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I am indebted to Mr. M. H. Ludington for sending me a copy of a booklet entitled "GENERAL INSTRUCTIONS TO A POSTMASTER IN THE BRITISH WEST INDIES" dated 1848. I propose to publish this in full but as it runs into some 47 pages, publication will be spread over several issues of the Bulletin.

In Mr. Ludington's letter to me he goes on to say:

"I do not believe that the booklet was ever the property of William B. Perot, Postmaster of Hamilton, but suspect rather that it belonged to James Taylor, Deputy Postmaster General in St. Georges, and was brought to Hamilton when the headquarters of the Post Office was transferred in 1879.

I believe that members of the B.W.I. Study Circle would be interested in having these Instructions to Postmasters appear in our Bulletin, and I hope that the same general layout as in the booklet can be followed. There is sufficient material for quite a few numbers of the Bulletin, and this should be of help if you are short of articles.

Only four of the Tables of Rates mentioned in various parts of the booklet were still with it (the back cover and the rest of the tables were missing). Two, Nos. 3 and 4, dealt only with newspapers, and the other two, Nos. 1 and 2, proved to be of no particular interest either. In any case, the most useful postage rates are all given in the text."

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\* The page numbers in the original text vary from those in this reprint. Consequently the revised page numbers have been included in parentheses alongside the original text, page numbers.

SPJ Note: Page numbers do not relate to this re-extraction

# GENERAL INSTRUCTIONS

TO A

## **POSTMASTER**

IN THE

### **BRITISH WEST INDIES**

#### **PART I: POST OFFICE AND LETTER BOX.**

**Separate Room for Office**

1. - A Room of sufficient size must be set apart solely for the purpose of conducting the Duties of the Post Office, and must be properly fitted up according to the directions of the Surveyor.

**Post Office**

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

**Letter Box**

3. - A Letter Box, *opening to the public Street or Thoroughfare*, must be fitted up in the Office, and on the outside must be legibly inscribed –

"Letter Box,

"For Unpaid Letters only."

This Box must be kept always open for the reception of letters, except during the time allowed for preparing the Mails for Despatch, which is regulated by special Instructions.

**Hours of Attendance.**

4. - The Office is to be kept open from 8 A.M. to 8 P.M., every day except Sunday.

**Delivery on Sunday**

5. - In the event of a mail arriving on Sunday, or too late to be delivered on Saturday, the Letters must be delivered during the intervals between the hours of Divine Service.

The hours of delivery when a Packet arrives on other days are fixed by special Instructions.

**Removal of Office**

6. - The Office must not be removed without the sanction of the Surveyor.

#### **PART II: DESPATCH AND RECEIPT OF MAILS..**

##### **§. I. *Despatch of Mails***

**For England**

7. - In despatching a Mail for England, care must be taken to keep the *Paid* separate from the *Unpaid* Letters.

The *ordinary Paid* Letters are also to be separated from the *Soldiers' and Seamen's* Letters.

And the *Unpaid* Letters for London, from those *for other Places* in the United Kingdom.

**Letter Bill.**

The number of each of these Classes of Letters, and the Amount of Postage marked upon them, are to be, severally, ascertained, and entered in their proper places, in the first Column of the Letter Bill headed "*Postmaster's Account*."

Each Class of Letters is then to be enclosed, separately, in strong paper, bound round with twine, and placed in the Bag for *England*, which must be firmly tied, and secured with wax, bearing a clear impression of the Office Seal.

The *total of Paid* Letters must be entered in the Book of *Mails despatched*, and thence transferred to the *Quarterly Account of Paid Letters sent to England* (Inner Voucher to Voucher No. 2).

**Mail for a British Colony**

8. - In making up a Mail for a *British Colony*, the *Paid* Letters must, in like manner, be separated from the *Unpaid*, and the *Unpaid for the delivery of the Office* to which the Mail is sent (in the event of its being a *"Forward Office"*, must be separated from those sent as *"Forward"*.)

If the Office, which despatches the Mail, is itself a *"Forward Office"*, a further separation must be made of the *Letters Paid at that Office* from those *Paid at other places*, and sent there in transit to their destination.

\* Note.- The object of establishing "Forward Office" was to diminish the number of Bags and Accounts: thus, The Packet from *St. Thomas* reaching *Grenada* several days before the Packet is despatched to *Jamaica* and the Westward, all the Offices between *St. Thomas and Grenada* are instructed to send as "Forward" to that Office Letters for *Jamaica, St. Jago de Cuba, Havana, Vera Cruz, &c.*, instead of making up for each of those places a separate Mail and Letter Bill.

In the same manner, *St. Thomas* is itself a *"Forward Office"* for Letters sent from every place between it and *Grenada to Bermuda and Nassau*.

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- Letter Bill.** The number and amount of the different Classes of Letters must be taken and entered in the first Column of the Letter Bill, against the several items to which they refer.  
The Letters, together with the Bill, are then to be enclosed in strong paper, and placed in a Mail Bag, which is to be tied and sealed in the same manner as described for the Mail for *England*.  
The amount of Letters *Paid* at the Office which despatches the Mail, and of *Unpaid* Letters for the delivery of the Office to which the Mail is sent, are to be entered in the Book of Mails *despatched*, and thence transferred to the "*Sent side*" of the *Quarterly Inter-Colonial Voucher* (Inner Voucher to Voucher No. 3.)  
"*Forward Letters*" are not to be noticed in any way either in the book or Voucher.
- Mail for a Foreign Port** 9. - The same instruction, so far as it relates to *Paid* Letters, is applicable to a Mail for a Foreign Port, to which however, *no Unpaid* Letters can be forwarded.
- Leathern Labels to Mail Bags** 10. - One of the printed Leathern Labels, supplied for the purpose, is to be affixed securely to every Mail Bag despatched.
- List of Mails Despatched** 11. - A List of Mails despatched must be signed by the Postmaster, and delivered to the Admiralty Agent, and the Signature of that Officer is to be obtained to a *Duplicate List*, which must be retained in the Office.
- §. II. *Receipt of Mails.*
- List of Mails Received** 12. - On the arrival of a Mail, the Postmaster must sign the List presented by the Admiralty Agent, for all Mails which he receives.  
He is then to examine every Bag to ascertain that it is properly secured, sealed, and labelled, and must report immediately to the Surveyor any instance which he may observe to the contrary.
- Bags to be examined**
- Mail from England.** 13. - The Postage on the *Unpaid* Letters from *England* must be carefully told up, and the amount compared with the entry in the Letter Bill.  
If it agrees, it is to be carried out into the second Column.  
But, if the Amount does not agree with the entry in the Bill, the letters must be told up as many times as may be necessary to ensure accuracy, and the correct amount entered in the second Column, and certified by the Signature of the Clerk or Assistant, if the Postmaster have any.  
The Amount, according to the *Postmaster's computation*, must be entered in the Book of *Mails received* and thence transferred to the *Quarterly Account of Unpaid Letters received from England* (Inner Voucher to Voucher No. 1).  
As the *Paid* Letters form no charge against any Person in *England*, they are not noticed in the letter Bill from London, and require no notice on the part of the Postmaster. The Letter Bill is to be signed, stamped, and returned to London by the First Packet.  
(*For instructions as to Registered Letters received from England, see page 32.*)
- Mails from Colonies or Foreign Ports** 14. - The Letter Bills accompanying *Inter-Colonial* Mails, whether from *Colonial* or *Foreign* Ports, must be checked in like manner, and the Amounts entered in the second Column.  
The Amount *Paid* at the Office from which the Mail is despatched, and of *Unpaid* Letters for the delivery of the Office which receives it, must be entered in the Book of *Mails received*, and in the "*Received side*" of the *Quarterly Inter-Colonial Voucher* (Inner Voucher to Voucher No. 3.)  
The entries in the second Column of the letter Bill must be certified by the Postmaster's Signature, and the Bills carefully kept until the end of the Quarter, and then sent to *England* with the *Quarterly Accounts*.
- Letter Bill Missing** 15. - If, on the receipt of a Mail, the Letter Bill should be missing, the *Unpaid* Letters must be carefully selected from the *Paid*, the Amount of Postage chargeable on the *Unpaid* Letters accurately told up, and the Postmaster must charge himself with the Amount in the and *Book of Mails received* and in the *Quarterly Voucher*.  
If the Mail be from *England* no account of the *Paid* Letters will be necessary, but if from a Colony or Foreign Port, the Amount of Postage on *Paid* Letters must also be entered against the *Despatching Office*.  
The greatest care must be taken to insure accuracy in the Amounts, which are to be checked by the Clerk or Assistant, if the Postmaster have any.  
When the Mail is from *England*, the Postmaster is to report the circumstance by the *first* Mail to the Secretary of the *General Post Office*, and state the Amount with which he has charged himself for the *Unpaid* Letters; and when from a Colony or Foreign Port, he is to inform the *Surveyor* of the circumstance and also of the Amount with which he has debited himself for the *Unpaid* Letters, as well as the Amount of the *Paid* Letters which he has entered against the *Despatching Office*.
- Letters to be stamped previous to delivery Forward Letters** 16. - When all the Bills have been checked, the Letters are to be stamped with the dated Stamp on the sealed side, and prepared for delivery with as little delay as possible.  
17. - In a "*Forward Office*" the Letters received from other Places in transit must be assorted, in readiness to be forwarded to their several places of destination.

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- Monthly Journal of Mails received and dispatched.** 18. - The Monthly Journal of the Receipt and Despatch must be made out by the Postmaster to the 5th of each month, and transmitted to London by the first Packet after that date.
- PART III: RATING LETTERS.**
- Rates of Postage to be plainly marked.** 19. - The Rate of Postage to which a Letter is liable must be clearly marked upon it, in such a manner as to interfere as little as possible with the direction.  
*Unpaid* Letters are to be marked with *Black Ink*.  
*Paid* Letters with *Red Ink*.
- Exception.** *No Postage* is, however, to be marked on *Unpaid* Letters to Countries *passing through the United Kingdom*.
- Ordinary Scale of rates** 20. - The *British and Colonial* Rates of Postage upon Letters forwarded either by *Packets* or by *Private Ships* are charged by weight as follow:  
Not exceeding ½ an Ounce in weight. .... One Rate  
Exceeding ½ ounce, but not exceeding 1 oz. .... Two Rates  
" 1 ounce " 2 oz. .... Four Rates  
" 2 ounces " 3 oz. .... Six Rates  
and so on; an additional *two* Rates being charged for every additional ounce and a fraction of an ounce being charged as an additional ounce.
- British and Foreign Rates on Paid Letters to, and through, France** 21. - The *British and Foreign* Rates on *Paid* Letters to *France* and to *Foreign Countries passing through France*, are to be marked separately, in *Red* ink in the left hand upper corner, thus:  
s. d.  
1 8 British  
0 5 Foreign A.B  
2 1 Paris
- Scale of Rates to, and through France and to Belgium** 22. - On Letters for France, or *passing through France* or for *Belgium* the scale of Rates is as follows:
- |  | British | Foreign |
|--|---------|---------|
| A Letter weighing under ¼ ounce .....                | one     | and one |
| A Letter weighing ¼ oz. and not exceeding ½ oz. .... | one     | " two   |
| " exceeding ½ oz. and under..... ¾ oz. ....          | two     | " three |
| " weighing ¾ oz. and not exceeding 1 oz. ....        | two     | " four  |
| " exceeding 1 oz. and under .....                    | four    | " five  |
- It must be observed that the *English* and *French*, or *Belgian*, modes of charging by weight differ: a Letter not being liable to an increased *British* Rate *unless it exceed the half ounce* or *ounce*; while an additional *Foreign* Rate is chargeable if it actually *attain, though it do not exceed, the quarter, half, three quarters of an ounce, or an ounce* respectively.
- To Prussia and to countries through Prussia** 23. - The preceding Scale of Rates is also applicable to Letters for *Prussia*, when forwarded *via Belgium*, and to all Countries *through Prussia* whether *sent through Prussia by way of Belgium, Holland, or Hamburgh*, the combined *British and Prussian* Rates being charged according to the *British* Scale and the *Belgian* and *Foreign* Rates according to the *Foreign* Scale.
- PART IV: PACKET LETTERS.**
- Definition.** 24. - Packet Letters are such as are conveyed by Contract Packets, or by Government or Queen's Ships, and are chargeable by weight according to the Instruction No. 20, Page 12.
- Rate to, or from, the United Kingdom.** 25. - The Rates of Postage on Letters conveyed by Packet to, or from, the *United Kingdom* is 1s. the half ounce, which may be paid in advance or not, at the option of the sender.
- Rate to, or from, a British Colony** 26. - The Postage on Letters sent by Packet direct to or from a *British Colony* is 4d. the half ounce, which may be prepaid or not, at the option of the sender.
- Rate to a Foreign to Port direct.** 27. - The Postage on Letters sent by Packet direct a Foreign place (*Venezuela, New Granada, Martinique, Guadeloupe, and places on the Western Coast of South America, excepted*) is 1s. the half ounce, which must be paid in advance.
- Rate to Venezuela, New Granada, Martinique, and Guadeloupe** 28. - Letters for places in the Republics of *Venezuela and New Granada*, and for the Islands of *Martinique and Guadeloupe* are liable to a Rate of 4d. the half ounce, the prepayment of which is compulsory.
- Rate to the Western Coast of South America** 29. - Letters for places on the *Western Coast of South America*, conveyed via *Chagres and Panama*, are liable to a rate of 1s. 4d. the half ounce, which must be prepaid.
- Rates from a Foreign Country direct.** 30. - The Postage on Letters received by Packet direct from the places mentioned in the three preceding paragraphs, is the same as on Letters sent to those places, but the respective Rates of 1s, 4d, and 1s. 4d. the half ounce must be collected on delivery.
- Names of Places in the West Indies, the West Gulf of Mexico, &c.** Table No. 1 annexed shows the names of *British Possessions* and *Foreign places in the West Indies, the West Gulf of Mexico, &c.*, to which Letters are conveyed direct of by Packets and, Table No. 2 contains the names of those places in *South America*, which are served by way of *Chagres and Panama*.

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|  |  |
|--|--|
| <b>Rates to Foreign to Countries and to British Colonies through the United Kingdom.</b> | <p>31. - The Rates chargeable on Letters to <i>France</i> and to Countries <i>through France</i> are stated in Table No. 5.</p> <p>On Letters to <i>Prussia</i> and to <i>Countries through Prussia</i> in Table No. 7. On Letters to other Countries on the <i>Continent of Europe, &amp;c.</i>, and to <i>British Colonies</i> through the United Kingdom in Table No. 6.</p>  |
| Definition.  | <p><b>PART V: SHIP LETTERS.</b></p> <p>32. - Ship Letters are those which are conveyed by any Vessel not a Contract Packet, nor a Government, nor a Queen's Ship, and are chargeable by weight according to the Instruction, No. 20, page 12. (9)</p>  |
| <b>Postage to, or from the United Kingdom</b>  | <p>33. - Letters conveyed by Private Ships <i>to, or from, the United Kingdom</i>, are liable to a rate of 8d. the half ounce, which <i>in each</i> case will be collected in the United Kingdom. Should, however, any Letters be brought from thence without the Postage having been prepaid, the rate of 8d. the half ounce is to be collected on delivery.</p>  |
| <b>To British Colonies and Foreign Countries through the United Kingdom.</b>             | <p>34. - Letters conveyed to the <i>United Kingdom</i> by Private Ship, addressed to <i>British Colonies</i> or to <i>Foreign Countries</i> to which the payment of Postage by <i>Packet is optional</i>, are to be sent to the <i>United Kingdom Unpaid</i>, as the Postage to which such Letters may be liable, will be collected in the <i>Colony or Foreign Country</i> to which they are forwarded.</p>   |
| <b>Postage to a Colonial or Foreign Port direct.</b>                                     | <p>35. - Letters conveyed by Private Ship to any Port (<i>Colonial or Foreign</i>) without passing through the United Kingdom, are liable to a postage of 4d. the half ounce, which must be paid in advance.</p>   |
| <b>From a Foreign Country or British Colony direct.</b>                                  | <p>36. - On Letters brought by a Private Ship direct from a <i>Foreign Country</i>, or, from a <i>British Colony</i> without the Postage having been prepaid in such Colony, a Rate of 4d. the half ounce is to be charged on delivery.</p>  |
| <b>Amount of Postage to be entered in the Quarterly Accounts.</b>                        | <p>37. - The amount of Postage collected on Letters received and sent by Private Ships, is to be entered in the respective Quarterly Accounts, viz.:-<br/>"Received" in No. 1, Inner Voucher, to Charge No. 4.<br/>"Sent" in No. 2, Inner Voucher, to Charge No. 4.</p>  |
| <b>Gratuity to Masters</b>   | <p>38. - In all cases a Gratuity of 2d. is to be paid to the Master of a Vessel for each Letter, and of 1d. for each Newspaper, <i>brought</i> to the Post Office, except for Letters and * <i>Newspapers from the United Kingdom</i>, for which the Gratuity will have been already paid.</p> <p>A Gratuity of 2d. is likewise to be paid for each Letter, and of 1d. for each Newspaper sent direct to a <i>Foreign Port</i>.</p> <p>No Gratuity is to be paid for Letters or Newspapers sent direct to a <i>British Colony</i> or to the <i>United Kingdom</i>, as such Gratuity will be paid in the Colony to which the Letters and Newspapers are forwarded, or in the United Kingdom.</p>  |
| <b>Amount of Gratuities to be entered in the Quarterly Account.</b>                      | <p>39. - The Amount of Gratuities paid to the Commanders for the Conveyance of Letters and Newspapers is to be entered in the <i>Quarterly Account of Ship Letter Gratuities</i>. (Voucher D).</p>   |
| <b>Cases of exemption from Ship Letter Postage.</b>                                      | <p>40. - The Owners, Charterers, or Consignees of Vessels inward bound, and the Owners, Consignees, and Shippers of Goods on board Vessels inward bound, are entitled to receive their Letters by such Vessels free from Sea Postage, provided the Letters brought by any one Vessel to any one such Person shall not exceed <i>six ounces</i> in weight; and the Owner, Charterer, or Consignee <i>shall be described as such</i> on the address or superscription; and in the case of Owners, Consignees, or Shippers of Goods, it shall also appear by the Ship's manifest that they <i>have Goods on board the Vessel</i>: and such Persons are entitled to have their Letters, which come within the above conditions, before the Master of the Vessel delivers the other Letters in his charge to the Post Office.</p> |
| <b>Consignees, &amp;c., Letters, if brought to a Post Office for Delivery.</b>           | <p>Note.- For Instruction as to the Rates on Newspapers conveyed by Private Ship, see Part 8</p> <p>In case, however, such Letters are brought to the Post Office, the Gratuity of 2d. is to be paid to the Master on each, and charged on delivery to the person to whom such Letters are addressed.</p>  |
| <b>Receipt for Gratuities to be taken.</b>   | <p>41. - The Receipt of a Master of a Vessel must be taken on the printed form for that purpose for all Gratuities paid to him; and these Receipts must be forwarded to London, as Vouchers, with the <i>Quarterly Account of Ship Letter Gratuities</i>. (Voucher D,).</p>  |
| <b>Master's Declaration</b>  | <p>42. - The Postmaster must witness the Signature of the Mailer's Master to the Declaration that he has delivered at the Post Office all the Letters brought by his Vessel.</p>   |
| <b>Ship Letter Law to be exhibited.</b>  | <p>43. - Every Postmaster is supplied with Printed Extracts Ship Letter Law from the Acts of Parliament relating to Ship Letters, which he is required to exhibit in a conspicuous position in his Office.</p>   |
| <b>Infringement of Ship Letter Laws to be reported</b>                                   | <p>He is bound also to report to the Surveyor any instance which may come to his knowledge in which the Ship Letter Laws are disregarded or infringed.</p>   |
| <b>Privileged Persons</b>  | <p><b>PART VI: SOLDIERS' AND SEAMEN'S LETTERS.</b></p> <p>Non-Commissioned Officers, Captains' Stewards, Seamen and Soldiers, while they are employed in Her Majesty's Service, can send and receive Letters at the rate of 1d. each, under the following Regulations:-</p>  |

**"GENERAL INSTRUCTIONS TO A POSTMASTER IN THE BRITISH WEST INDIES" dated 1848**

**Regulations under which the privilege is enjoyed.**

1st. The 1d. must be paid at the time the Letter is posted,  
 2nd. The name of the Soldier or Sailor, his class or description, and the name of the Ship, Regiment, Corps, or Detachment, to which he belongs, must be specified in the direction of the Letter; and, in the case of Letters *sent by Soldiers or Seamen*, the Officer in Command must sign his name, and specify his rank, and the name of the Ship or Regiment, Corps or Detachment, which he commands.

3rd. The Letter *must not exceed half an ounce in weight.*

4th. The Letter must refer solely to the private affairs of the *Soldier or Seaman.*

All the foregoing description must be fully written in the address in the following form, the Initials of the name of any Ships or Regiments being insufficient.

| Form of Address. | SEAMAN.  | SOLDIER.   |
|------------------|--|--|
|                  | From A.B., " Seaman H.M.S....."<br>(Here the direction of the Letter to be inserted.)<br><br>C.D. Captain (or other Commanding Officer).<br><br>"H.M.S....." | From A.B., Serjeant.<br>" .....Regt....."<br>(Here the direction of the Letter to be inserted.)<br><br>C.D. Colonel (or other Commanding Officer.)<br>".....Regt....." |
|                  | To A.B.<br><br>" Seaman H.M.S....."<br>(Here the direction to be finished.)  | To A.B.<br>Private (Serjeant or Corporal.)<br>".....Regt. of Foot."<br>(Here the direction to be finished. )   |

**To or through any Foreign Country.**

45. - Letters for Soldiers or Seamen may be forwarded at the above rate, to, or through, any Country requiring the payment of any Foreign or Transit Postage, but subject to the payment of such Foreign or Transit Rate as may be chargeable thereon.

**Not chargeable on re-direction.**

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

**By Private Ship.**

46. - Letters for Soldiers and Seamen forwarded by Private Ships are liable to an Additional Charge of 2d. each, payable as a Gratuity to the Commanders, so that they must be charged with a Rate of 3d. each.

**Class excluded from the privilege.**

47. - Letters sent to, or by, Commissioned or Warrant Officers, Midshipmen, or Masters' Mates, Engineers in the Navy, or Captains' Clerks and Schoolmasters, or Commissioned or Warrant Officers in the Army are not included in the privilege attached to Letters of Soldiers and Seamen, but are chargeable with the same Rates as Ordinary Letters.

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

**Letters for Officers not chargeable on re-direction**

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

**Soldiers' and Seamen's Letters to be examined.**

49. - Postmasters are required to examine carefully every Letter purporting to be a Soldier's or Seaman's Letter, and if it be not, in all respects, conformable to the above regulations, to charge it with full Postage, and report the case to the Surveyor.

**PART VII: VOTES AND PROCEEDINGS OF PARLIAMENT.**

**Scale of Rates.**

50. - Printed Votes and Proceedings of any Colonial Legislature may be forwarded by Packet to the United Kingdom, or to any other Port in the British West Indies, or in British North America, at the following Rates : -

If not exceeding 4 ounces in weight ..... 1d.  
 Above 4 and not exceeding 8 ounces ..... 2d.  
 " 8 " 12 " ..... 3d.

and so on, an additional Rate of 1d. being charged for every additional four ounces.

**By Private Ship.**

51. - Such Votes and Proceedings, if sent by Private Ship, are liable to double the above Rates.

**PART VIII: NEWSPAPERS.**

**British and Colonial Newspapers by Packet.**

52. - British and Colonial Newspapers brought by *Packet* to a Colony, and Colonial Newspapers sent by *Packet* to the United Kingdom or to a British Colony without passing through the United Kingdom, are exempt from Postage.

**By Private Ship.**

53. - Such Newspapers if conveyed by *Private Ship* are liable to a Postage of 1d. each, which when addressed to a British Colony must be paid in advance, but when sent to the United Kingdom the Postage will be collected on delivery.

**To British Colonies through the United Kingdom.**

54. - The Rates chargeable on Newspapers addressed to *British Colonies through the United Kingdom* are stated in Table No. 3.

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- To Foreign Countries through the United Kingdom.** 55. - Newspapers addressed to the Foreign Countries, &c., mentioned in Table No. 4, may be forwarded to England *free* of Postage from the *West Indies*, but to all other Countries passing through the United Kingdom, Newspapers are liable to the *full Letter Postage*.
- To Foreign Ports direct.** 56. - Newspapers conveyed direct by Packet or by Private Ship to or from any Foreign Port, (*Venezuela, New Granada* and *the Western Coast of America* excepted) are liable to a Postage of 2d. each.
- To or from Venezuela and New Granada** 57. - Newspapers to or from *Venezuela* and *New Granada* are free from Postage when conveyed by Packet, and liable and to a Rate of 1d. each by Private Ship.
- To and from the Western Coast of America.** 58. - Newspapers to or from places on the *Western Coast of America* by way of *Chagres and Panama* are liable to a Postage of 4d. each. - Vide Table No. 2.
- The Rates of Postage on Newspapers sent to Foreign Ports must be paid when posted; on those received from Foreign Ports, the Rate must be collected on delivery.
- Supplement or additional Sheet.** 59. - Every Supplement or Additional Sheet to a *Colonial* Newspaper is to be charged as a distinct Newspaper.
- Regulations for sending Newspapers by Post.** 60. - All Newspapers must be sent without Covers, or in Covers open at the sides, they are otherwise to be charged with Postage as Letters.
- Containing writing or marks of reference.** 61. - Newspapers containing any Letter, Paper, or Thing enclosed, or with any writing or remarks, or reference or information whatever upon them, or upon the covers, other than the address, are to be charged with treble the amount of Letter Postage.
- British Newspapers must bear the mark of the Stamp Office. Must be printed in the language of the Country.** 62. - Newspapers printed in the United Kingdom must be duly stamped: they are otherwise chargeable with Postage as Letters
63. - *Foreign* Newspapers if not printed in the language of the Country in which they are published; are liable to full Letter Postage, except such as are specially exempted by the Lords Commissioners of Her Majesty's Treasury.
- Newspapers re-posted.** 64. - *Foreign* Newspapers re-posted for further conveyance, are liable to Postage as Letters: but British or Colonial Newspapers when re-posted are to be treated as Newspapers originating in the Colony.
- To be examined.** 65. - Postmasters are authorized, and required, to examine and search Newspapers, to protect the Revenue from fraud: and if anything be detected rendering them liable to charge, they are to write the reason on the cover, fastening the cover to the paper with their Official Seal.
- Newspapers of equal importance with Letters.** 66. - The same care is to be used in the treatment of Newspapers as of Letters.

**PART IX: PRICES CURRENT AND COMMERCIAL LISTS.**

- To the United Kingdom by Packet or Private Ship** 67. - Colonial Prices Current and Commercial Lists may be sent to the United Kingdom, either by Packet or Private Ship, at a Postage of 1d. each.
- Between British Colonies by Packet** 68. - British or Colonial Prices Current and Commercial Lists may be forwarded by the Packet between any of Her Majesty's Colonies, if passing through the United Kingdom, at a Postage of 2d. each: if not passing through the United Kingdom, at 1d. each, which must be prepaid.
- By private Ship** Such Prices Current and Commercial Lists if conveyed by Private Ships are liable to a Rate of 2d, each, which must be paid when they are posted.
- To Foreign Ports.** 69. - The same if sent by Packet or Private Ship from a British Colony or any Foreign Port, whether through the United Kingdom or not, are liable to a Postage of 2d. each, which must be paid in advance.
- Gratuity to Masters.** 70. - A Gratuity of 1d. on each Price Current and Commercial List is payable to the Master, when conveyed by Private Ship.
- Regulations under which Prices current can be sent** 71. - Prices Current and Commercial Lists must contain merely the names and prices of Articles; if the names of the parties dealing in such Articles are given, the Lists are to be charged with full Letter Postage.
72. - Prices Current and Commercial Lists to be sent by Post at the above Rates, must be conformable, in all respects, to the regulations specified in Instructions 60 and 61, page 22, with regard to Newspapers; and if not so, they are to be treated as Letters and charged with full Letter Rates of Postage.

**PART X:**

**1. - MIS-SENT AND RE-DIRECTED LETTERS.**

- Mis-sent Letters.** 73. - When Letters or Papers are Mis-sent to an Office, the words "Mis-sent to" must be written, in *Red Ink*, on the front of each, and the dated stamp affixed immediately after.
- For England** 74. - Such Letters or Newspapers if for, or to pass through, the United Kingdom, must be enclosed in a *Printed "Mis-sent and Re-directed"* Cover accompanied by a *Form No. 2*, stating the Amount of Postage in the first Column which has been charged upon the Postmaster and to be claimed by him in his *Quarterly Dead Letter Account*.

## "GENERAL INSTRUCTIONS TO A POSTMASTER IN THE BRITISH WEST INDIES" dated 1848

For the Colonies.

If to be forwarded to any of the Colonies, the Letters, &c., are to be enclosed in a *Form No. 2*, in which the claim for Postage charged upon the Postmaster is to be inserted in the *first* Column, but these are to be sent without a cover, care being taken, however, to secure the Letters in such a manner that they may not separate from the *Form No. 2*.

**No additional Postage to be charged**

No additional Postage is to be charged on forwarding *Mis-sent* Letters.

**Re-directed Letters subject to additional charge**

75. - Letters when Be-directed are liable to *additional* Postage for their further conveyance to the place to which they may be re-directed; this rate is to be added to the Charge already due, and the initials of the Postmaster placed against the advanced Rate.

The *Re-directed* Letters are then to be enclosed (according to their destination) with those which have been *Mis-sent*, should there be any.

76. - The whole of the Postage, (including the charge for re-direction,) marked upon such *Mis-sent* and Re-directed Letters as are *for the delivery of* the Office to which the *Form No. 2*, is sent, is to be inserted in the second Column, and charged against *that* Office in the Letter Bill included with the Postage on the Ordinary Unpaid Letters; but those which are sent to that Office in *transit* to their destination are to be merely noticed in the Letter Hill as "Sent as forward."

77. - All Claims made in *Form No. 2*, whether for *Mis-sent* or *Re-directed* Letters, are to be inserted, under the proper head on the "*Sent side*" in the *Quarterly Account of Mis-sent and Re-directed Letters*.

**Forms No. 2 received from other Offices,**

78. - The *Forms No. 2*, received from other Offices are to be examined with the Letters which accompany them, and if the amount claimed is correct, it is to be inserted in the proper place in the respective *Forms*, which are to be certified and signed.

If the Amount claimed does not agree with the Amount of the Letters received, that is to say, of the *original charges* on those Letters, the Postmaster is to insert the correct Sum in the proper place in the *Form No. 2*, which must be signed by himself and by one of his Clerks, or Assistants, if he have any. The real Amount of the claim due to the Dispatching Office is then to be transferred to the "*Received side*" of the *Quarterly Account of Mis-sent and Re-directed Letters*.

The *Forms No. 2*, received from each Office, arranged alphabetically, are to be tied up in a *flat parcel*, according to their dates, and transmitted to London, with the *Quarterly Account of Mis-sent and Re-directed Letters*.

### II. - DEAD LETTERS.

**List to be exhibited Monthly.**

79. - A List of the directions of all Unclaimed Letters and Newspapers, which have remained in the Office more than *seven* days, is to be made out on the *1st of each month*, and placed conspicuously either on the Office door, or in any position which may be better calculated to attract public attention; and such list is to remain until it is superseded by that of the *next month*.

**Reason of Non-delivery each Letter.**

80. - When Letters and Newspapers have remained in the Office the periods undermentioned, and every effort to deliver them has failed, the Postmaster will write in *Red Ink*, on the front of each, the true reason of its non-delivery, and affix an impression of his dated Stamp; he will then transmit them to London in the proper Printed Cover, together with a *Form No. 4*, stating the number of such Letters and Newspapers, and the Amount of Postage which has been charged upon him; which Amount he must claim, under the proper head, in the *Quarterly Dead Letter Account*.

**Postage to be claimed in Form No. 4.**

*When the Reason is:-*

**Periods of returning Dead Letters.**

"*Deceased*," "*Refused*" –

or "*Gone away, not - known where*."

To be sent by first Packet.

"*Not known*," "*Not - called for*," or "*Un-claimed*"

To be kept two months.

**Letters for Officers not serving with their Regiments.**

81. - Letters addressed to an Officer of any Regiment, who is not at the time serving with the Regiment, and whose address cannot be ascertained, are to be returned to London by the next Packet.

**Undelivered Registered Letters.**

82. - Registered Letters received from the United Kingdom, which have been refused, or are from any cause undelivered, must be sent enclosed in a Packet addressed to the Dead Letter Office, which Packet must be entered on the Letter Bill for England; the Addresses of such Registered Letters must also be entered on the *Form No. 4*, in the place assigned for them, which must on no account be omitted.

**Letters requiring pre-payment if Posted unpaid.**

83. - Letters requiring the previous payment of the Postage, but put into the Office *Unpaid*, must be stamped with the dated Stamp, written upon in *Red Ink* "*Postage not Paid*," and sent under cover to the "*Inspector of Dead Letters, London*," by the first Packet.

**Letters Posted without address.**

84. - Letters Posted without an Address, or addressed so imperfectly that their destination cannot be ascertained, must be sent under Cover to the "*Secretary of the General Post Office, London*," by the first Packet.

### III. OVERCHARGES AND ALLOWANCES.

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|   |  |
|---|--|
| <b>Covers of over-charged Letters to be obtained.</b>   | <p>85. - When application is made for the return of Postage stated to have been overcharged, the Postmaster must satisfy himself by ascertaining the weight of the Letter, that the claim is just before he makes the allowance; he must then obtain the cover of the Letter, if it can be spared, write upon it the actual weight when delivered, and the Amount allowed, and procure on it the Signature of the person to whom the Letter is addressed.</p> <p>If the cover cannot be spared, the receipt of the person to whom the allowance is made must be obtained on the printed Form for that purpose.</p>   |
| <b>Amount to be claimed in Form No. 4.</b>  | <p>86. - The Amount of such Allowances must be claimed in the Form No. 4, and the Covers or Receipts sent with that Form as Vouchers: and subsequently, the claim must be inserted under the proper head in the Quarterly Dead Letter Account.</p>   |
| <b>Cases of doubt to be referred to the Surveyor.</b>   | <p>87. - If the Postmaster is in any doubt as to the fact of an overcharge having been made, he will refer the case for the decision of the Surveyor, sending at the same time the Cover; or if that cannot be procured, stating the weight of the Letter when delivered, the Stamps of the Offices which it bore, and the Postage charges marked upon it. In such cases the written authority of the Surveyor for the return of Postage is to be sent with the Form No. 4 as a Voucher.</p>   |
| <b>Letters refused after delivery.</b>  | <p>88. - No Postage can be returned upon Letters which are refused after delivery, on pretence of being anonymous, or on any other pretence, without special reference to the Surveyor.</p>  |
| <b>Letters wrongly delivered.</b>   | <p>89. - Should a letter intended for one Person be delivered to, and opened by, another of the same name (which the greatest care must be used to prevent), the individual who has opened it in error must attest the fact of his having done so, in writing upon the Letter. If the right Owner cannot afterwards be found, the Letter in question must be returned with the Ordinary Dead Letters in the Form No. 4, and the reason of its non-delivery must be stated on it.</p>   |
| <b>All Letters liable to Postage.</b>   | <p>90. - All letters whether scaled or unscaled, printed or written, marked "<i>On Her Majesty's Service</i>" or not, are liable to Postage.</p>   |
| <b>Exception.</b>   | <p>Except those addressed, on Service, <i>by the Surveyor to Foreign Ports</i>, which are exempted by special authority.</p>   |
| <b>Postage on Official Letters may be claimed.</b>  | <p>Letters addressed <i>to the Surveyor</i>, however, are to be charged with the full Rates.</p> <p>91. - The Postage charged on Letters addressed to Postmasters by the <i>Surveyor</i> or other persons, provided they relate solely to the Business of the Office, may be claimed, with the <i>over-charged Covers</i> and Receipts, in the <i>Form No. 4</i>, and in the <i>Quarterly Dead Letter Account</i>.</p> <p>The Covers of such Letters, or the Letters themselves, must accompany the Form No. 4, as Vouchers, and upon each (except those received from the Surveyor) must be written a short statement of the contents, and of the manner in which the subject has been attended to.</p> |
| <b>Governor's Certificate for official Postage.</b>   | <p>92. - In cases where the Governor is authorised to claim the Postage charged upon his Official Despatches, the Postmaster will obtain from His Excellency a Certificate of the Amount, upon the Printed Form for that purpose, and transmit it to London with the <i>Quarterly Dead Letter Account</i>, in which there is a place appropriated for the entry of such claims.</p>  |
| <b>PART XI: REMITTANCES.</b>  |  |
| <b>Commissariat Certificates to be remitted.</b>  | <p>93. - Remittances must be, invariably, made by Certificate from the Commissariat Office in all cases where an Officer of that Department is stationed.</p>  |
| <b>Exception.</b>   | <p>Where there is no Commissariat Office, Bills payable in London, at not more than <i>thirty days sight</i>, may be remitted. Such Bills must be made payable to "<i>Thomas Young, Esq., Receiver General of the Post Office Revenue - Or Order.</i>"</p>   |
| <b>Remittances to be made Monthly.</b>  | <p>94. - Remittances must be made Monthly, the Amount of the Instalment being fixed by special Instruction from the Secretary. The Balance due to the General Post Office, as shown in the Quarterly Account Current, must be remitted at the expiration of each Quarter.</p>  |
| <b>Remittances to be enclosed in proper Form, and the Address entered on the Letter Bill.</b> | <p>95. - Remittances must be sent in the proper <i>Printed Form</i>, addressed to the "<i>Receiver General,</i>" and the addresses of Letters containing Remittances must be entered at the foot of the Letter Bill for England.</p>   |
| <b>Letter of Advice to accompany Remittances.</b>   | <p>The Printed Letter of Advice, addressed to the Secretary, must be Forwarded by the <i>same</i> Packet with each Remittance.</p> <p>96. - Postmasters are enjoined to be punctual in their Remittances, and to comply strictly with all Instructions relating to them; as the Postmaster General will seriously notice any instance in which the Public Money is not remitted according to his directions.</p>   |
| <b>PART XII: REGISTERED LETTERS.</b>  |  |
| <b>Registered Letters from England.</b>   | <p>97. - When the address of a Registered Letter is entered on the Bill from England, the Postmaster must immediately search for this Letter, which is conspicuous from its <i>Green Envelope</i>, and having found it, he must acknowledge its safe Arrival by placing his initials against the entry in the Letter Bill.</p>   |
| <b>Conspicuous Envelope.</b>  |  |

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**Receipt to be obtained, and preserved by the Postmaster. Envelope to be returned to London. Undelivered Registered Letters. Missing Registered Letters.**

98. - The Signature of the person to whom the Letter is addressed must be obtained to the form of Receipt printed on the Envelope: this Receipt must then be cut off, and *retained by the Postmaster*, as his Voucher for the delivery of the Letter: and the remaining portion of the Envelope must be stamped with the Office dated Stamp, and returned to London, by the first Packet, with the Letter Bill.

99. - The Mode of disposing of Registered letters which may be from any cause, undelivered, is pointed out in Instruction No. 82, page 19.

100. - Should a Registered Letter, which is entered on the Letter Bill, not be immediately found, the whole Mail must be carefully examined by the Postmaster, who must call one of his Clerks, or Assistants, if he have any, to witness the search; and if the Letter should prove to be missing, the circumstance must be reported to the Secretary by the first Packet.

101. - Every Postmaster should be careful to obtain and to preserve, the Receipt for a Registered Letter; as he will be held personally responsible for such Letter, unless he can produce the Receipt in proof of its delivery, when applied to.

102. - As the System of Registration applies only to Letters *sent from* the United Kingdom, no letters *forwarded* to the United Kingdom are to be registered.

**Postmaster Personally Responsible.**

**No Letters forwarded to the United Kingdom to be registered.**

**PART XIII: ACCOUNTS.**

**Quarterly Account of Unpaid Letters from England**

103. - The following are the various Forms of Accounts which are required to be made out Quarterly, viz.:-

"Account of Unpaid Letters received from England" - Inner Voucher to No. 1.

The Entries in this Account are to correspond with the "Postmaster's Account" in the Letter Bills received from London, and the total Amount is to be transferred to the *Outer Voucher No. 1*.

104. - "Account of Paid Letters Sent to England" - Inner Voucher to No. 2.

The entries in this Account are in like manner to agree with the "Postmaster's Account" in the Letter Hills sent to London, and the total Amount transferred to the *Outer Voucher No. 2*.

105. - "Account of letters and Newspapers sent to, and received from British Possessions and other countries." - Inter-colonial, or Inner Voucher to No. 3.

**Quarterly Account of Paid Letters to England.**

**Quarterly Account of Paid Letters to, and Unpaid Letters from, British Possessions and other Countries**

This form contains a "Sent" and a "Received side" with several Columns, which are to be headed by the names (in Alphabetical Order) of the British Colonies and Foreign Ports with which the Postmaster exchanges Mails.

On the "Sent side" is to be entered against the date of the Letter Bill, the Amount which has been taken by the Postmaster on the *Paid* letters despatched to each Office, and *for which he is accountable*, and also, the Amount of *Unpaid* Letters for the delivery of the Office to which the Letter Bill is sent, and for which the *Postmaster of that Office is accountable*. The charge on Letters sent as "*forward*" on such Office is on no account to be inserted in this Voucher.

The *Paid Totals* of each Office are to be brought forward into the Column appropriated for that purpose, and the total amount of Paid Letters is then to be carried over to the "*Received Side*."

On the "*Received Side*" on the contrary is to be entered against the date of the Letter Bill received, the Amount of Letters *Paid* at each of the several corresponding Offices, *for which they are responsible*, and the Amount of the *Unpaid* Letters received from each for the delivery of the Postmaster's own Office, *for which he is responsible*.

The *Unpaid Totals* are to be brought forward into the proper Column, and the totals of the *Unpaid* and of the *Paid* Letters (brought from the other side) are then to be added together and the aggregate total transferred to the *Outer Voucher, No. 3*.

The Letter Bills from each Office, arranged alphabetically, are to be tied up in a flat parcel according to their dates, and sent to London with the Voucher.

It will thus be seen that the Accounts of two corresponding Offices check each other; the Charge on the "Sent Side" of one appearing on the "Received Side" of the other, and the Letter Bills which accompany the Accounts, serving to explain any discrepancy which may appear between the two.

**Quarterly Account of Ship Letters**

106. - "Account of Postage, on Ship Letters Received." No. 1, Inner Voucher to No. 4, and

"Account of Postage on Ship Letters Sent." - No. 2 Inner Voucher to No. 4.

The various particulars required in these Forms are to be inserted under the proper head in the respective Columns, and the total Amount of Postage collected by the Postmaster is to be carried to the *Outer Voucher, No. 4*.

**Quarterly Account of Mis-sent and Re-directed Letters**

107. - "Account of Mis-sent and Re-directed Letters and Newspapers." Inclosure to "Dead, Mis-sent, and Re-directed Letter Account."

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This Form contains two sides with several Columns on each, at the heads of which are to be inserted, Alphabetically, the names of the Offices to, or from, which Mis-sent and Re-directed letters have been sent, or received, during the Quarter.

On the "Sent side" is to be entered the Amount of claim due to the Postmaster on Mis-sent and Re-directed Letters sent with the Forms No. 2, to London and to British Colonies.

The several Totals are to be brought forward into the proper Column and the Aggregate claim transferred to the "*Dead Letter Account*."

On the "*Received side*" is to be inserted the actual Amount of claims due to Corresponding Offices for Mis-sent and Re-directed Letters received with Forms No. 2.

The Totals of the several Columns on the "*Received side*" need not be brought forward, as the aggregate total is not required.

**Quarterly Account of Dead Letters, Overcharged Covers, and of Postage returned to the Governor.**

108.- "*Dead Letter Account*."

This Form is to contain the total claim for Mis-sent and Re-directed Letters transferred from the above mentioned Account, - the Amount of Dead Letters and of Overcharged Covers which have been sent to London, - and also the Amount of Postage which has been returned to the Governor for Official Letters, during the Quarter.

**Quarterly Account Current**

109. - "*The Account Current*" is to be made out immediately after the expiration of each Quarter, viz.: *5th January, 5th April, 5th July, and 5th October*, and sent, with the preceding Accounts and Vouchers, to the *Secretary of the General Post Office, London*, in the Official Cover furnished for the purpose.

On the *Charge or Debit side* of the Account Current are to be entered the total amounts of the Outer Vouchers, Nos. 1, 2, 3 and 4, which have been already described, also the Amount of Postage collected for "*Loose Letters*," that is, for Letters which may have been delivered up by the Admiralty Agents, or by Masters of Private Ships, on which the Postage had not been already paid, and which is not included in any of the preceding Vouchers.

The Amount of Fees on "*Late Letters*," and for "*Private boxes*," is to be entered by the Postmasters of those Offices where the Fees are carried to the Account of the Revenue.

Any other Sums, not in the usual course, which may be due to the General Post Office are also to be inserted.

On the *Discharge or Credit side* are to be included,-

1st. Salaries of the Postmaster, his Clerk, and any other *authorized Assistant Voucher A*.

2nd. Expenses for the Conveyance of Mails, such as Boat hire, &c., if any have been incurred and *authorized - Voucher C*.

3rd. Gratuities paid to Masters of Vessels for Ship Letters, &c. - *Voucher D*.

4th. Amount of the *Dead, Mis-sent, and Re-directed Letter Account*.

5th. Amount of Remittances during the Quarter - *Voucher No. 1*.

**No charge for incidental expenses to be made without Authority.**

110.- Postmasters must make no charge for incidental expenses without Authority, and when such Charges are allowed, the Amount must be stated, (according to the Instruction of the Surveyor) under the proper Letter of the Alphabet left *blank* in the Account Current.

**Vouchers to be properly filled up and signed.**

111.- Every Voucher must be properly filled up and signed, and when the Signature of a Person is required who is unable to write, his mark x must be certified by the Signature of a Witness.

### PART XIV.

#### REGULATIONS AND SPECIAL DIRECTIONS CONCERNING THE GENERAL DUTY OF THE POST OFFICE

**Official Declaration.**

112.- Every Person on entering the Service of the Post Office is required to make the Official Declaration before a Magistrate.

**Persons under 16 years of Age.**

No Person, who has not made this Declaration, or who is under the Age of Sixteen Years, can be admitted, on any pretence whatever, to have access to the Letters, or perform any duty connected with the Department.

**Letters and Newspapers to be prepared for delivery as early as possible.**

113.- Letters and Newspapers must be prepared for delivery as soon as possible after they are received, and no partiality is to be shewn in the delivery to one individual over another.

**No partiality to be shewn in the delivery.**

**Amount of Postage incorrectly entered.**

114.- Whenever a Postmaster makes the amount of Postage differ from the Sum entered in the Letter Bill, it is requisite that the *corrected* Amount be certified by the Signature of himself, and his Clerk or Assistant, if he have any; if he have none, the Postmaster should write against the amount "*Twice*" or "*Thrice fold*," or any other observation he may think necessary.

**All Letters to be Stamped.**

115.- All Letters posted for Despatch, or received in a Mail, are to be legibly impressed on the *sealed* side with the dated Stamp supplied for that purpose.

**Newspapers for Public News Rooms.**

116.- The moveable Type in the Stamp is to be regularly changed, in order that every Letter may bear evidence of the date of the day on which it was posted or received.

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- 117.- Newspapers for Public News Rooms may be delivered as soon as they are found, and before the others are assorted; but *no individual* is to be allowed a similar privilege.
- Letters on no account to be given back to the Writers** 118.- A Letter once posted must be forwarded according to its address; and no application, however urgent, will justify a Postmaster in giving it back to the Writer, or to any person from him.
- Exception.** The Governor of a Colony is, however, permitted, by special authority, to withdraw a Letter which he has posted, by a written requisition under his own Hand to the Postmaster.
- Postmaster not to quit the Colony without permission.** 119.- No Postmaster is to leave the Colony without special permission. The Surveyor is authorised to grant leave of absence for *fourteen days* only. Application for any longer period must be made to the *Secretary of the General Post Office*.
- Postmaster's leave of Abience.** Should any emergency render it impossible for the Postmaster to wait for leave of absence from England, he must obtain the written permission of the *Governor* to leave the Colony; and communicate the circumstances of the case to the Secretary, and to the Surveyor. In every instance the Postmaster must submit to the Surveyor the name of some competent person, approved by the Governor, to perform the Duties of the Office during his absence.
- Death or Bankruptcy of a Surety to be immediately reported.** 120.- The Death or Bankruptcy of either of a Postmaster's Sureties must be reported immediately to the Secretary, and, at the same time, to the Surveyor; and the name of a new Surety must be proposed. It is also necessary when the name of a new Surety is submitted, to state whether he be under any other Bond to the Crown, and if so, to what *Amount*.
- Postmasters not to interfere with the Packet arrangements.** 121.- Postmasters are not to interfere with the arrangements of the Mail Packets, but are to have their Mails in readiness, at any time which may be specified by the Admiralty Agent. Should the Packets arrive, or depart, before their time, or should they be delayed to the injury of the Public Service, Postmasters are required to make a special report of the case to the *Secretary of the General Post Office*.
- Errors committed at other Offices to be reported.** 122.- All errors, of whatever nature, observed by Postmasters to have been committed at other Offices are to be reported, by the first Packet, to the *Surveyor* upon the Printed Form for that purpose.
- Application for Official Forms** 123.- Postmasters are to apply to the Surveyor for any Official Forms which they may require: and it is requested, that such applications, *accompanied by a Copy of the Form required*, may be made in sufficient time to admit of the supplies reaching the Office before the stock on hand is exhausted.
- 124.- Should a Postmaster be in doubt or difficulty upon any subject connected with his Official Duties, he will communicate with the Surveyor.

**PART XV.**

125.- EXEMPTION FROM SERVING IN JURIES OR INQUESTS, OR IN THE MILITIA.

*Extract from Act 1st Vict., cap. 33, sec. 12.*

And to the end that the Postmaster General and his Officers may not be hindered in their respective Employments, Be it Enacted, that no Postmaster General, nor any Officer of the Post Office, shall be compelled to serve as a Mayor or Sheriff, or in any Ecclesiastical, or Corporate, or Parochial, or other Public Office or Employment, or to serve on any Jury or Inquest, or in the Militia, any Law or Custom to the contrary notwithstanding.

*Extract from Act 1st Vict. cap. 36, sec. 47.*

*(Interpretation Clause.)*

And the expression "Officer of the Post Office" shall include the Postmaster General, and every Deputy Postmaster, Agent, Officer, Clerk, Letter Carrier, Guard, Post Boy, Rider, or any other person employed in any Business of the Post Office, whether employed by the Postmaster General, or by any other person under him, or on behalf of the Post Office.

*Extract from Act 1st Vict., cap. 36, sec. 48.*

And be it Enacted, That this Act shall extend to and be in force, in the Islands of Man, Jersey, Guernsey, Sark and Alderney, and in all Her Majesty's Colonies and Dominions where any Post or Post Communication is established by or under the Postmaster General of the United Kingdom of Great Britain and Ireland.

The following Instructions respecting Registration of Letters must be carefully affixed to the Book of Instructions furnished for the guidance of Postmasters in the West Indies.

GENERAL POST OFFICE

26th August, 1850.

**Registration of Letters.**

Sir,

The Postmaster General having decided upon extending the system of Registration to Letters forwarded from the West Indies to the United Kingdom, and from one West India Colony to another, I have to communicate the following Instructions for your guidance:

In the printed "General Instructions to a Postmaster in the British West Indies," already in your possession, you are directed in Part 12, Instructions No. 97 to 101 inclusive, how to dispose of Registered Letters reaching your Office from the United Kingdom.

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| <b>Instruction No. 102 cancelled</b>  | The regulations there laid down will still remain in full force, but Instruction No. 102 will be cancelled by the present Instruction.  |
| <b>Receipt Book and Green Covers. forwarded</b>                                       | With this Letter I transmit to you a printed Receipt Book for Registered Letters and a Stock of Green Covers, in which such Letters must be enclosed when despatched from your office to any West India Colony. When this Book is nearly exhausted you will be careful to apply to the Surveyor in good time for a new one, and you will adopt the same course with respect to the Green Covers, the use of which must be strictly confined to the purpose for which they are furnished.  |
| <b>Notice that Letters may be registered to be issued.</b>                            | You will cause to be made known throughout the Colony in which you reside, that in future any Letters sent by Packet, addressed either to the United Kingdom, or to any of the British West India Colonies, may be registered, if the writers desire to adopt that course, whether they contain Coin or Articles of value or not.   |
| <b>Receipts for registered Letters to be given</b>                                    | On being applied to register a Letter, you will write distinctly upon the front of the Letter the words " <i>Registered Letter</i> ," and stamp it plainly with your office dated stamp. You will then enter the address on the left hand side of the Receipt Book, and give, to the person applying, the receipt which you will tear out of the book, and upon which you must also enter the address of the Letter so as to correspond with the entry in the book: the receipt must also bear an impression of your Office Stamp.  |
| <b>Postage and Fee to be prepaid.</b>   | The postage on Registered Letters must in every case be <i>paid in advance</i> , and, in addition, a Registration Fee of <i>Sixpence sterling</i> must also be paid.  |
| <b>Both Amounts to be accounted for in Letter Bill.</b>                               | Both the postage and the Registration Fee, so paid, must be marked by you upon the Letter in red ink, and both sums must be accounted for in the Letter Bill of the Mail by which it is despatched in the amount for "paid Letters."  |
| <b>Address to be entered on Letter Bill.<br/>Letter to be enclosed in Green Cover</b> | In despatching a Registered Letter, you must enter the full address of it distinctly and legibly at the foot of the Letter Bill, and you must enclose the Letter itself in one of the Green printed Covers, if addressed to a West India Colony, and carefully tie it up <i>with the Letter Bill</i> .<br>The Green Cover, however, must <i>not</i> be sealed, in order that each Postmaster, through whose hands it may pass, may satisfy himself that it contains the Registered Letter. If the Registered Letter be addressed to the United Kingdom it is not to be enclosed in a Green Cover, but the address is to be entered at the foot of the Letter Bill as before stated, and the Letter itself carefully tied up in the Bill. By a strict observance only of these directions, you will discharge yourself of the responsibility attached to the registration of Letters at your Office. |
| <b>Letters for United Kingdom excepted.</b>   |   |
| <b>Registered Letters received.</b>   | When the address of a Registered Letter is entered on the Letter Bill of a Mail reaching your Office from any of the British West India Colonies, you will act upon precisely the same regulations which you now observe with respect to Registered Letters arriving from England, and which are set forth in Instructions No. 97 of the printed Book of Instructions already alluded to.   |
| <b>Receipt to be taken.</b>   | If the Letter should be for delivery in the Colony in which you reside, you will obtain the signature of the person to whom the Letter is addressed to the form of receipt printed on the Cover, and you will retain that receipt as your discharge;  |
| <b>"Forward" Registered Letters.</b>  | but if the Letter is only sent to your Office as a " <i>Forward Letter</i> " you will of course send it on to its destination by the first despatch, entering the full address at the foot of the Letter Bill of the Mail by which you transmit it, in the same manner as if it had been posted and registered at your own Office.  |
| <b>Redirected Registered Letters.</b>   | You will pursue the same course with regard to any Registered Letter which may be redirected at your Office.  |
| <b>Undelivered Registered Letters</b>   | Registered Letters which may reach your Office from any of the British West India Colonies, and which, from any cause, may be undelivered, must be disposed of in precisely the same manner as that in which you now dispose of undelivered Registered Letters from the United Kingdom, the regulations connected with which are laid down in Instructions No. 82 of the printed Book of Instructions.  |
| <b>Missing Registered Letters</b>   | In the event of the address of a Registered Letter being entered on a Letter Bill arriving from a West India Colony, and the Letter not being found contained in the Mail after the most careful search has been made for it, you will, by the first post, communicate the circumstance to the Surveyor, furnishing him at the same time with any explanatory observations that may suggest themselves. You will also report the non-arrival of the Letter to this Office.  |
| <b>Postmaster personally responsible</b>  | As the object of these regulations is to afford to the public in the West Indies the greatest possible security for those Letters sent through the Post which are either of more than ordinary importance, or of actual value on account of their contents, and as you will be held strictly responsible for all Registered Letters passing through your hands, the Postmaster General relies upon a close observance on your part of the several directions laid down in this Letter, the receipt of which I have to desire you will acknowledge by return of post.  |

"GENERAL INSTRUCTIONS TO A POSTMASTER IN THE BRITISH WEST INDIES" dated 1848

I am,  
Sir,  
Your obedient Servant,  
W. L. MABERLY.

GENERAL POST OFFICE,  
15th January 1851  
Sir,

**Book Post established to and from United Kingdom**

IN accordance with the provisions of a Treasury Warrant, dated the 19th December, 1850, a copy of which I inclose, Printed Books, Magazines, Reviews, and Pamphlets, (whether British, Colonial, or Foreign,) may be transmitted by the Post, on and from the 1st March next, between the United Kingdom and Kingdom, at the following rates of postage, viz:-

For each Packet not exceeding half a pound in weight ..... 6d.  
Do. exceeding half a pound and not exceeding) one pound ..... 1s. 6d.  
Do. exceeding one and not exceeding two pounds ..... 2s. 0d.  
Do. exceeding two and not exceeding three pounds ..... 3s. 0d.

**Regulations for sending Books through the Post.**

and so on, increasing one shilling for every additional pound or fraction of a pound. Provided, however, that the following conditions be carefully observed :-

**One Volume only in each Packet.**

1st.- Every such Packet must be sent without a cover, or in a cover open at the ends or sides.

**Dimensions.**

2nd.- It must contain a single volume only, (whether Printed Book, Magazine, Review, or Pamphlet,) the several sheets or parts thereof, when there are more than one, being sewed or bound together.

**No writing or marks of reference allowed.**

3rd.- It must not exceed two feet in length, breadth, width, or depth.

**Postage must be pre-paid.**

4th.- It must have no writing or marks upon the cover, or its contents, except the name and address of the person to whom it may be sent.

**Not liable to further Inland Postage.**

5th.- The Postage must be pre-paid in full. On books, &c. sent from the United Kingdom this postage must be paid by affixing outside the Packet or its cover, the proper Stamps, but in the amount must be paid in money, and the rates of postage mentioned above will be chargeable, whether the Books, &c. be posted at the Port of arrival and departure of the Packet, or whether they be posted or delivered at any place in the interior of the Colony.

**Not to be sent through a Foreign Country.**

6th.- No Book is to be sent by any route, which would entail an expense of transit postage on the Department.

**Penalty if Conditions are not observed.**

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

**Certain detention permitted.**

To prevent any obstacles to the regular transmission of Letters, you are authorised to delay forwarding any such Packet for a time not exceeding seven days from the time at which the same would otherwise have been sent by you,

**But only in cases of great necessity.**

or, at your option, until the despatch of the following Mail : but you will of course exercise this discretionary power only in cases of great necessity.

**Not to interfere with Parliamentary Proceedings.**

These Instructions are not to extend to, or interfere with the transmission of printed Votes and Proceedings of Parliament, or of printed papers allowed to pass by the Post, under the Newspaper privilege, all of which will continue subject to the existing Regulations.

**Or Newspapers.**

I have to desire that you will take measures for giving publicity to these Regulations, and that you will bring them into operation at your Office on the 1st March next.

I am,  
SIR,  
Your obedient Servant,  
W. T. MABERLY