7. Every Post Office in the Interior is to be open from 8 o'clock A.M. until 8 o'clock P.M., and earlier or later where local circumstances, arising from the arrival or departure of Mails before or after those hours, so require.

8. On Sundays Country Postmasters must open their Offices for one hour, either before or after Divine Service, as may be considered most convenient for the Public.

9. The Postmasters are strictly prohibited from removing any Post Office without the consent of the Postmaster-General.

10. Every Postmaster in the Interior is required to give satisfactory security by bond, himself in a sum not exceeding £100, and two sureties in sums not exceeding £50 each, for the diligent and faithful discharge of his duties; and for duly accounting for all Public Moneys passing through his hands.

II.—Despatch and Receipt of Mails.

Name of Post Office and date to be stamped or written on every Letter.

11. In case from any cause an Office is unprovided with a Date Stamp, the Postmaster must write in ink on each Letter the Name of his Office and the Date upon which the Letter is received by him. On no account is any Letter to be forwarded or delivered from a Post Office until the Date Stamp has been impressed or the above particulars have been written upon it by the Postmaster.

Great care required in changing correctly the moveable figures daily.

Great care in changing the letters denoting the month.

Statement of hours for

12. When the Stamps attached to the foregoing Rule are supplied to the Postmasters, it will be most important that all Letters should bear a clear impression of the Date Stamp of the Office at which they may be posted; and great care must be taken that the moveable figures be correctly changed at the commencement of each day, when an impression of the Stamp must be made in a book to be kept for that purpose. The like care must be taken that the moveable letters denoting the month be correctly changed on the morning of the first day of each month, before any Letters be stamped.

13. A statement of the hours of closing the Mails is to be

Rule for late letters

kept affixed on some exterior part of each Post Office in

CIRCULAR.

General Post Office,

29th August, 1881.

MEMORANDUM.

Attention is called to Postal Regulations 11 and 12, and you are requested to report whether letters inwards are date-stamped at your office as well as letters outwards. The outwards letters should be stamped on the front of each envelope, and the inwards letters on the back.

A. C. DOUGLAS,

Secretary.

To all Postmasters.

Paste this in your Regulation Book, Page 2.

marked with the name of the Office and date of receipt, by

in closing Mails.
t Each Post
d Office closed
e for half an
d hour before
n despatch of
f Mails.
n Fees on "too
f late" Letters
perquisites to
1 Country Post-
e master for-
warding.

When Mails
t are being made
r up, care to be
f taken to pre-
vent damage
y by weather.

Mails believed
y to be incorrect-
ly labelled to
be opened, &c.

Letters to be
e sent to nearest
Post Office.

Letters for
t places
unknown.

Receiving
Postmaster to
examine seals
and string of
bags, &c.

On opening
Mails, bags to
be turned
inside out.
Assortment of
Letters.

Attention is called to the fact that some letters are not properly labelled

Postmasters to attend personally to duties. 6. Every Postmaster is required to give his personal attention to the duties must on no account the sanction of the

Time of keeping Office open. 7. Every Post Office 8 o'clock A.M. where local circuit departure of Mail

Attendance on Sundays. 8. On Sundays Offices for one hour as may be considered

Removal of Post Offices. 9. The Postmaster any Post Office General.

Postmasters in the Interior to give security by bond, &c. 10. Every Postmaster satisfactory security £100, and two for the diligent and duly accounting hands.

II.—

Name of Post Office and date to be stamped or written on every Letter. 11. In case of a Date Stamp, the Letter the Name of the Letter is received to be forwarded Date Stamp has been written

Great care required in changing correctly the moveable figures daily. 12. When the moveable figures are supplied to the Postmaster, great care must be taken to change the impression of the for that purpose moveable letters on the morning Letters be stamped

Great care in changing the letters denoting the month. 13. A statement of the hours of closing the Office is to be made by the Postmaster

Statement of hours for

can be labelled

made by them

Rule for labelling mail bags

kept affixed on some exterior part of each Post Office, in order to avoid the frequent occurrence of Letters being put into the Letter-box after the departure of the Mails; and each Post Office shall be closed for half an hour before the despatch of the Mails, to allow time for assorting and securing the same: but Letters are to be received to within a quarter of an hour of despatch, upon payment of a fee of 2d. in money for each Letter, as a perquisite to the Postmaster forwarding. Letters posted too late for transmission must be marked with the words "too late," and the date of the Mail for which they may be "too late."

closing Mails. Each Post Office closed for half an hour before despatch of Mails. Fees on "too late" Letters perquisites to Country Postmaster forwarding.

14. The Despatching Postmaster when making up Mails, more especially for Horse Post or Foot Messenger, must provide against the contingency of the contents being mutilated or damaged by the weather. When water-proof bags are not used, the Letters and Papers must invariably be wrapped in brown or other waste paper, and every other precaution adopted that may seem expedient.

When Mails are being made up, care to be taken to prevent damage by weather.

15. Postmasters receiving Mails which are believed to be incorrectly labelled, are authorised to satisfy themselves, by opening the bag, whether the error is confined to the label or not; should the Mail be for some other office, it must be immediately retied and sealed, and forwarded to its destination per first post with an explanatory memorandum and report of the circumstance immediately forwarded to the Secretary.

Mails believed to be incorrectly labelled to be opened, &c.

16. Letters addressed to places for which Postmasters do not make up separate Mails, should be forwarded to the nearest Post Office in the direct communication with the Post Town given in the address.

Letters to be sent to nearest Post Office.

17. Letters directed to places unknown to the Postmaster, should be forwarded without delay to the General Post Office.

Letters for places unknown.

18. The Receiving Postmaster must invariably examine the seals, in order to ascertain that each Mail has been carefully sealed with the office seal of the Postmaster despatching; also the string with which the Mail Bags are tied, and likewise the bags, in order to satisfy himself that they have not been tampered with. In order to prevent any Letter being left in the bags, they are to be turned inside out.

Receiving Postmaster to examine seals and string of bags, &c.

19. All Letters received into any Post Office (after being marked with the name of the Office and date of receipt, by

On opening Mails, bags to be turned inside out. Assortment of Letters.

Attention is called to the fact that the notice given to the reporter of the day

Franked Letters and prepaid Letters to be tied in separate bundles. Mail bags to be securely tied and sealed.

means of an Office Stamp, or in writing,) are to be carefully assorted, and each description of Letters tied in separate bundles; 1st. The Franks; 2nd. The Prepaid by means of adhesive Stamps; and forwarded in the Mail Bags addressed to the respective Post Offices to which the Letters are directed; and every Mail Bag is to be carefully tied and sealed (with the official seal with which each respective Postmaster and Mail Receiver has been supplied for this purpose) by the Postmaster before being despatched.

Inland Letters not bearing Stamps and not franked not to be detained.

20. All Inland Letters liable to postage which may be posted unstamped or insufficiently stamped, are to be forwarded as addressed but taxed, to be charged on delivery with the deficient postage and a fine equal in amount to the deficient postage. The amount to be collected by the receiving Postmaster must be marked on their envelopes, as for example:—

Deficient Postage..... 2d. }
Fine 2d. } 4d.

Postage to be obtained before delivery of Letters and Packets posted not stamped or insufficiently stamped.

21. Great care is to be taken that previous to the delivery of any Letter or Packet which may have been posted unpaid or not fully prepaid, to demand and obtain in Postage Stamps from the person to whom the Letter or Packet is addressed the sum taxed on the envelope thereof, which amount should be equal to double the postage which was omitted to be placed upon the Letter or Packet when it was posted. The Postage Stamps to be provided by the person to whom the Letter or Packet is directed, and to be affixed to such Letter or Packet and defaced by the Postmaster, who shall then deliver such Letter or Packet to such person.

Postage prepaid in money when Stamps not obtainable.

How moneys are to be accounted for.

Mode of avoiding necessity of receiving money payment of postage.

Postmasters liable to be

22. Every Postmaster is required by the 24th section of The Post Office Act to keep a supply of Stamps for sale, but whenever it shall happen that a Postmaster has not any Stamps on hand of the required value, the payment of postage may be made in money,—which the Postmaster receiving is to acknowledge by marking the postage on the Letters in red ink, and debiting himself with the amount in the Letter-bills against the item "Prepaid Letters in Cash;" but the Postmasters are particularly enjoined to forward requisitions to the Secretary for an additional supply of Stamps so that they may arrive before their stock on hand is exhausted, in order that the permission to receive money under this contingency may not be resorted to excepting under circumstances which could not possibly be avoided. And should the Secretary be of opinion that any Postmaster has been negligent in transmitting his

requisition for a further supply of Stamps, and that in consequence of such negligence it became necessary to receive money in payment of postage, such Postmaster will be liable to a fine, at the discretion of the Postmaster-General, of any sum not exceeding forty shillings. The Stamps alluded to in the beginning of this Rule must be purchased from the Secretary; and any Postmaster obtaining his supplies of Stamps for sale to the public from any other source will render himself liable to dismissal from the service.

finer for negligence in forwarding requisitions for Stamps. Supplies of Stamps are to be obtained from the Secretary.

23. A Letter-bill is invariably to be forwarded with each Mail, specifying its contents; and in order that a Letter-bill may appear for every day the Mail should have arrived or been despatched, when there may not be any Letters, a Letter-bill is nevertheless to be sent in the Mail Bag with the word "Nil" written across it. The Letter-bills are to be carefully entered by the Postmaster despatching in numerical order.

Letter-bills invariably to accompany Mails.

24. The Letter-bills are to be numbered on the left side at the top by the Postmasters despatching, in progressive series, commencing at No. 1 on the first day of each month, and the name of the office from which they are despatched is to be written against the words "Post Office" on their right side, and to be duly dated and signed by the Postmaster forwarding.

Letter-bills to be duly signed and numbered.

25. The despatching Postmaster is to be considered chargeable with the amount of postage specified in the Letter-bill on such Letters as may have been prepaid in money, unless the amount entered proves to be incorrect on the Postmaster receiving checking the same, by re-telling the number of Letters and amount of postage, in which case the Postmaster receiving will enter the correct amount and number under the heading of "Column for Postmaster receiving," and forward the Letter-bill to the Secretary with his report, accompanied by a List of the Letters received.

Despatching Postmaster to be charged with Postage entered on Letter-bills.

Receiving Postmaster to re-tell amount, &c. and report errors.

26. All Letter-bills which accompany Mails are to be carefully entered in a book to be kept for that purpose by the Postmaster receiving them; they are also to be signed, dated, (with date of receipt) and numbered at the bottom in numerical order, commencing at No. 1 on the first of every month, and to be made up into packets at the close of each month and carefully preserved for future reference. When Money has been received for Postage, instead of the Letters being stamped, the Letter-bills, in which such prepaid Letters in cash are inserted, are to be immediately forwarded to the Secretary with a report from the Post-

Letter-bills to be entered and numbered by Postmasters receiving. Unsigned Letter-bill and bills accompanying cash Postage to be immediately submitted to Secretary.

Rule requiring any Postmaster to deposit 6 pence of cash with Letter-bills upon the Postmaster's receiving place upon the

Special Rules to Ship Letters, require in place of instruction to the subject. Rule as to Ship Letters must be kept in the Post Office

500

to deposit 6 pence

master receiving. Letter-bills when unsigned by Postmasters despatching are in like manner to be transmitted to the Secretary.

III.—Postage Stamps.

Description and price of Stamps.

27. The Stamps are of the following rates, viz.—

Five Shilling Stamps 5s. each,
One Shilling Stamps 1s. each.
Tenpenny Stamps ... 10d. each.
Sixpenny Stamps 6d. each.
~~Fourpenny Stamps 4d. each.~~
Threepenny Stamps 3d. each.
Twopenny Stamps 2d. each.
One Penny Stamps 1d. each.

*9 each
4 each*

and are printed under the direction and responsibility of the Secretary.

Country Postmasters required to pay cash for Stamps supplied to them. Name of office to be stamped on back of cheques, &c. Poundage on sale of Stamps.

28. The Postmasters in the Interior are required to make cash payments at the same time that they forward their requisitions for Postage Stamps to the Secretary. Great care is to be taken by every Postmaster to stamp or write the name of his Office upon the backs of all Cheques, Notes, &c. remitted to the Secretary.

29. Stamps are sold to Country Postmasters in quantities of sheets, three-quarter sheets, half sheets, and quarter sheets,—a whole sheet being 240 Stamps, a three-quarter sheet 180 Stamps, a half sheet 120 Stamps, and a quarter sheet 60 Stamps; and an allowance of 4 per cent. is granted by the Secretary when smaller lots than 60 Stamps of one description are applied for the per centage is withheld. ~~in the above portions of 1, 1/2, 1/4, or whole sheets, and to the amount of £5 and upwards, will be allowed the usual discount of 4 per cent.~~

*the price in stamps
is to be sent in
stamps*

Postmasters, &c. charging for Stamps beyond fixed rate will be dismissed.

Stamps to be carefully obliterated.

30. Any Postmaster, or person employed in the Post Office, who shall charge any higher rate for Post Office Stamps than their nominal value, as fixed in Rule No. 27, shall be dismissed from the service.

31. When letters are stamped, all Stamps on them must be carefully obliterated with the Stamp* furnished for that

* The obliterating or other Stamp upon any Letter or Packet passing through a Post Office must always be the regular Official Stamp; and these Stamps must be kept clean by washing with a brush and soap and water at least once a week, so that the impression may always be clear. The Stamping Pad should be made of flannel or list, and thick enough

*impression
to every
stamp*

purpose. In the obliteration of Stamps, the black composition supplied for the purpose must *always* be used; and *Postmasters and others are enjoined to be particularly careful in the performance of this part of their duty.*

32. Letters posted bearing Stamps which have been previously obliterated or defaced must be treated as unstamped or insufficiently stamped Letters. (See Rule 20.)

Letters posted bearing obliterated Stamps.

33. Postmasters will allow the writers of Letters posted without Stamps, or insufficiently stamped, or bearing obliterated Stamps, to affix proper Stamps on their Letters upon application made within office hours.

Writers of Letters insufficiently stamped permitted to affix correct Stamps, &c. How Stamps are to be affixed on the Letters.

34. The Postage Stamps must be affixed upon the outside of all Letters above the address written upon them, as by the *Post Office Act* no Postmaster is bound to take notice of or pass any Stamp or Stamps which may be affixed on any other part of a Letter.

35. The Postmasters are to afford every facility to residents in their respective neighbourhoods when they desire to ascertain the exact weight of their Letters, in order that they may affix Stamps to the full value of the Postage to which each Letter may be chargeable before posting them.

Postmasters to give every information to parties desirous of posting their letters fully prepaid.

IV.—Registration.

36. The system of Registration is applicable to Letters, Packets, and Newspapers, whether they contain coin or articles of value or not. Parties sending Bank Notes or Drafts are to be advised to cut their Notes or Drafts in halves and to forward them by different posts; also to await the acknowledgment of the first halves before they send the second, in order to ensure greater security. In all cases where the Money Order system can be made use of for transmitting moneys, the public are to be strongly urged to avail themselves of that mode of forwarding remittances through the Post Office.

Registration of Letters, &c. Bank Notes, &c. should be cut in halves.

37. Every Postmaster or other person employed in a Post Office, when called upon to register a Letter, will demand that a fee of Sixpence shall be paid by means of

Registration Fee, 6d. each, paid by means of additional

to prevent the Stamp from being injured in working. The obliterating Ink should be spread lightly on this cushion or pad, (or on a few pieces of woollen cloth, and then covered with a fold of the same material), upon which the Stamp should be pressed, and then placed steadily on the Letter, so as to leave a clear impression.

Stamps affixed, exclusive of Stamp for Postage.

Receipts for Registered Letters, &c.

adhesive Stamps affixed upon it, which is, of course, exclusive of the Stamp necessary to cover the amount of Postage according to the weight of the Letter; and will stamp or write distinctly on the Letter the word "Registered," and enter the address and number of it on the left-hand side of the Receipt Book with which he is furnished. To the party posting he will give the original receipt which he will cut out of the Book, and upon which he must enter the address of the Letter, so as to correspond with the duplicate entry in the Book.

38. Before a Letter, Packet, or Newspaper, is registered, it must be seen that the proper amount of Postage Stamps has been affixed thereto, in addition to the Registration Fee of Sixpence; otherwise such Letter, Packet, or Newspaper will be sent to its destination, and any deficient Postage will be charged against the Officer who registered the same.

Full address of Registered Letters and Packets to be entered in Letter-bill.

39. The full address of Registered Letters must be entered at the foot of the Letter-bill under the heading "Prepaid Registered Letters" when prepaid by means of adhesive Stamps, or in Money, and Franked Letters under their appropriate heading, of the same "Letter-bill;" and it will be necessary for every officer on opening a Mail to seek the "Letter-bill;" and in the event of a "Registered Letter" being entered thereon, to certify its arrival by attaching his initials to such entry. He will then place the Letter in its proper channel for disposal, taking an acknowledgment by initials or otherwise from the person into whose hands it may be given for delivery, or despatch, each officer pursuing the same course until it reach the party for whom it is intended, when the usual official receipt in duplicate is to be obtained, the original being retained, and the duplicate forwarded to the Secretary at Hobart Town. *Every Postmaster will, therefore, distinctly understand that no "Registered Letter" is to be delivered to other than the party to whom it is addressed, or upon his or her written order, proof being given, if necessary, of the signature to the order being genuine; and in every case of doubt the delivery of the "Registered Letter" is to be delayed until reference has been made to the Secretary.*

Caution as to Registered Letters, &c. while passing through Post Office. Receipt to be given.

Great caution as to whom Registered Letters are delivered. Caution as to order being genuine.

Responsibility of Officers, and consequences attached to the loss of a Registered Letter.

40. Should any Letter entered as Registered be missing, the opener of the Mail-bag must immediately report the fact to the Secretary, as, although the Post Office Revenue is by Law exempt from any liability in such cases, the officer into whose possession any such missing Letter is traced will be held responsible for it, until he shall have discharged himself of the responsibility by a satisfactory explanation.

41. With regard to the despatch of "Registered Letters" the same precaution must be observed,—the Postmaster or clerk who receives the Letter for despatch must obtain a discharge from the officer to whom he delivers it; and this officer, and all others through whose hands it may pass, must pursue the same course. The despatching Postmaster, or clerk, will enter the Letter on the Letter-bill, carefully checking it into the Mail-bag; and will only be exonerated from his liability by the signature of the receiving Postmaster, or clerk, at the office to which the bag is addressed.

Mode of precaution in despatching Registered Letters.

42. Letters intended for any place beyond Seas may also be registered upon bearing Stamps to the value of Sixpence as the registration fee, exclusive of the Stamps required to cover the Ship Letter Rates of postage.

Registered Letters for places beyond Seas.

43. No Letters, Packets, or Newspapers can be received in order to be registered unless posted at least one hour before the time appointed for closing Mails, and before 4 P.M. daily.

As to time of posting Registered Letters.

44. If any Postmaster has reasonable cause to believe that a Letter or Packet not registered contains coin, such Letter or Packet must be registered by the Postmaster, and the usual fee for registration be charged before delivery; but if the person to whom the Letter or Packet is addressed open it in the presence of any Postmaster or Officer of the Department, and it shall be found not to contain coin, in that case the fee shall be remitted and a special report made to the Secretary.

Letters containing or suspected to contain Coin

45. Every irregularity connected with "Registered Letters" must be immediately reported to the Secretary, in order that the responsibility may attach to the parties who may, in reality, be at fault.

Irregularities with reference to Registered Letters.

V.—Mis-sent, Mis-directed, Re-directed, Refused, and Dead Letters.

46. When Letters or Newspapers of any kind are mis-sent to any Office, the word "mis-sent" must be stamped or written on the front of each, together with the name of the town or place to which they may be so mis-sent, and date of arrival; such Letters or Newspapers must then be invariably forwarded to their destination by the first post. Monthly Returns of Mis-sent Letters and Newspapers are to be sent to the Secretary. Mis-directed Letters are

Mis-sent Letters and Newspapers.

Misdirected Letters to be marked "mis-directed."

invariably to be marked "mis-directed," as they do not correctly come under the denomination of "mis-sent," as some Postmasters have imagined, but in all other respects they are to be treated as "mis-sent."

Re-directed Letters, &c. not chargeable with additional postage unless seals broken.

47. Re-directed Letters and Packets are not chargeable with any additional postage on re-transmission unless their seals have been broken open. If they have been opened they are liable to extra charge according to their weight.

Undelivered Letters. Written Lists to be exposed to view.

48. In the case of the arrival of Letters or Newspapers for parties "not known," or "not to be found," they are to be immediately entered on a List to be exposed for view on the outside of the Post Office; and if not claimed within one month thereafter, the cause of their non-delivery is to be written on the face of each, and they are then to be forwarded to the Secretary with a Monthly Return, who will cause the names and addresses of all such Letters to be inserted in the List of Unclaimed Letters directed by the Act of Council to be published in the *Hobart Town Gazette*; and at the expiration of three calendar months from the date of any such publication, such as still remain undelivered or unclaimed are to be opened and returned to the writers.

Cause of non-delivery to be written on face of each Letter.

Lists published in *Gazette*.

When Letters are opened and returned to the Writers.

When address of parties becomes known, Letters, &c. to be forwarded.

49. Should it, however, become known to the Postmaster, at any time previously to transmitting to the Secretary the Letters or Newspapers referred to in the last-mentioned rule, in what other district the parties reside, their Letters and Newspapers are to be immediately re-directed, and forwarded accordingly by the first post.

Letters refused or addressed to persons deceased to be returned immediately to Secretary.

50. When Letters or Newspapers of any kind are "refused," or the person to whom they are addressed is deceased, they are to be returned immediately to the Secretary, Hobart Town, for the purpose of being sent back to the writers or senders with the least possible delay; and, in all cases of Letters or Newspapers being returned to Hobart Town, the reason of non-delivery is to be assigned on each.

Letters returned to Secretary to be entered in the Monthly Returns.

51. The Letters or Newspapers so forwarded to the Secretary must be entered in Monthly Returns, to be transmitted to that Officer on the first of every month, giving the particulars of all such Letters and Newspapers for the previous month; and the full address of every "refused" or undelivered "Registered Letter" so returned must be entered therein.

VI.—Foreign Letters.

52. Foreign Letters (which term shall be considered to mean all Letters from beyond Seas) undelivered are to be advertised in the *Gazette* by the Postmaster at Hobart Town; and at the expiration of three months, if not applied for, they are to be returned to the place from whence they have been received.

Foreign Letters undelivered to be advertised, &c.

VII.—Newspapers.

53. Postmasters are to examine Newspapers as often as practicable: but great care is to be taken not to injure either the Newspapers or their envelopes; and on detection of any printing, writing, or thing whatsoever therein, or thereon, other than the contents of such Newspaper as printed by the publisher thereof, excepting only the address, they are to be detained and forwarded to the Secretary, with the Postmaster's report of the circumstances.

Postmasters to examine Newspapers.

54. Parties posting Newspapers with any printing, writing, or thing whatsoever therein or thereon, other than the contents of such Newspapers as printed by the publisher thereof, excepting only the address, are liable to a penalty of Ten Pounds.

Penalty for posting Newspapers with Enclosures, &c.

55. In order to secure the regular transmission of Newspapers, parties are advised to write the address on the printed part of the paper itself, as well as on the envelope; and Postmasters are desired to give the subject all the publicity in their power.

Newspapers: address may be written on paper itself.

56. Postmasters, and all other officers and servants of the Post Office Department, are cautioned to use the same care in the treatment of Newspapers as of Letters, and to be impartial in delivering them, and careful to prevent mistakes or delay.

Newspapers of equal importance as Letters.

VIII.—Packets.

57. Packets that are forwarded per post at a lower rate of postage than Letters (as well as Newspapers which pass free of postage), and on which the description of their contents has to be marked, must not contain any Letter, epistolary communication, or intelligence: any infringement of this law subjects the sender to a penalty of £10, by the 15th and 17th Clauses of the *Post Office Act*.

Any enclosure in Newspapers or Packets subjects the sender to £10 penalty.

58. Packets exceeding 8 ozs. in weight may be delayed for any period not exceeding one week, unless addressed to England.

Packets exceeding 8 ozs. may be delayed, but not those for England.

Certain
Packets may
be refused.

59. Packets exceeding 16 ozs. in weight, or of inconvenient form or dimensions, or containing or reasonably suspected to contain articles likely to injure the other portions of the Mail, or the person of any officer or servant of the Post Office, may be refused by any Postmaster.

Detention of
certain Packets
for one Post.

60. Postmasters are authorised to detain for one Post Packets which cannot be forwarded except by the mails conveyed on horseback or on foot.

IX.—Accounts.

Payments by
Postmaster at
Launceston to
Secretary
monthly.

61. The Postmaster at Launceston is to remit to the Secretary on the first Post day of every month the amount of his collection during the preceding month; and each remittance must be accompanied by a Return showing the number of each description of Stamps sold, amount received for each kind, and number remaining on hand; also any amount of cash which may have been received for postage in consequence of a deficiency in supply of Stamps. The Return will be filled in, as far as possible, by the Officer making up the Accounts at the General Post Office, and will be forwarded to the Postmaster by the Secretary.

Payments by
Postmaster at
Hobart Town
& Secretary to
the Treasurer.

62. The Postmaster at Hobart Town and Secretary will punctually pay into the Treasury on the first and sixteenth of every month without any deduction whatever, the amount of moneys collected at the General Post Office during the previous portion of the month, and also all sums received from the Postmasters during the same period; and further, make up and forward to the Auditor an attested Statement of such collections by the 20th of each month, or as soon as possible after the Monthly Accounts are closed. The Secretary will likewise pay into the Treasury, on or before the 10th of each month, the fees received at the General Post Office, Hobart Town, and the Post Office, Launceston, during the previous month on "Too late Letters," "Private Boxes," and "Ship Mail Notices," &c., and forward to the Auditor a statement and declaration thereof.

Attested State-
ments to
Auditor.

Fees on
"Too late
Letters," &c.
to be paid to
Treasury.

X.—General Regulations.

Regulations
apply to
Packets same
as Letters, &c.

63. Where the word "Letters" is used in these Regulations it is to be understood as applying to Packets also, when consistent with the Special Regulations under which Packets are forwarded by post, excepting only as to the rates of postage according to weight.

64. The name and address on every Letter received at or despatched from the several Post Offices in the Interior are to be invariably entered in books to be kept for the purpose; the Letters received in the book of "Letters Inwards," and the Letters despatched in the book of "Letters Outwards." And great care is to be taken in entering the different descriptions of Letters separate from each other: 1st. Pre-paid Letters and Packets by stamps, distinguishing the Packets by placing the letter P against them. 2nd. Pre-paid Letters and Packets postage in cash, distinguishing the latter in like manner; *but if the Postmasters take care to have a supply of Stamps always on hand this will never exist.* 3rd. Pre-paid mis-sent Letters and Packets. 4th. Country (or forward) Letters and Packets, *i.e.*, such as must necessarily pass through the General Post Office at Hobart Town or the Post Office at Launceston. 5th. Franked Letters. 6th. Ship Letters Outwards. 7th. Registered Letters and Packets, showing whether stamped or franked, and also showing the total number of each description.

Name and
Address of all
Letters to be
entered in
books.

Great care to
be taken in
the order of
entry.

65. Postmasters can only deliver Letters upon the personal application of the persons to whom they are addressed, or upon the written instructions of such persons or on presentation of Power of Attorney, such written orders and instructions to be preserved by the Postmaster for reference.

As to delivery
of Letters.

66. The strictest caution must be observed by Postmasters to prevent the wrong delivery of Letters; and such information is to be required of the particulars of the address and of the towns where posted, as will tend to show whether Letters are intended for applicants or not.

Caution to be
observed.

67. Postmasters should always bear in mind that it is their duty to use every exertion to secure the safe delivery of Letters to the rightful owners as speedily as possible.

Speedy deli-
very of Letters
to owners.

68. Any Letter that may before delivery* be opened by a person for whom it is found not to be intended, must be immediately re-sealed by the Postmaster, who shall write the words "Opened by, but not for," on the back of the Letter, and obtain the signature of the opener thereto. In such case no postage is chargeable.

Opening of
Letters by
supposed
owners.

69. A Letter addressed to a husband cannot be delivered to his wife, nor can a Letter addressed to a wife be delivered

Letters to be
delivered only

* It must be understood that the mere handing a Letter to another person in order that it may be opened in the presence of an Officer of the Post Office does not constitute a delivery.

*Postmaster, not to reply to any
Articles or letters in newspapers
without the consent of the Secy of
the Dept.* POSTAL REGULATIONS

to persons
addressed.

to her husband, without the consent in writing of the person named in the address or the direction of the Governor.

Letters ad-
dressed to
persons de-
ceased.

70. Letters addressed to persons who have become deceased must have the word "Deceased" written in ink across the address, and be sent at once to the Dead Letter Office. Such Letters must on no account be delivered to any person except upon the order of the Governor, or the production of Probate of the Will of the person deceased or Letters of Administration to his estate.

Information
respecting
Letters not to
be given.

71. No information must be given respecting Letters which pass through a Post Office, except to the person to whom they are addressed, and in no way must official information of a private character be made public.

Letters incor-
rectly franked
to be dealt
with as un-
stamped
Letters.

72. The special attention of all Postmasters is required in order that no Letter may be allowed to pass free excepting such as are by law exempted from postage, or such as are franked by the Governor or by parties to whom the Governor has been pleased to grant that power, in accordance with the 20th Section of the *Post Office Act*. (See franking list and exemptions from postage.) All such as are improperly franked are to be dealt with as "Unstamped Letters."

Letters once
posted cannot
be given to
other than the
parties to
whom
addressed.

73. A Letter immediately after it is posted becomes the property of the person to whom it is addressed, and cannot, under any circumstances, be given up, even to the writer, but must be forwarded according to the address. No application, however urgent, will justify a Postmaster in departing from this Rule, excepting under the written warrant of His Excellency the Governor as provided for by the Act of Parliament, or in such instances as, by these Rules, they are to be detained and forwarded to the Secretary.

Irregularly
posted Letters,
&c.

74. Postmasters are to treat the following Letters, Packets, and Newspapers (posted in the Colony) as irregularly posted, and to forward the same at once to the Dead Letter Office:—

- (a.) Letters, Packets, and Newspapers posted without any address or imperfectly directed, so that they cannot be forwarded to their destination:
- (b.) Packets posted or suspected to be posted in violation of the Regulations:
- (c.) Letters, Packets, and Newspapers, bearing an obscene, profane, or libellous address, or reason

Rule for Private Mail bags
#1-1-0 per annum
DE TASMANIA.

ably suspected to have been posted in fraud, or to contain any article in violation of the Post Office Statute, or any Act relating to the Customs.

75. Mails are to be made up in bags (not into paper parcels), even if containing only one Letter or Newspaper; and the strictest attention is to be given to return the identical Mail-bags to the respective Post Offices from which they are received by first post, in order that the proper supply of Mail-bags at each Post Office may be secured. Great care in the preservation of the Mail-bags is also enjoined.

Mails to be
made up in
bags, not in
paper parcels.

Preservation
of Mail-bags.

Rule for all bags to be labelled
When paper labels are necessary, the Postmasters are required to write the address on paper three or four times folded, in order to secure them, as far as possible, from being torn off the Mail-bags, or becoming illegible.

Paper Labels
to Mail-bags.

77. Letters for Post Offices in the Interior, which must inevitably pass through Hobart Town or Launceston in their transmission, are not to be made up into separate and distinct Mails, but are to be included in the Mails for Hobart Town or Launceston, as the case may require. Great care is, however, to be taken in entering their full address in the book for "Letters Outwards," and in inserting their number against the words "Country (or forward), Prepaid Letters, &c." in the Letter-bills which accompany the Mails to the General Post Office or the Post Office at Launceston, as the case may require.

Letters for Post
Offices in the
Interior neces-
sarily passing
through
Hobart Town
or Launceston.

78. The Postmasters are required to print the names of their Post Offices on the Mail-bags which belong to their respective offices.

Mail-bags to
be marked with
name of Post
Office.

79. The Postmasters are required to take special care to prevent the Letter-bills being used for any other purpose than that for which they are intended.

Preservation
of Letter-bills.

80. Postmasters despatching Mails must invariably give a Time-bill to the Mail Guard, or Mailman; and Postmasters receiving Mails must be especially careful in noting the time of arrival and re-despatch, and reporting any irregularities to the Secretary.

Time-bill to be
given to Mail
Guards, &c.

81. All Time-bills which accompany Mails are to be receipted, and returned under cover to the Secretary by the following post. And it is the duty of every Postmaster to

Contractors'
Time-bills to
be receipted
and forwarded
to Secretary.

Postmasters to report irregularities on part of Mail Contractors, &c.

Special Report of late arrival of Mails to be made to Secretary.

When Contractors fail to provide conveyance for Mails Postmasters to provide.

Expense not to be incurred when delay is unavoidable.

Mail robbery Postmasters to give Secretary and Police authorities information, &c.

Books to be neatly and accurately kept.

Monthly Return of number of Letters, &c.

report to the Secretary from time to time any irregularity on the part of Mail Contractors, Mail Guards, or others, which may come under his notice relating to the business of the Post Office; and particularly on the part of the Mail Contractors in the manner of conveying the Mails, as regards their non-preservation from wet, or delay in the time of arrival or departure, or in conveying Letters or Packets clandestinely, in violation of clauses Nos. 48 and 65 of the *Post Office Act*.

82. Every Postmaster, whenever a Mail shall not have reached his Office within twenty minutes after the specified time, must forward a Special Report of such late arrival to the Secretary, stating, when practicable, the reason assigned for such delay, and whether conveyed by any other mode than that specified in the contract.

83. In cases where Contractors fail to provide conveyance of the Mails, Postmasters will provide for the emergency by procuring conveyances for their despatch on the most reasonable terms practicable, the expense of which will be charged to the defaulting Contractor. The greatest care in all such cases must be exercised in selecting parties who are thoroughly trustworthy in every respect. This regulation is not intended to authorise Postmasters to send to other offices for Mails, nor to incur expenses in cases where the delay is occasioned by floods or other unavoidable causes over which the Contractor has no control.

84. Postmasters, on receiving notice of a Mail robbery, must immediately report the circumstance to the Secretary, and to the police authorities of the District, forwarding copies of the Letter-bills, together with a list of Registered Letters, and any further information as to the contents of the Mail that may afford the slightest clue to trace the robbers, or prevent the property stolen being disposed of.

85. Postmasters are required to keep their Books neatly as well as accurately, so that they can at any time be easily inspected.

86. Every Postmaster must keep and transmit to the Secretary, as soon after the first day of every month as possible, a Return showing the number of Letters, Packets, and Newspapers that have been despatched from, and received at, his Office during the preceding month. A prescribed form will always be sent; but though it should not arrive, the Account must be kept and forwarded.

87. Postmasters are to take special care that the Monthly Lists of Unclaimed Letters, printed and sent from the General Post Office, are exhibited in some conspicuous part of the exterior of their several offices *daily* during the hours of daylight, *together with a written List of all Unclaimed Letters lying in their respective offices.*

Unclaimed Letter Lists and Daily Written Lists to be exhibited.

88. Provision should be made at every Post Office for the exhibition of Public Notices relating to the Department.

Posting of Notices at Post Offices.

XI.—Ship Mails arriving.

89. On the arrival from beyond sea of any vessel within any port in this Colony where a Post Office is established, the Postmaster will forthwith cause all Mails, loose Letters, and Packets to be brought to the Post Office, assorted, and delivered as soon as possible thereafter: and the attention of all masters of vessels is to be particularly directed to the penalties imposed for delays of the Mails under Clauses 41 and 45 of *The Post Office Act*.

Arrival of Mails by Vessels.

Letters to be promptly sorted and delivered.

90. The Harbour Masters at Hobart Town, Launceston, and George Town will afford to the Postmasters of the towns above mentioned every facility within their power in order to expedite the delivery of the Mails from the vessels arriving; and they will also give their utmost assistance to the Post Office authorities to convey on board vessels departing the Ship Mails Outwards.

Harbour Masters at Hobart Town, Launceston, and George Town to give assistance in obtaining Mails from vessels, &c.

XII.—Secretary.

91. It is the duty of the Secretary, under the direction of the Postmaster-General, to exercise a general superintendence over the several Postmasters and Contractors and other Officers of the Department; to see that they are punctual and attentive in every part of their duty, and that the established regulations are fully carried into effect; and he is further to submit from time to time to the Postmaster-General, for consideration, any measures the adoption of which may appear to him necessary to enable him effectually to carry on the duties entrusted to his management.

Secretary to exercise a general superintendence under direction of the Postmaster-General.

92. The Secretary and Postmaster at Hobart Town shall be held bound to give satisfactory security by bond to Her Majesty, himself in £500, and two sureties in £500 each; and the Postmaster at Launceston, himself in £300, and two sureties in £150 each. The Chief Clerk at Hobart Town himself in £300 and two sureties in £150 each, and every other Clerk at Hobart Town and Launceston £100

Officers of General Post Office and Post Office, Launceston, to give security by bond.

each and two sureties of £100 each, for the diligent and faithful discharge of their duties respectively, and for duly accounting for all public moneys passing through their hands.

Surety's death or insolvency to be reported.

93. In the event of the death, bankruptcy, or insolvency of any surety, notice is to be given to the Secretary, and a new surety named. This rule is to apply to the sureties of all Postmasters and Mail Contractors.

Mail Contractors, Officers, and Servants, of Post Office liable to penalties for neglect.

94. The attention of all persons connected with the Post Office Department is particularly directed to the penalties imposed by Clauses 27, 46, 47, 48, 56, 57, 58, 59, 60, 61, 63, 64, 65, 66, 67, 68, 69, and 70 of *The Post Office Act*, for wilful neglect to comply with any part of the said Act, of these Regulations.

Postmasters, Clerks, Letter-carriers, and others employed by the Post Office Department will be liable to fines, not exceeding the under-mentioned amounts, for irregularities committed by them:—

| | s. | d. |
|---|----|----|
| For every missent Letter or Packet | 1 | 0 |
| Ditto, Newspaper | 0 | 6 |
| For every omission to report a missent Letter, Packet, or Newspaper | 1 | 0 |
| For every missent Registered Letter | 2 | 0 |
| For every omission to enter a Registered Letter, &c. on Bill | 2 | 0 |
| For every other irregularity not defined an amount not exceeding | 10 | 0 |

The Secretary shall report every case of neglect or irregularity to the Postmaster-General, who will decide the amount of fine to be imposed.

XIII.—Hobart Town and Launceston.

Daily Mails between Hobart Town & Launceston. Hour of Despatch from Hobart.

95. Mails to and from Hobart Town and Launceston, and the Post Offices between these Towns, are to be made up and delivered daily.

The Mails from Hobart Town are to be despatched at half-past six P.M., and to arrive at Launceston the following morning at half-past eight o'clock.

Inland Letter-boxes at G.P.O. closed at half-past 5. Late Letters, &c. may be posted till 15 min. past 6.

The Inland Letter-boxes at the General Post Office are to be closed at half-past 5 P.M., and from that hour up to fifteen minutes past 6 Letters and Packets will be received at the Sale Window of the Stamp Office on payment of Two-pence, in Stamps, on each Letter and Packet, and for Newspapers One Penny each. Whenever it is practicable to forward Ship Letters and Packets brought to the Office

after the time notified for closing Ship Mails, a fee of Three-pence in Stamps must be paid upon each Letter and Packet at the Stamp Office Sale Window, and upon Newspapers a fee of One Penny each.*

96. The Letter Carriers will deliver Letters within the limits of the City of Hobart three times in each day, starting from the General Post Office at 9 o'clock in the morning, or as soon after as the Mails can be opened and the Letters, &c. assorted, and at 1 and 4 o'clock P.M.; and Letter Carriers who shall, under any circumstances, stop to deliver Letters in the streets, or deviate from their direct round, or loiter whilst on delivery, will be dismissed the service.

Letter-Carriers. Delivery of Letters at 9 A.M. and 1 and 4 P.M. Letter-Carriers not to loiter, &c.

97. The General Post Office will be open to the public from 9 o'clock A.M., or as soon as the sorting of the morning Mails is completed, until half-past 6 P.M. daily; but applications for Registered, Unclaimed, or Dead Letters must be made between the hours of 10 o'clock A.M. and 4 P.M. Applications for all Letters, Packets, and Newspapers are to be made at the window of the General Post Office in Murray-street.

General Post Office, hours open to public.

98. The Receiving Houses are to be visited at 10 o'clock A.M. and at 1 and 4 P.M., when all Letters found in the several Letter-boxes will be brought to the General Post Office for distribution.

Receiving Offices.

99. Subscribers of One Guinea per annum will be entitled to have private boxes, but otherwise no resident within the City or its suburbs can be permitted to direct his Letters to be left at the Post Office till called for, nor to obtain them earlier.

Private Letter-boxes.

100. The Mails from Launceston are to be despatched at 6 o'clock P.M., and to arrive at the General Post Office, Hobart Town, on the following morning at 8 o'clock. The Letter-boxes at the Launceston Post Office are to be closed at 5 P.M., and the conditions as to late Letters contained in Rule 95 are to be followed as far as practicable.

Hour of despatch from Launceston. Hour of arrival.

* On the day on which the Mails for England are closed, the Ship Letter Boxes close at 4 o'clock P.M. precisely; but Letters and Newspapers for the several Ship Mails are received up to 30 minutes past 4 P.M. on payment of the fee of Three-pence upon each Letter. After that hour, Letters for England and Victoria can be posted up to 6 P.M. upon payment at the Sale Window of the Stamp Office of One Shilling fee on each Letter. Registered Letters on these days can only be posted up to 3 o'clock P.M. at Hobart Town.

Letter-Carriers to wear uniform.

101. Letter-Carriers and Mail-Guards are invariably to wear their uniform when on duty.

Postmasters, &c. not to give opinion as to handwriting.

102. All Postmasters, officers, clerks, letter-carriers, or other servants of the Post Office Department are prohibited from giving their opinion as to the handwriting of Letters and other documents, excepting in cases in which they may be called upon to do so by the Postmaster-General.

Postmasters not to show their correspondence with Postmaster-General or Secretary.

103. Whenever a Postmaster may desire to exhibit to any party the correspondence which may have taken place between himself and the Postmaster-General or Secretary, he must obtain the consent of the Head of the Department before doing so.

Letters for warm climates not to be sealed with wax.

104. Postmasters are required to caution the public against sealing their Letters or Packets which are intended for China, the East or West Indies, or which in their transit must necessarily pass through warm climates, (as per example Letters, &c. for the United Kingdom) with wax, as serious injury to the Letters has arisen in consequence of the melting of the wax and adhesion of the Letters to each other; they are, therefore, to recommend the use of wafers or gum.

Postmaster to sign and date duplicate Notice of Objection to Electors and to forward original Notice per post.

105. Postmasters are required by the 19th Section of the 21st Vict. No. 32, whenever any person shall be desirous of sending by the post any Notice of Objection to any person whose name may be inserted in any List of Electors, to compare the said Notice with its duplicate, and, on being satisfied that both copies are alike in their address and contents, to forward one copy to its address by the post, and to date, sign, and return the other to the party bringing them.

Postmasters, &c. to become acquainted with these Regulations.

106. The Postmasters, officers, clerks, letter-carriers, and other servants of the Post Office Department are required to make themselves thoroughly conversant with these regulations, and no plea of ignorance of such regulations can be admitted in extenuation of any breach or neglect of duty.

XIV.—Rates of Postage.

A TABLE of the Rates of Postage must be affixed in some convenient part of the exterior of each Post Office for public inspection, and must be kept constantly legible.

107. The Postage on Town, on Inland, and on Ship Letters and Packets, is as follows:—

1. Town Letters.

(To be left till called for at any of the Post Offices in the Interior at which they may be posted, or for delivery within the boundaries of the City of Hobart Town or Launceston.)

| | s. | d. |
|----------------------------|----|----|
| Not exceeding ½ ounce..... | 0 | 1 |
| Over ½ ounce..... | 0 | 2 |

Only letters can be sent overland

GENERAL POST OFFICE.

31st July, 1876. 76.

PUBLIC NOTICE.

IN reply to representations made by this Department, the Postal authorities of Victoria have notified that in future no extra postage will be charged upon Letters, &c. from Tasmania for transmission through Victoria "per Overland Mail" to the Colonies of South Australia and New South Wales. The ordinary postages from this Colony to Victoria will therefore henceforth carry Letters, &c. through Victoria to the above-named Colonies; but all such Letters, &c. intended to be so forwarded must be distinctly marked "*via Melbourne and per Overland Mail.*"

The Notice from this Office of the 14th February last, inserted in the *Hobart Town Gazette* of the 15th of that month, at page 245, having reference to "Overland Intercolonial Letters, &c.," is revoked.

By Order of the Postmaster General,

A. C. DOUGLAS, *Secretary.* 77.

Letter-Carriers to wear uniform.

101. Letter-Carriers and Mail-Guards are invariably to wear their uniform when on duty.

Postmasters, &c. not to give opinion as to handwriting.

102. All Postmasters, officers, clerks, letter-carriers, or other servants of the Post Office Department are prohibited from giving their opinion as to the handwriting of Letters and other documents, or be called upon to do

Postmasters not to show their correspondence with Postmaster-General or Secretary.

103. Whenever party the correspondence between himself and must obtain the before doing so.

Letters for warm climates not to be sealed with wax.

104. Postmaster sealing their Letters China, the East or must necessarily ample Letters, &c. serious injury to the melting of the wax they are, therefore gum.

Postmaster to sign and date duplicate Notice of Objection to Electors and to forward original Notice per post.

105. Postmaster 21st Vict. No. 32, sending by the post whose name may compare the said satisfied that both tents, to forward to date, sign, and them.

Postmasters, &c. to become acquainted with these Regulations.

106. The Postmaster other servants of the Post Office to make themselves acquainted with these Regulations, and no person admitted in extension

X

A TABLE of the Rates of Postage to be kept constantly in the part of the exterior of the Post Office

107. The Postmaster to be acquainted with the Rates of Postage for Letters and Packets

1. Town Letters.

(To be left till called for at any of the Post Offices in the Interior at which they may be posted, or for delivery within the boundaries of the City of Hobart Town or Launceston.)

| | s. | d. |
|----------------------------|----|----|
| Not exceeding 1 ounce..... | 0 | 1 |
| Exceeding 1 ounce..... | 0 | 2 |

Received
1.8.76

GENERAL POST OFFICE.

14th February, 1876.

PUBLIC NOTICE.

IT is notified for public information, that arrangements have been made for the transmission of Letters, Packets, and Newspapers to any portion of the Colonies of New South Wales and South Australia per Overland Mail *via* Melbourne; and that the Rates of Postage, inclusive of the postage charged by the Victorian Government, are as follow:—

| | |
|---|-----|
| Letters.—For every half ounce or fraction of half ounce | 5d. |
| Packets.—For every two ounces or fraction of two ounces | 3d. |
| Newspapers.—For every Newspaper | 1d. |

All Letters, &c. for transmission to New South Wales or South Australia overland must be distinctly marked "Per Overland Mail *via* Melbourne," and the postage fully prepaid.

By Order of the Postmaster-General,

A. C. DOUGLAS, *Secretary.*

Letter-Carriers to wear uniform.

Postmasters, &c. not to give opinion as to handwriting.

Postmasters not to show their correspondence with Postmaster-General or Secretary.

Letters for warm climates not to be sealed with wax.

Postmaster to sign and date duplicate Notice of Objection to Electors and to forward original Notice per post.

Postmasters, &c. to become acquainted with these Regulations.

101. Letter-Carriers and Mail-Guards are invariably to wear their uniform when on duty.

102. All Postmasters, officers, clerks, letter-carriers, or other servants of the Post Office Department are prohibited

1. Town Letters.

(To be left till called for at any of the Post Offices in the Interior at which they may be posted, or for delivery within the boundaries of the City of Hobart Town or Launceston.)

| | s. | d. |
|--|----|----|
| Not exceeding $\frac{1}{2}$ ounce..... | 0 | 1 |
| Exceeding $\frac{1}{2}$ ounce and not exceeding 1 ounce | 0 | 2 |
| Exceeding 1 ounce and not exceeding $1\frac{1}{2}$ ounces..... | 0 | 3 |
| Exceeding $1\frac{1}{2}$ ounces and not exceeding 2 ounces..... | 0 | 4 |
| And for each additional half ounce or fraction of half an ounce above 2 ounces | 0 | 1 |
| Extra in like proportion. | | |

2. Inland Letters.

i.e. Letters transmitted between the several Post Towns within Tasmania.

| | | |
|--|---|---|
| Not exceeding $\frac{1}{2}$ ounce | 0 | 2 |
| Exceeding $\frac{1}{2}$ ounce and not exceeding 1 ounce | 0 | 4 |
| Exceeding 1 ounce and not exceeding $1\frac{1}{2}$ ounces..... | 0 | 6 |
| Exceeding $1\frac{1}{2}$ ounces and not exceeding 2 ounces..... | 0 | 8 |
| And for each additional half ounce or fraction of half an ounce..... | 0 | 2 |
| Extra in like proportion. | | |

3. Intercolonial Letters.

i.e. Letters for New South Wales, New Zealand, Queensland, South Australia, Victoria, and Western Australia.

| | | |
|---|---|---|
| Not exceeding $\frac{1}{2}$ ounce | 0 | 3 |
| Exceeding $\frac{1}{2}$ ounce and not exceeding 1 ounce | 0 | 6 |
| Exceeding 1 ounce and not exceeding $1\frac{1}{2}$ ounces | 0 | 9 |
| Exceeding $1\frac{1}{2}$ ounces and not exceeding 2 ounces..... | 1 | 0 |
| And for each additional half ounce or fraction of half an ounce above 2 ounces..... | 0 | 3 |
| Extra in like proportion. | | |

4. Letters for the United Kingdom via Southampton, and to British Colonies and Foreign Countries, excepting Intercolonial, and in the special cases mentioned in the Table of Rates.

| | | |
|---|---|---|
| Not exceeding $\frac{1}{2}$ ounce | 0 | 6 |
| Exceeding $\frac{1}{2}$ ounce and not exceeding 1 ounce | 1 | 0 |
| Exceeding 1 ounce and not exceeding $1\frac{1}{2}$ ounces | 1 | 6 |
| Exceeding $1\frac{1}{2}$ ounces and not exceeding 2 ounces..... | 2 | 0 |
| And for each additional half ounce or fraction of half an ounce above 2 ounces..... | 0 | 6 |
| Extra in like proportion. | | |

5. Letters for the United Kingdom via Marseilles—French Transit Rate and Tasmanian Postage combined.

| | | |
|---|---|----|
| Not exceeding $\frac{1}{2}$ ounce | 0 | 10 |
| Exceeding $\frac{1}{2}$ ounce and not exceeding 1 ounce | 1 | 8 |
| Exceeding 1 ounce and not exceeding $1\frac{1}{2}$ ounces | 2 | 6 |
| Exceeding $1\frac{1}{2}$ ounces and not exceeding 2 ounces..... | 3 | 4 |
| And 10d. extra for each additional half ounce or fraction of half an ounce. | | |

6. Newspapers for the United Kingdom via Marseilles.

(a.) Newspapers for England via Marseilles, 2d. each copy.

French Transit Rate & British Postage on Letters, &c. must be prepaid in Tasmanian Postage Stamps.

(b.) French Transit Rate via Marseilles and British Postage. The French Transit Rate via Marseilles of 4d. per $\frac{1}{2}$ ounce on Letters, the additional charge of 2d. on each 4 ounces, or portion thereof, over and above the ordinary Postage on Packets, and of 2d. each on Newspapers, for Great Britain and Ireland; and also the British Postage on Letters, Packets, and Newspapers for transmission to British Colonies and Foreign Countries via the United Kingdom, must be prepaid by means of Tasmanian Postage Stamps, in addition to the Tasmanian Postage Rates.

(c.) Separate Box at the General Post Office, Hobart Town, and also at the Post Office, Launceston, for depositing Letters and Newspapers for the United Kingdom via Marseilles.

Particular attention to be constantly invited to the separate box for Letters via Marseilles, at Hobart Town and Launceston.

The Postmasters at Hobart Town and Launceston are to request particular attention of the residents in their respective localities to the Letter-box marked "via Marseilles" at the General Post Office, Hobart Town, and at the Post Office, Launceston, into which all Letters and Newspapers for England to be forwarded via Marseilles, must be dropped, great care being first taken that they bear Postage Stamps to the full amount of the Tasmanian and French Transit or British Postage Rates, as may be, according to route and weight.

(d.) For the several British and Tasmanian rates of Postage (combined) on Letters and Newspapers for British Colonies and Foreign Parts via the United Kingdom, see Table of Rates.

(e.) For the like Rates and Registration Fee on Registered Letters see Table of Rates.

7. Letters for the United Kingdom via Brindisi.

| | s. | d. |
|---|----|----|
| Not exceeding $\frac{1}{2}$ ounce | 1 | 1 |
| Exceeding $\frac{1}{2}$ ounce and not exceeding 1 ounce | 2 | 2 |
| Exceeding 1 ounce and not exceeding $1\frac{1}{2}$ ounces | 3 | 3 |
| Exceeding $1\frac{1}{2}$ ounces and not exceeding 2 ounces | 4 | 4 |
| And for each additional half ounce or fraction of half an ounce | 1 | 1 |
| Extra in like proportion. | | |

8. Newspapers for the United Kingdom via Brindisi.

For each copy 0 4

9. Inland and Ship Packets.

| | | |
|--|---|---|
| Not exceeding 1 ounce | 0 | 1 |
| Exceeding 1 ounce and not exceeding 2 ounces | 0 | 2 |
| Exceeding 2 ounces and not exceeding 3 ounces | 0 | 3 |
| Exceeding 3 ounces and not exceeding 4 ounces | 0 | 4 |
| And for each additional ounce or fraction of an ounce | 0 | 1 |
| Extra in like proportion. | | |

10. Savings' Banks' Packets, Depositors' Moneys, and Pass Books.

Savings' Banks Packets, Depositors'

1. Packets containing Money or Deposit Books, not exceeding 4 ozs. in weight, are charged One penny only, which must be paid by means of Tasmanian Postage Stamps of that value.

When sent by registered post to the Manager of the Savings Bank in Marseilles

2. Postmasters are bound to register all such Packets without any further charge than the One penny postage; but each Packet must be marked "Savings' Bank Packet only," and bear the signature of the sender or person forwarding it underneath those words.

Moneys, and Pass Books. Savings' Bank Packets must be registered.

3. Any person sending, or causing to be sent, through the Post Office, any Packet marked as a "Savings' Bank Packet" which contains any other article, matter, or communication than Moneys, Deposit Books, or communication relating to the deposit or repayment of Moneys in such Savings' Bank, will be subjected to a penalty not exceeding £10.

Penalty for infringement of regulation.

4. The Manager or Actuary of any Savings' Bank is bound to give notice, and to exhibit to the nearest Postmaster the contents, of any Packet which may be of other description than as above permitted, under a penalty not exceeding £10.

Managers bound to give notice of irregularities.

XV.—Regulations of the Packet and Sample Post.

108. (a.) The contents of all Packets must be marked on their envelopes with the name and address of the sender subscribed thereto; and they must not contain any Letter or epistolary communication whatever, or they are chargeable with the full Letter rate of Postage, according to their weight, and the sender rendered liable to a penalty not exceeding £10.

Contents must be marked on the envelope, also name and address of the sender.

(b.) List of what Packets may consist.

| | |
|---|--------------------------------------|
| Affidavits. | Patterns, or Samples of Merchandise. |
| Almanacs. | Periodical Publications. |
| Books, printed or plain. | Photographs. |
| Catalogues. | Placards. |
| Conveyances. | Plans. |
| Deeds. | Policies of Assurance. |
| Engravings. | Prices Current. |
| Judgments, <i>bonâ fide</i> intended for registration according to Law. | Printed Circulars. |
| Letters of Attorney. | Printed Papers of every description. |
| Magazines. | Proceedings of any Court of Justice. |
| Maps. | Reviews. |
| Music. | Seeds. |
| Music Paper. | Share Scrip. |
| Notes, Cheques, Orders, or Pass Books sent by or to any Bank or Banker. | Specifications. |
| Paintings. | Wills. |
| Pamphlets. | Writing Paper. |
| | Writs. |

bonâ fide

(c.) Weights and Size of Packets limited.

Descriptions of Packets that may be refused by Postmasters.

The Post Office authorities are empowered, by the 16th section of *The Post Office Act*, to refuse to transmit by Post any Packet exceeding 16 ounces in weight, or of inconvenient form or dimensions, or containing, or reasonably suspected to contain, any article or thing likely to be injurious to the other contents of the Mail-bags.

Binding, Mounting, Rollers, &c. permitted.

1st. All legitimate binding, mounting, or covering of the same, or any portion thereof, will be allowed, whether such binding, &c. be loose or attached; as also rollers in case of prints, markers (whether of paper or otherwise) in the case of books, and in short whatever is necessary for the safe transmission of literary or artistic matter, or usually appertains thereto.

Packets must be opened at both ends except those containing seeds and samples of merchandise: must not contain any enclosure.

2nd. Every Packet must be either without a cover, or with a cover open at the ends or sides, except Packets containing Seeds or Samples of Merchandise, which may be sent in bags or papers tied so as to be easily loosened and refastened.

3rd. No Packet may contain anything sealed or otherwise closed against inspection, nor any matter or thing not hereinbefore specified, nor must there be any letter nor any communication of the nature of a letter whether separate or otherwise unless the whole of such letter or communication be printed.

4th. Patterns or samples must not have a value of their own apart from their use as such.

5th. Packets containing patterns or samples must not bear any writing other than the name and address of the persons for whom they are intended, the name and address of the sender, with a trade mark, and number.

Limitation of size & weight.

6th. Postmasters may refuse to transmit by post any Packet exceeding 16 ozs. in weight, or exceeding two feet in length, one foot in width, or one foot in depth, or containing, or reasonably suspected to contain, articles likely to injure the other portions of the Mail, or the person of any officer or servant of the Post Office.

7th. Any Packet posted in fraud or violation of these regulations, or shall contain or have on the outside thereof, any profane, obscene, or libellous address, signature, picture, or thing, must be sent to the Dead Letter Office forthwith.

8th. In the event of any Packet exceeding the dimensions or weight specified, it will be detained, and sent to the Dead Letter Office, to be returned to the sender, according to the name and address of such sender, as given on the envelope or cover.

Consequences of being above the specified weight.

XVI.—Photographic Likenesses.

9th. Photographic Likenesses, in cases of Wood or Leather, are only permitted to pass through the Post Office of the United Kingdom, under the Packet Regulations, provided that such Likenesses are not on glass or covered with glass; and provided also that they are enclosed in covers open at both sides, so as to admit of the contents being removed for inspection.

Photographic Likenesses cannot be sent per post if on glass or covered with glass.

XVII.—109. Soldiers' and Sailors' Letters.

Non-commissioned Officers, Seamen, Soldiers, or Marines employed in Her Majesty's Service can send or receive letters, not exceeding $\frac{1}{2}$ ounce in weight, on their own private affairs only, at the rate of 1d. each, provided those forwarded are superscribed by their Commanding Officer for the time being, in conformity with the 9th Clause of *The Post Office Act*, the penny being prepaid by an adhesive stamp. When, however, such Letters pass through a Foreign Country, the transit rate due to such Country must be prepaid upon them in addition to the rate of 1d.

Soldiers' and Sailors' letters, if single, charged 1d. only; if for Foreign Countries, extra.

XVIII.—110. Authorised Fees.

1st. Registered Letters must bear stamps to the value of 6d., as the registration fee, exclusive of the amount of stamps required to cover their postage.

Registered Letters.

2nd. On "Inland Late Letters," Twopence each.

"Late" Letters

3rd. On "Ship Late Letters" posted at all Offices except Hobart Town and Launceston, Twopence each.

4th. On "Ship Late Letters" posted at Hobart Town and Launceston, Threepence each.

5th. On "Late Letters" for England, One Shilling each; but this Fee is chargeable only at the General Post Office, Hobart Town, between 30 minutes past 4 P.M. and 6 P.M. on the days upon which the English Mails are closed. On the same days Letters for Victoria posted at Hobart Town between 4:30 P.M. and 6 P.M. are also charged One Shilling each extra.

When for England.

6th. On "Late Newspapers," One Penny each.

"Late" Newspapers.

7th. Private Boxes for Merchants and others, One Guinea per annum payable in advance.

Private Boxes for Merchants and others.

Ship Mail
Notices.

8th. Ship Mail Notices, Five Shillings per quarter, payable in advance.

Money Orders.

9th. On Money Orders issued at Hobart Town and Launceston for places out of the Colony on days of closing English Mails, One Shilling each extra.

XIX.—111. Franking.

Power of
franking con-
ferred by the
Governor.

(a.)—All Letters and Packets which are *bonâ fide* on the Public Service only, and are franked by the Governor, or by any Member of the Parliament of this Colony, or by any one of the Officers of the Government of this Colony as are, from time to time, authorised by the Governor to frank Official Letters and Packets, are exempt from Postage, provided that there is endorsed on every such Letter or Packet the words "On Public Service only," and that the signature of the Governor, or Member, or Officer as aforesaid franking the same, is subscribed to such words.

Fine for
illegal frank-
ing.

(b.)—*Illegally Franking, penalty £10 each offence.*

But if any Member of the Parliament of this Colony, or any Officer of the Government authorised to frank as aforesaid, franks any Letter or Packet which is not *bonâ fide* on the Public Service only, he renders himself liable for every such offence to a Penalty not exceeding Ten Pounds.

XX.

No Officer
allowed to re-
ceive Letters
free unless
franked: if
not franked
to be dealt with
as Unstamped
Letters.

112. No Public Officer is allowed to receive Letters or Packets "On Public Service only" free, unless they be franked by a Member of Parliament, or one or other of the Officers to whom the Governor has granted the privilege of Franking; or unless they be from a subordinate Officer to the Head of his Department; or from the Police to the Head of any Department or to Police authorities. All Letters or Packets from other parties, unless prepaid by means of Postage Stamps, must therefore be dealt with as "Unstamped," or "Insufficiently Stamped," as the case may be; unless they come under one or other of the exemptions from Postage set forth in the following regulations, Nos. 113 and 114.

XXI.—113. Exemptions from Postage.

Rural Police
and Road
Rates.
Remittances to
Collectors to
be registered
free of charge.

1st. Letters and Packets containing Remittances of "Rural Police Rates" and "Road Rates," marked as such, and signed on their Envelopes with the Name and Address of the Sender, are to be registered without Payment of any Registration Fee, and forwarded to the respective Collectors free of all Postage.

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October, 1873

postage Letter

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words.

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AS, Secretary.

On Public Service only.

Urgent Telegraph Business only.

Operator at _____

The Telegraph Operator
at

CIRCULAR.

General Post Office,

15th March, 1876.

MEMORANDUM.

TELEGRAPH Operators have been authorised to frank from one Station to another; printed envelopes similar in size and direction to the margin hereof to be the only mode of address. When such Letters therefore reach your Office, properly franked in the usual way by the Operator signing his name underneath the words "On Public Service only," adding also the name of the Station to which he is attached, you are requested to pass them free.

A. C. DOUGLAS, Secretary.

To all Postmasters.

T A S M A N I A.

REGULAR.

General Post Office,
Hobart Town,

20th October, 1873.

MEMORANDUM.

YOU are requested to register and pass free of postage Letters addressed to Collectors of Carriage Duties when the envelopes of such letters are marked "Remittance of Carriage Duty," and the name and address of the sender subscribed immediately underneath those words.

Letters containing Demands and Receipts for Carriage Duties are also to be passed free of postage, provided there is endorsed thereon the words Demand or Receipt for Carriage Duty, as the case may be, together with the signature and address of the Collector.

A. C. DOUGLAS, Secretary.

To all Postmasters.

For as a Circular to them 11/10/73.

Ship Mail
Notices.

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2nd. Letters and Packets containing Demands and Receipts for Rural Police Rates and Road Rates, provided there is endorsed thereon the words Demand or Receipt for Rural Police Rate, or Road Rate, as the case may be, together with the signature of the sender.

Demands and
Receipts for
Rural Police
and Road
Rates.

3rd. Letters and Packets sent by, or addressed to, Members of the Legislative Council and House of Assembly during the Sessions of Parliament.

Members of
the Legisla-
ture.

4th. Letters and Packets addressed to the Government Statistician when marked on their envelopes as containing statistical information only, and the signature of the sender subscribed immediately underneath those words.

Government
Statistician.

On Public Service only.

Telegram only.

Telegraph Operator

at _____

Mr. _____

Telegraph Department,
Tasmania.

_____ with the signature of the
sender.

XXII.—Ship and Foreign Letters and Packets inwards are delivered Free.

114. All Ship and Foreign Letters and Packets arriving in Tasmania, whether from England, India, the British Colonies, Foreign Countries, the Australias, New Zealand, the United States, or elsewhere, are conveyed to and delivered at the several Post Offices in the interior, free of all postage; and at Hobart Town and Launceston they are delivered by means of the letter carriers, or at the windows of their respective Post Offices, in like manner, free. This is a reciprocal arrangement between Tasmania and England,

Ship and
Foreign Letters
inwards de-
livered free.

+ See also circular to P.M. 1873/76.

Ship Mail
Notices.

Money O

Power of
franking
ferred to
Governor

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2nd. Letters and Packets containing Demands and Receipts for Rural Police Rates and Road Rates, provided there is endorsed thereon the words Demand or Receipt for Rural Police Rate, or Road Rate, as the case may be, together with the signature of the sender.

Demands and
Receipts for
Rural Police
and Road
Rates.

3rd. Letters and Packets sent by, or addressed to, Members of the Legislative Council and House of Assembly during the Sessions of Parliament.

Members of
the Legisla-
ture.

4th. Letters and Packets addressed to the Government Statistician when marked on their envelopes as containing statistical information only, and the signature of the sender subscribed immediately underneath those words.

Government
Statistician.

5th. Packets enclosing only Maps or Plans transmitted by, or addressed to, the Surveyor-General.

Maps and
Plans.

6th. Packets enclosing only Returns of Births, Baptisms, Marriages, and Deaths, transmitted in compliance with law by any person whose duty it is to transmit the same to any person whose duty it is to receive the same.

Births, Bap-
tisms, Mar-
riages, and
Deaths.

7th. Packets containing depositions in cases of Felony or Misdemeanor, addressed to, or transmitted by, the Attorney-General, or other Officer appointed for the prosecution of Offences.

Depositions to
and from
Attorney-
General.

8th. Packets containing printed Forms transmitted by, or addressed to, the Government Printer: Provided the contents of each Packet be stated on the outside thereof, and such statement subscribed with the Name and Address of the Sender.

Printed Forms
to and from
Government
Printer, &c.

9th. Petitions and Addresses forwarded to the Governor in covers open at the ends or sides.

Governor.

10th. Letters addressed to the Chief Inspector or any Inspector under *The Scab Act*, 1870, upon matters connected with that Act, if endorsed with the words "The Scab Act" and the signature of the sender, or any notice sent to or from such Inspectors if marked "Notice under the Scab Act" and endorsed with the signature of the sender.

Inspectors
under *The
Scab Act*.

XXII.—Ship and Foreign Letters and Packets inwards are delivered Free.

114. All Ship and Foreign Letters and Packets arriving in Tasmania, whether from England, India, the British Colonies, Foreign Countries, the Australias, New Zealand, the United States, or elsewhere, are conveyed to and delivered at the several Post Offices in the interior, free of all postage; and at Hobart Town and Launceston they are delivered by means of the letter carriers, or at the windows of their respective Post Offices, in like manner, free. This is a reciprocal arrangement between Tasmania and England,

Ship and
Foreign Letters
inwards de-
livered free.

+ See also circular to Post 1873/6.

and all the Australian Colonies: provided the letters and packets be transmitted through the Post Offices of the respective Countries or Colonies from which they may be forwarded; and provided also that they bear THEIR APPROPRIATE *Postage Stamps*.

XXIII.—*Particular attention that all Letters, &c., when posted insufficiently Stamped, are taxed before being allowed to pass.*

Letters not correctly franked or not sufficiently stamped must not pass without the amount to pay and fine being marked upon them.

115. The several Postmasters are required to take special care that when Letters and Packets are posted at their respective Offices without bearing Tasmanian Postage Stamps to the full amount of the Postage Rates to which they may be liable by the regulations, or when they are incorrectly franked; that the postage to which they are liable, together with the Fine, be distinctly marked upon the envelopes before they are despatched. (See Rule 20.)

XXIV.—*The Names of the Post Office or Mail Receiving House to be invariably inserted in the Address of Letters, &c.*

Letters and Packets, &c. should be addressed to the Post Office to which they are to be forwarded.

116. The Postmasters are to avail themselves of every opportunity to recommend to the public to date their letters from the Post Town, or Mail receiving Stations, at which they desire to receive their letters and packets; and to advise their correspondents to insert the same in the direction of their correspondence, in order to ensure, as far as practicable, accuracy and despatch in their transmission and delivery.

XXV.—*Changes of residence to be communicated to Collectors of Rural Police Rates; undelivered demands for Rates to be returned to Collectors on application.*

Changes of residence to be given to Collectors of Rural Police Rates; Undelivered demands to be returned to Collectors on application.

117. The several Postmasters and Mail Receivers are specially required to afford the Collectors of Rural Police and Road Rates information in respect to changes of residence (whenever the same may come within their knowledge,) of parties to whom demands for the Rates have been posted; and also to return, on application of the Collector, all demands for Rural Police and Road Rates that have not been applied for by the parties to whom they may have been addressed, as strict attention to these arrangements will materially assist the Collectors in the duties devolving upon them.

XXVI.

When Regulations come into effect.

These Regulations shall come into force and effect on the 1st November, 1870, and shall take the place of all previous Regulations.

By His Excellency's Command,

THOS. D. CHAPMAN.

*Security for Office Notice when
Board meets or to report
their Officers.*

REGULATIONS

FOR

THE GUIDANCE OF POSTMASTERS

IN TRANSACTING

MONEY ORDER BUSINESS.

Money Order Offices.

THE following is a List of the Books and Forms required for the business of a Money Order Office:—

Book containing 100 Money Orders and Advices. Books.
Journal for Orders issued and paid.
Advice Book (for entering Advices received from other Offices).
Cash Book.

10. Application for Money Orders, to be filled up by party applying. Forms.

12. Daily Account to be forwarded to Chief Office.

13. Monthly Statement ditto.

14. Reporting non-receipt of Advice.

25. Application for Transfer of Money Orders.

26. Repayment of ditto.

27. Application (Duplicate) ditto.

28. Ditto Alteration of the name of Payee to be made by the Remitter of the Order.

29. Monthly Statement of Unpaid Orders to be transmitted to Chief Office the 1st of each month.

30. Money Order Enquiry to be forwarded to issuing Office when the Order differs from the Advice.

31. Intimation of no transactions to be transmitted to Chief Office.

32. Requisition for Funds from Chief Office.

33. Enclosing Remittance to Chief Office.

34. Requisition for Money Order Stores.

36. Letter to be forwarded when an Order has not been enclosed by Applicant.

38. Enquiry, Christian and Surname of Applicant for an Order.

39. Returning an Order or Form of Request that has not been signed.

40. When unable to comply with an Application for re-issue of an Order.

42. Enclosing a new Order.

45. Memorandum relating to lapsed or void Order, with application for renewal of Order.

46. Second Advice to be used when Original has been spoiled or lost.

These Forms are furnished to Postmasters to enable them to supply the Public in their respective Districts, in cases in which Applications of the several descriptions provided for may become necessary.

Preliminary Remarks.

Offices on
which Orders
can be granted.

2. You can grant an Order payable at any Office named in the List of Money Order Offices, but you must not grant an Order on any other place.

3. The Chief Office in Tasmania is that in Hobart Town.

Charges for
Orders.

4. Rates of Commission :—

The Commission to be paid on Money Orders will be as follows:—

Orders payable in Tasmania.

| | |
|--|---------------|
| Not exceeding Five Pounds | Sixpence. |
| Above Five Pounds but not exceeding Ten Pounds | One Shilling. |

Orders payable in New South Wales, New Zealand, Queensland, South Australia, Victoria, and Western Australia.

| | |
|--|----------------|
| Not exceeding Five Pounds | One Shilling. |
| Above Five Pounds but not exceeding Ten Pounds | Two Shillings. |

Orders payable in Great Britain and Ireland.

| | |
|--|-------------------------------|
| Not exceeding Two Pounds | One Shilling. |
| Above Two Pounds but not exceeding Five Pounds | Two Shillings and Sixpence. |
| Above Five Pounds but not exceeding Seven Pounds | Three Shillings and Sixpence. |
| Above Seven Pounds but not exceeding Ten Pounds | Five Shillings. |

If transmitted by Telegraph, the usual additional charge of such telegraphic message is to be made.

This commission is to be accounted for in the Daily Account (see Rule 42) and in the Monthly Account. (See Rule 46.)

Limit of
amount of each
Order.

5. No single Money Order must be issued for more than £10; neither must an Order contain a fractional part of a penny. Orders to the amount of £50 may be granted to any one applicant for the same payee in one day.

Remitter and
Payee.

6. The Remitter of an Order is the person who sends the money, and the Payee is the person who is to receive the money.

Issue of Orders.

Particulars
required.

7. With the following exception no Money Order is to be issued unless the applicant furnish, in full, the Surname and one Christian name both of the Remitter (the person who sends the Order) and of the Payee (the person to whom the money is to be paid), together with the Remitter's address if possible, for entry in the Journal of Issues, in

order if necessary to trace the Remitter; and if the name of either party be tendered at greater length, it must be received and advised accordingly.

A. When the Remitter notifies in writing that the Order is to be paid through a Bank, it is left to his option to give or withhold the name of the Payee. The Issuing Officer must in such case cross the Order in the way that cheques are commonly crossed when they are to be paid through a Bank.

8. It is desirable that in every case applicants for Money Orders should enter the necessary particulars in one of the printed requisition forms, and you will therefore cause them to be used whenever practicable.

Requisition
forms.

9. In granting an Order you must first obtain the cash for the amount of the Order and the commission; then enter in your issuing journal the necessary particulars as required in the headings of each column, and as given you by the Remitter; then stamp the Order and the corresponding advice in the proper place, with your date stamp; next prepare the Order (see Rule 10), and hand it to the applicant; lastly, fill up the advice, copying therein the particulars of the entry in your book (with the exception of the address of the Remitter, which need not be shown in the Advice), and then sign the document, and address it, taking care to add the Post Town when the place on which the Order is drawn is not a head Post Office.

Proceedings
in granting an
Order.

10. In preparing the Order after you have stamped it, the following entries must be written clearly and legibly; viz.—The date of issue, the amount (the same to be in figures at the head and in writing below), and the name of the office at which the Order is payable. When you are satisfied that the Order is correctly drawn, sign it.

11. When an Order is demanded for a smaller sum than £1, strike your pen through the £ and the adjoining space, both at the head and in the body of the Order; so also where no amount is inserted in the space proper for shillings or pence, draw your pen through the vacant spaces; and when an amount is inserted which does not fill up the space, strike your pen through the portion unoccupied, so as in all cases effectually to prevent any subsequent alteration of the Order.

When the
Order is for a
smaller sum
than £1.

12. Every Order has a corresponding letter of Advice attached to it, and the Order is not available until the Office at which it is payable receives the Advice (see Rule 24).

Advice to be
filled up and
forwarded.

When the Advice has been filled up it must be forwarded by the first post to the Office at which the Order is payable.

This Rule applies to the Advices of all Orders payable in *Tasmania*; but if the Order be payable in the United Kingdom, New Zealand, or any of the Australian Colonies, the Advice, fully made out, stamped, and addressed, must be forwarded under cover to Postmaster at Launceston, or to the Chief Office in Hobart Town.

Second Advice. 13. When a second or duplicate Advice is required in consequence of the original Advice having been spoiled in issuing an Order, or when the original Advice is stated not to have reached its destination, or when it is necessary to re-advise for any reported discrepancy in number or amount, one of the spare Advice Forms, headed "Second Advice," must be used.

Order on District Offices in large Towns. 14. When application is made for a Money Order payable in London or any other town where there are several Money Order Offices, ask the Remitter at which of such Offices he wishes the Order to be paid, and if he name any Office that appears on the list, draw the Order and Advice accordingly; otherwise the Order can be paid at the Chief Office alone.

Errors in drawing Orders. 15. If an error of any kind be made in filling up a Money Order, a new Order must be made out, as no alterations or erasures are permitted. Neglect of this Rule will render you liable to the payment of a second commission.

Spoiled Order Forms. 16. When you spoil an Order, write across the face of it an explanation of the irregularity, and send it with the corresponding advice to your Chief Office, enclosed in your Daily Accounts, in which you must enter its number in the usual course, writing opposite to the Number the words "not granted." Make a similar entry against the corresponding Number in your Issuing Journal.

Separation of Order from Advice. 17. In separating an Order from its corresponding advice be careful not to tear either of them.

Orders cannot be cancelled. Repayment required. 18. An Order once issued cannot be cancelled; that is to say,—you cannot return the money to the Remitter and erase the entries. Should repayment be required, the remitter must apply as directed in Rule 58.

19. When you receive notice of the opening of any new Office, or of any change whatever relative to Money Order Offices, you must immediately make the necessary correction in your List of Money Order Offices. **Correction of list of Money Order Offices.**

20. All Requisition Forms (whether printed or written) presented by applicants at your Office for Money Orders must be preserved until required by your Chief Office. **Requisition Forms, how to be disposed of when done with.**

21. Orders may be transmitted by Telegraph to all Money Order Offices in *Tasmania* having telegraphic communication, on payment of the telegraph charge for a message of 10 words, in addition to the commission. **Orders may be transmitted by Telegraph.**

22. Postmasters are required to adopt the following course with regard to Money Orders sent by Telegraph:—They will transfer to the Telegraph Order, and to the Receipt given to the Remitter, the Number of the ordinary Money Order Form next in rotation for issue; viz.—if the Number of the ordinary Money Order next for issue is (say) 1224, such number should be transferred to the Telegraph Order and to the Receipt given to the Remitter. The words "Sent by Telegraph" should then be written across the ordinary Money Order and Advice Forms: such forms should be transmitted to the Chief Office, with the Daily Account. When Postmasters pay a Telegraph Money Order they must transfer the Number thereof to the Receipt they take from the payee. Postmasters must mark in their Daily Account the letters "T. O." above the Number of every Telegraph Order issued or paid by them.

Payment of Orders.

23. Postmasters are strictly prohibited from paying Money Orders otherwise than in *Bank notes or specie*. **Payment in Notes or Specie.**

24. No Money Order must be paid until you receive the corresponding Letter of Advice; and in the case of Orders issued in the United Kingdom, Australian Colonies, or New Zealand, payment must not be made unless the Advice bears the Stamp of the Launceston Office, or the chief Office, Hobart Town. **Orders not to be paid until advised.**

25. The Advices of all Orders drawn on your Office must be kept by you until the corresponding Orders are presented for payment. The Advices, on receipt, must be examined to see that they are all payable at your Office, and in all respects regular, and stamped. They should, for easy reference, be kept alphabetically arranged, according **Advices how to be dealt with.**

to the names of the Issuing Offices. Every care must be taken to guard against the loss of these important documents; and with this view, and to prevent their disarrangement, they should be held together by a letter clip or by a weight, and they should be kept under lock and key.

Monthly statement of Advices on hand.

26. On the evening of the last day of every month a statement must be made out on Form No. 20, of the number and amount of Advices then on hand; such statement should be forwarded to your Chief Office by the first opportunity. In the event of no Advices being on hand you must write "Nil" across the statement, and forward as instructed.

Special instructions as to Advices of old date.

26½. Should any Advice of back date be received, it must not be sorted away until the Advices on hand and the paid journal from the date of the Advice have been examined, in order to ascertain whether a corresponding Advice may not already have been received and the Order paid.

Special instructions as to second Advices.

27. Should a second Advice be received correcting the number or amount of the original, the latter must be altered accordingly, and the second Advice must be attached thereto and transmitted with the corresponding Order when it is paid.

When relative Orders have lapsed.

28. At the end of each month the Advices on hand must be examined, and such as relate to Orders which have ceased to be payable (see Rule 39) must be picked out and forwarded to the Chief Office, enclosed in the monthly statement of accounts, in which provision is made for a statement of the number of Advices so enclosed. Particulars of the lapsed Advices transmitted must be entered in your Journal of Paid Orders immediately after the close of each month's account.

Payment of Orders.

29. When an Order is presented for payment, first see that the corresponding Advice has been received, and that the date, number, and amount entered on the Order agree with those of the Advice; and (unless the Order be paid through a Bank) that the signature of the payee be as full as the name given in the Advice, and be not in any way inconsistent therewith: then call on the applicant to give the name of the remitter, and, if the reply be correct, pay the Order, unless you have good reason for believing that the applicant is neither the rightful claimant nor sent by him. Should payment, however, be thus refused, the case must be immediately reported to the Secretary for instructions.

30. When an Order is presented for which you have received no Advice, forward by the first Post, to the Postmaster who issued it, one of the printed letters of inquiry for missing Advices, and report the irregularity to your Chief Office in one of the printed letters (Pat. No. 14.). If an Order issued in the United Kingdom, Australian Colonies, or New Zealand be presented for which you have received no advice, you must report the circumstance to your Chief Office.

How to report non-arrival of Advices.

31. When an Order is presented which does not agree with the Advice, you must refuse payment, unless the difference be evidently accidental and trifling, in which case you may, if you choose, pay the Order, but you will be held responsible if the payment should turn out incorrect. Every case of difference, however small, between an Order and an Advice must be reported in sending up the Order.

Difference between Advice and Order.

32. If the Payee be unable to write, he must sign the receipt by making his mark, to be witnessed in writing; as for example,—

When Payee is unable to write.

JOSEPH ALLEN.
his x mark

Witness, John Fuller,
No. 3, High-street, Hobart Town.

The witness must sign his name with his address, in your presence, and you must then certify the payment by adding your initials. The witness must be known to you, but it is desirable (though not imperative) that he be not connected with the office. In no case must you act as witness yourself. It is not necessary that the witness should be personally acquainted with the Payee.

33. When an Order is paid through a Bank (as per Rule 7A) it is sufficient that it be receipted, (without regard to any difference between the signature and the name in the Advice, or to whether the receipt is given by the payee himself or by any other person), and that it be presented (crossed with the name of the receiving Bank) by some person known to be in the employment of the Bank.

Payment through a Bank.

34. The holder of a Money Order is always at liberty to direct, by crossing it, that the Order be paid through a Bank, even though its payment was not originally so restricted; and when the Order is so crossed the question put on the presentation of an ordinary Money Order is dispensed with, and the foregoing observance alone enforced.

Entries of payment in Office Books.

35. The particulars of each paid Order must be entered in the "Journal of Orders paid."

How to dispose of the paid Order.

36. The paid Order must be stamped with the date of payment, and must be sent to your Chief Office as a voucher with the Daily Account. (See Rule 45.)

Orders which will be disallowed.

37. Any Order not correctly receipted, or not stamped with the date of payment, will, if claimed in the Daily Account, be disallowed, and returned for correction: when corrected it must be entered in the Account of the day on which it is returned, re-stamped accordingly, and sent back to your Chief Office.

Payment cannot be claimed on day of issue.

38. Under no circumstances can payment of an Order be demanded on the day of issue.

Lapsed and void Orders.

39. Payment of an Order must be obtained before the end of the sixth calendar month after that to which it was drawn—for instance, if drawn in January, payment must be obtained before the end of July—otherwise the Order will become lapsed, and a new Order (for which a second commission, to be deducted from the amount of the Order, will be charged) will become necessary. Any person presenting a lapsed Order to be directed to transmit it, with an application for a new Order, to the Chief Office, Hobart Town.

Orders forfeited if not claimed before Twelve Months.

40. If an Order be not paid before the end of the twelfth calendar month after that in which it was drawn—for instance, if drawn in January and not paid before the end of the following January—all claim to the money will be forfeited, unless, under peculiar circumstances, the Post Office of the country in which the Order was drawn think proper to allow it.

No claim after an Order has once been paid.

41. After once paying a Money Order, by whomsoever presented, the Paying Country is not liable to any further claim. If a wrong payment, however, be made owing to negligence on the part of any Officer of the Department, the Postmaster-General of the country in which the negligence occurs is authorised, if he see fit, to require the Officer in fault to make good the loss.

Accounts.

Daily Account.

42. You are required to send to your Chief Office a daily account of your Money Order transactions; for which purpose you will be furnished both with printed forms and

envelopes. On any day, however, on which no Orders are issued or paid do not send an account form, but forward the form numbered (31) in the list of forms at the commencement of these Instructions, intimating the circumstance.

43. In each daily account must be included the particulars of all the Orders issued or paid by you during the day. Should the Hobart Town mail, therefore, leave your Office before the close of the Money Order business, the despatch of the account must be delayed until the following day.

44. Your journal must always present an exact copy of the issued and paid side of your daily account. Always add up both the issued and paid sides of your daily account, and the corresponding entries in your journal, taking care that the amounts agree respectively.

Daily account to be carefully compared with the issued and paid journal.

45. The paid Orders must be enclosed as vouchers in the account in which they are claimed. Any claim for which the corresponding voucher is not enclosed will be disallowed, as will also (until corrected) any Order which is not stamped with the date of payment, or not properly receipted. When corrected, such Order must be entered in the day's account then in hand, and returned to the Hobart Town Office enclosed therein.

Paid Orders to be enclosed as Vouchers.

46. Immediately after the last day of each calendar month, a Statement of the Money Order transactions for the month then ending must be made out on the proper form (No. 13), and forwarded to your Chief Office. In this statement must be enclosed the Advices of Orders which then become lapsed. (See Rule 28.)

Monthly statement.

How forwarded.

47. If on examination the statement be found correct, no communication will be made to you on the subject, but if inaccurately furnished, the statement will be corrected and returned, in order that the corrections may be duly entered in your books; after which you must transmit it without unnecessary delay to your Chief Office, with a certificate of its accuracy in the form of acknowledgment which you will receive with the corrected statement.

How treated afterwards.

Reserve Balances and Remittances.

48. You will be allowed to retain a certain fixed amount of cash (called a reserve balance) for the payment of Money Orders, but whenever the balance in hand exceeds this amount by £5, the whole excess (less odd shillings and

Balance in hand.

pence) must be forthwith remitted to the Comptroller, Money Order Office. You are expressly enjoined not to make use of any portion of your official balance for private purposes, however short the period. Whenever it may be necessary for the Secretary to write to you for neglect in remitting, the Postmaster-General may declare your office to be vacant unless the whole of any debt that may be due be paid by return of post. In case the amount of your reserve balance has not been fixed you must consider £15 as the largest sum to retain in hand.

Remittances to be endorsed in a separate envelope.

49. Never enclose either the remittance letter, or the letter advising it, in the envelope in which you send your Daily Account, &c. If you do not by return of post receive an acknowledgment of any remittance made by you, you must immediately report the fact to the Secretary.

Applications for funds.

50. Take care to prevent the balance in hand from being much below the authorised reserve; and with that view, make timely application for funds in the form called "Requisition for Funds Form."

51. When you receive advices of an unusually heavy amount of Orders, for the payment of which you require more cash than the reserve balance, you must in applying for a remittance furnish a list of such unpaid Orders, containing the date, number, issuing office, and amount of each Order. Unless this be done no money will be sent beyond the amount by which the balance in hand may fall short of the authorised reserve. Should you be compelled to refuse payment of an Order for want of funds, you must report the fact by the first post to your Chief Office.

Transfer and Repayment of Money Orders.

Entry of Advice to be cancelled.

52. When a Postmaster receives notice of the transfer to a different office of an Order originally payable at his own, he must immediately cancel the relative entry in his Advice-book, noting therein the date of transfer, and return the Advice to the Chief Office with the notice of cancel.

Authority for payment to be retained.

53. When authority for the payment of a transferred Order is received by a Postmaster, he must retain it in lieu of the Advice until the corresponding Order has been paid.

Duplicate Orders.

Miscarriage or loss of Orders.

54. In case a Money Order miscarries, or is lost, a duplicate is granted on application (Form No. 27) to the Chief Money Order Office of the country in which the

money is made payable. When the remitter or payee of an Order requires a duplicate, Postmasters must furnish the applicant with the proper form of application (No. 27), which should be transmitted to the Chief Office with a second commission.

Application for duplicate Orders.

55. When it has been notified to a Postmaster that a duplicate Order has been issued, he must make a note of the issue and the date thereof in red ink, under the original entry of the Order in his issuing Journal.

Notice to Postmaster of duplicate Order having been issued.

56. Repayment, whether of an original, a renewed, or a Duplicate Order, is not made to the Remitter until it has been ascertained, through the Chief Office of the country where such Order was payable, that the Advice has been cancelled at the Office on which the Order was originally drawn.

When repayment can be completed.

Alteration of the Name of the Payee or Remitter of an Order.

57. When it is desired that any error in the name of the Remitter or of the Payee should be corrected, application must be made to the Chief Money Order Office of the country in which the Order was issued.

Commission for Repayments, Duplicates, or Alteration of Names.

58. Applications for Repayment of an Order, Duplicates, or Alteration of Names of Payee or Remitter must be forwarded to your Chief Office accompanied with a second commission (namely, Sixpence for an Order not exceeding £5; and One Shilling for an Order between £5 and £10); though one commission will suffice even when in the same application more things than one relating to the same Order are asked for.

Miscellaneous Rules.

59. On ordinary days the Office must be open for the transaction of Money Order business from 9 A.M. to 5 P.M. unless Postmasters despatch or receive mails at or between those hours, in which case they will close the Money Order Office, for such a time as the performance of their postal duties may render necessary.

Business hours.

60. Be careful to note in your Money Order Books the correction of all errors pointed out to you, in order that your own accounts and monthly return of transactions may agree with the accounts of the Chief Office; and take care that in correspondence with the Chief Office all papers received therefrom are returned with the answer.

Errors to be noted.

MONEY ORDER REGULATIONS FOR POSTMASTERS.

Application for
Forms.

61. To prevent inconvenience apply in good time for fresh supplies of printed forms.

Use of enve-
lopes.

62. The envelopes will be re-issued until worn out. Be careful to use them only for the transmission of accounts and Advices to your Chief Office.

Blank Orders
and Advices to
be examined.

63. Should any blank Order be omitted in the series supplied to you, make a note opposite the blank number in the account in which, if supplied, the Order would have appeared. Be careful to examine the number of Orders and Advices immediately upon their receipt, and report all irregularities to your Chief Office.

Books, &c., the
property of the
Postmaster-
General.

64. The Journals of Issue and Payment, and other books and documents connected with the Money Order System, being the property of the Postmaster-General, must be carefully preserved, and must be delivered up when called for, or on your quitting office.

Death or in-
solveny of
Sureties to be
reported.

65. Postmasters must at once report to the Comptroller the death or insolvency of either of the Sureties, and at the same time name a new one.

Bonds, how to
be dealt with.

66. Upon receipt of a Bond it must be signed by the Postmaster and his Sureties in the presence of a Magistrate, taking care to date the Bond on the day it is executed.

67. Each Postmaster must transmit his Bond to the Comptroller immediately after it has been duly executed and stamped, taking care to register the letter enclosing it.

Plea of Ignorance of Regulations inexcusable.

68. Any neglect of the foregoing Instructions may be attended with inconvenience to the public, and will certainly cause trouble to the Department. Should any neglect occur, the Postmaster will be held responsible for any loss it will cause to the public or the revenue; and no breach of any Rule laid down will be excused on the plea of ignorance.

When Regula-
tions come
into effect.

69. These Regulations shall come into force and effect on the 1st November, 1870, and shall take the place of all previous Regulations.

By His Excellency's Command,

THOS. D. CHAPMAN.

JAMES BARNARD,
GOVERNMENT PRINTER, TASMANIA.

GENERAL POST OFFICE

PUBLIC NOTICE.

IN reply to representations made by the Postal authorities of Victoria that in future no extra postage will be charged &c. from Tasmania for transmission "per Overland Mail" to the Colonies of New South Wales. The ordinary Letters, &c. through Victoria to the Colonies; but all such Letters, &c. intended to be forwarded must be distinctly marked "via per Overland Mail."

The Notice from this Office of the 14th month, at page 245, having reference to Intercolonial Letters, &c., is revoked.

By Order of the Postmaster General

A. C. DOUGLAS

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of printed forms.

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By His Excellency's Command,

THOS. D. CHAPMAN.

JAMES BARNARD,
GOVERNMENT PRINTER, TASMANIA.

GENERAL POST OFFICE.

31st July, 1876.

PUBLIC NOTICE.

IN reply to representations made by this Department,
the Postal authorities of Victoria have notified that
in future no extra postage will be charged upon Letters,
&c. from Tasmania for transmission through Victoria
"per Overland Mail" to the Colonies of South Australia
and New South Wales. The ordinary postages from
this Colony to Victoria will therefore henceforth carry
Letters, &c. through Victoria to the above-named Colonies;
but all such Letters, &c. intended to be so forwarded
must be distinctly marked "*via* Melbourne and
per Overland Mail."

The Notice from this Office of the 14th February last,
inserted in the *Hobart Town Gazette* of the 15th of that
month, at page 245, having reference to "Overland
Intercolonial Letters, &c.," is revoked.

By Order of the Postmaster General,

A. C. DOUGLAS, *Secretary.*

CIRCULAR.

*General Post Office,
22nd March, 1876.*

MEMORANDUM.

INCONVENIENCE having been felt through Money Order Agents failing to promptly remit surplus Money Order Cash, the Secretary calls particular attention to Rule 48, as hereunder, and requests that the utmost punctuality be observed in transmitting all surplus Balances to the Head Office, in the manner clearly directed by the rule referred to:—

RESERVE BALANCES AND REMITTANCES.

48. You will be allowed to retain a certain fixed amount of cash (called a reserved balance) for the payment of Money Orders, but whenever the balance in hand exceeds this amount by £5, the whole excess (less odd shillings and pence) must be forthwith remitted to the Comptroller, Money Order Office. You are expressly enjoined not to make use of any portion of your official balance for private purposes, however short the period. Whenever it may be necessary for the Secretary to write to you for neglect in remitting, the Postmaster-General may declare your office to be vacant unless the whole of any debt that may be due be paid by return of post. In case the amount of your reserve balance has not been fixed, you must consider £15 as the largest sum to retain in hand."—*See Book of Postal Regulations, page 37.*

A. C. DOUGLAS, Secretary.

To all Money Order Agents.

CIRCULAR INSTRUCTION.

General Post Office,

Hobart Town,

6th October, 1876.

MEMORANDUM.

The Secretary has again to draw the particular attention of Money Order Agents to the following Money Order Regulation :—

“RESERVE BALANCES AND REMITTANCES.

“48. You will be allowed to retain a certain fixed amount of cash (called a reserve balance) for the payment of Money Orders, but whenever the balance in hand exceeds this amount by £5, the whole excess (less odd shillings and pence) must be forthwith remitted to the Comptroller, Money Order Office. You are expressly enjoined not to make use of any portion of your official balance for private purposes, however short the period. Whenever it may be necessary for the Secretary to write to you for neglect in remitting, the Postmaster-General may declare your office to be vacant unless the whole of any debt that may be due be paid by return of post. In case the amount of your reserve balance has not been fixed, you must consider £16 as the largest sum to retain in hand.”—See *Book of Postal Regulation*, page 87.

And to expressly point out that it is absolutely necessary for the whole of the Money Order Cash in the custody of each Agent to be kept separate and distinct from all other Moneys.

As all Agents are specially provided with Cash Boxes to hold the cash belonging to the Money Order Office, there can be no excuse for any omission to attend to this direction.

If at any time at the inspection of Post Offices, or otherwise, any Postmaster is found to have neglected this instruction, it will be the Secretary's duty to direct his suspension from office.

The Secretary takes this opportunity of again calling attention to the delay that not unfrequently happens in remitting surplus Money Order Cash to the Head Office. This duty must be performed promptly, as delay in remitting is productive of considerable inconvenience, and causes unnecessary trouble to this Office.

Secretary.

The Postmaster and Money Order Agent
at

CIRCULAR.

General Post Office,

9th October, 1876.

MEMORANDUM.

AFTER the 14th instant Letters, &c. for Tunnack should be transmitted viâ Oatlands, as the Mails to and from Tunnack will thenceforward be conveyed viâ Oatlands instead of viâ Jerusalem.

A. C. DOUGLAS, Secretary.

To all Postmasters.

TASMANIA.

CIRCULAR.

*General Post Office, Hobart Town,
26th January, 1871.*

MEMORANDUM.

ALL insufficiently Stamped Letters which may hereafter be posted at any of the Post Offices in Tasmania directed to the United Kingdom, the Australian Colonies, and New Zealand are to be forwarded as addressed, provided they bear a single rate of postage, which in the case of Letters addressed to the United Kingdom is Sixpence each, and upon those directed to the Australian Colonies and New Zealand is Three Pence each, but the deficient postage, together with a fine equal to a single rate of postage, will be charged on delivery.

All Packets sent in accordance with the Postal Regulations for the places named above are also to be forwarded as addressed, provided they bear a single rate of postage; viz., One Penny; but the deficient postage, together with a fine equal to a single rate of postage, will be charged on delivery.

All insufficiently Stamped Letters and Packets which bear less than a single rate of postage and are directed to the places mentioned in this Circular, and all Letters and Packets posted not fully prepaid addressed to other places out of the Colony, are to be detained at the Office at which they may be posted for Seven Days. A Daily List of all such Letters is to be placed on the exterior of each Post Office; and if at the expiration of Seven Days the required postage has not been paid, they are to be forwarded under cover to the Secretary, with the reason of their detention plainly marked upon each.

Postmasters are particularly referred to Rule 115 of the Postal Regulations in connection with this Circular.

To all Postmasters.

A. C. DOUGLAS, Secretary.