

POST OFFICE HANDBOOK,  
JAMAICA,  
1919.

# POST OFFICE HANDBOOK.

(Published Annually.)

## GENERAL POST OFFICE.

The Circulation Branch, the Money Order Office, Parcel Post and Telegraph Offices, are all maintained at the north-east portion of the Public Buildings, King Street. The Control Branch, Cash on Delivery and Detained Packet Offices and the Telegraph Office are on the first floor of the same building.

The ordinary office hours of the Circulation Branch are from 8 a.m. to 4 p.m.; but the office is opened earlier or later should the arrival or departure of important ship mails render it necessary.

The Money Order and Parcels Post Offices are kept open from 9 a.m. to 3 p.m. each working day.

District Post Offices are open for the transaction of all business from 7 a.m. to 5 p.m. daily.

### JAMAICA INTERNAL POSTAL RATES.

LETTERS.	POST-CARDS.		Local Newspapers and Prices Current each.*	Registra- tion Fee.	PRINTED AND COMMERCIAL PAPERS AND BOOK PACKETS. For each two ounces.	PARCELS.	
	Single.	Reply paid.				(1) (Sample packets.)	(2) For each pound cubic inches at the option of the Depart- ment.
For the first ounce penny half-penny, and for every ounce or frac- tional part, after the first.						For each two ounces.	For each pound cubic inches at the option of the Depart- ment.
One-penny.	One-penny.	Two-pence.	Half-penny.	Two-pence	Half-penny.	One penny.†	Threepence.

\* N.B.—Any publication, printed and published in the British Islands or in some British posses- sion, which is registered at the London General Post Office as a Newspaper, may be sent to any address within the Island at the local newspaper rate of 3d for each copy. All other newspapers are subject to postage at the rate for "Printed Papers," i.e. 3d. for each 2 oz. of weight.

† No receipt is given for parcels sent under this scale, they are treated as ordinary letters and should be posted in the letter box.

## REGULATIONS.

*I. Letters.*—No letter for delivery in Jamaica may exceed 18 inches in length, 9 inches in width or 6 inches in depth, except it be sent to or from a Government Office.

*Letters sent in open envelopes are not admitted at rate for "Printed Papers."*

Letters, newspapers, prices current and book packets which are *wholly unpaid* will be liable to a surcharge equal to double the prepaid rate; and, if they be insufficiently prepaid, to a surcharge equal to *double the deficiency*.

At the General Post Office, Kingston, circulars, accounts, &c., (but not newspapers) may be pre-paid in money instead of postage stamps; provided that the articles are chargeable with an uniform rate of postage, that the amount paid is in no case less than 10s. and that they are tied in bundles representing a postage of 2s. 6d. each, with the addresses arranged in the same direction. Such mail matter must be presented at a time pre-arranged with the General Post Office.

*II. Post Cards.*—Private Post-cards prepaid by means of half-penny postage stamps may be sent by the Inland Post on the following conditions:—They must not exceed  $5\frac{1}{2}$  by  $3\frac{1}{2}$  inches nor be less than  $3\frac{1}{2}$  by  $2\frac{1}{2}$  inches. The right hand half of the face is reserved for the postal directions and address; the left hand half is available for the purposes of the sender, subject to the following restrictions:—In addition to stamps for prepayment post cards may bear small labels showing the name and address of the sender and the addressee; and engravings and photographs on very thin paper may be affixed to the back and left hand half of the address side, provided that they are *completely adherent*. Newspaper cuttings may also be attached to the back and left hand half of the address side.

Cards bearing the title "Post Card," or its equivalent, are admitted at the rate for printed matter, provided that they conform to the general regulations respecting printed papers: if they do not conform either to these regulations or to the rules applicable to post cards *they are treated as letters*.

Cards must be manufactured of cardboard or paper of such consistency as not to hinder manipulation.

*III. Book Packets.*—A book packet may not exceed 3 pounds in weight, nor 2 feet in length, nor 1 foot in width or depth, except it be intended for transmission as a parcel.

*IV. Printed Papers.*—The articles which are entitled to be sent at the rate applicable to *Printed Papers* are mostly impressions or copies obtained upon paper, parchment, or cardboard, by means of printing, lithography, engraving, photography, or any other mechanical process easy to recognise.

This description includes the undermentioned articles wholly printed:—Newspapers, books (stitched or bound), periodical works, pamphlets, sheets of music, visiting cards, address cards, proofs of printing, plans, maps, catalogues, prospectuses, announcements, circulars, notices, engravings, photographs, and designs.

Besides these articles, there are some others which, though not printed matter, are admitted, as, for instance, **manuscript intended for the press**, papers impressed for the use of the blind, albums containing photographs, and cardboard drawing models stamped in relief.

Anything, not being of glass, usually attached or belonging to any of the before-mentioned articles, in the way of binding, mounting, or otherwise, and anything convenient for their safe transmission by post, may also pass at the rate applicable to such articles, provided it is contained in the same packet.

The products of the copying press and type-writer are not admitted at the rate for printed papers; nor, as a rule, are printed papers the text of which has been modified after printing, either by hand or by means of a mechanical process. The following important *exceptions* to this rule are allowed:—

Printed circulars may be dated in manuscript or by a mechanical process, and the name and address of the sender and of the recipient, as well as an indication of his trade or profession, may be added. Corrections and insertions may be made in manuscript or by a mechanical process in relation to names of commercial travellers, dates of their journey, and the places they intend to visit, the names and dates of arrival and departure of ships, names of persons invited to meetings, and the place, date, and object of the meetings; and the date of despatch may be inserted in advices of despatch of goods.

On printed visiting cards and Christmas and New Year cards the address and title of the sender may be written, and conventional initials, such as "p.p.c.," as well as good wishes congratulations, thanks, condolences, or other formulas of courtesy, in each case expressed in not more than five words.

Packets of Christmas and New Year cards may contain the relative invoices. This provision applies to books, newspapers, music, photographs and engravings, which may also bear a presentation inscription.

PRINTERS' PROOFS may be corrected in manuscript; additions which relate to accuracy, form, and printing may be made, and in case of want of space additional sheets may be used; the author's manuscript may be enclosed; printers' errors in other printed documents may also be corrected, and figures may be inserted or corrected in prices current, tenders for advertisement, trade circulars, prospectuses, and stock and share lists.

In forms of order or subscription for books, the works required or offered may be indicated in manuscript.

To cuttings from newspapers and periodical publications may be added in manuscript or by a mechanical process the title, date, number and address of the publication from which the article is extracted.

CIRCULARS which are in other respects admissible, but which are printed or lithographed in characters resembling those of the typewriter, or are produced by means of any mechanical process from type-written originals, will be admitted at the rate for printed papers, provided that they are handed in at the Post Office, that special attention is drawn to the fact that they are printed or reproduced in type-written characters, and that at least twenty copies are posted at the same time.

The undermentioned articles are *excluded* from transmission at the rate applicable to printed papers:—

Postage stamps, whether obliterated or not, and in general all printed articles constituting the sign of a monetary value.

Blank paper, note paper or envelopes (with or without printed address), and all other articles of stationery, pure and simple.

V. *Commercial Papers* comprise all papers or documents written or drawn wholly or partly by hand (*except letters or communications in the nature of letters, or other papers or documents having the character of an actual and personal correspondence*), documents of legal procedure, Deeds drawn up by public functionaries, copies of or extracts from Deeds under private seal written on stamped or unstamped paper, Way Bills, Bills of Lading, Invoices, receipts for goods or money, and other documents of a mercantile character, documents of Insurance and other public Companies, all kinds of Manuscript Music, the Manuscript of Books and other literary works, letters and post-cards of old date which have already served their original purpose, and pupils' exercises either in original or with corrections, but without any comment on the work, and other papers of a similar description.

The local rate of postage on "Printed" and on "Commercial" Papers is the same, but for foreign mail the rate differs. See p. 38.

VI. *Parcels*.—The postage on a parcel must be fully prepaid or it cannot be forwarded.

Under Scale (1) a Parcel may not exceed 1lb. in weight, 2 feet in length nor 1 foot in width or depth.

Under Scale (2) a parcel may not exceed 11lbs. in weight nor 1,000 cubic inches in size, three feet in length and 1 foot in width or depth.

Rules for foreign parcels and samples apply generally to local parcels and samples (see pp. 27, 28 and 30).

Newspapers, prices current, book packets and parcels must be posted without a cover, or in a cover open at the ends or sides so as to admit of the contents being easily withdrawn for examination. The mere clipping of the corners or of the sides of an envelope or other cover is insufficient. They must not contain any letter or communication of the nature of a letter, nor anything that may injure the officers of the Post Office or the contents of the mail bags.

If any letter or communication of the nature of a letter be found in a newspaper, prices-current, book packet or parcel the entire packet will be surcharged at the *unpaid-letter rate of postage*.

#### REGISTRATION (Inland).

1. Any letter or other mail matter may be registered on pre-payment of the registration fee and postage.

Packets containing money, jewellery or other value, *must be registered and must be prepaid at the letter rate of postage*. Any Packet found to contain value, but not registered, will be liable to a surcharge equal to double the registration fee.

#### I. COMPENSATION FOR LOSS.

2. The Postmaster for Jamaica is not legally liable for any loss or inconvenience which may arise from the loss, damage, delay, non-delivery, or mis-delivery of anything sent by post, and he does not, in any circumstances, pay compensation in respect of unregistered letters, post-cards, printed matter, packets, newspapers or local parcels. But subject to the rules stated below, he pays compensation voluntarily and as an act of grace in those cases and in those cases only in which there has been a total loss of the contents of correspondence of the following descriptions not being loss due to breakage or damage.

#### FEEs.

3. The fees payable over and above the postage, and the respective limits of compensation, are as follows:—

Fee	..	2d., 3d., 4d., 5d., 6d., 7d., 8d., 9d., 10d., 11d., 1s
Limit of compensation		£2, £10, £20, £30, £40, £50, £60, £70, £80, £90, £100.

4 These fees *include* the ordinary registration fee 2d. The highest amount of compensation obtainable for any one packet is £100.

5. No compensation is given in respect of correspondence compulsorily registered.

6. Compensation in respect of money of any kind (coin, notes, orders, cheques, stamps, &c.) will only be given in those cases in which the money is enclosed in one of the Registered Letter envelopes sold by the Post Office and the packet is tendered for transmission by Registered Letter Post. The compensation given in respect of coin, which should be packed in such a way that it cannot move about, will in no case exceed £2.

#### II.—GENERAL RULES RELATING TO COMPENSATION.

1. It must appear that the loss occurred in the post, and did not arise wholly or in part by the fault of the sender, as, for instance, from inadequate fastening.

2. The compensation given will not exceed the value of the article lost. The right is reserved of reinstating the contents of an envelope instead of giving pecuniary compensation.

3. In the case of loss of contents the envelope should be retained for inspection as nearly as possible in the state in which it was delivered. If complaint be made that the contents of an envelope have been abstracted the envelope must be produced.

4. In the case of Bank Notes, Money and Postal Orders, Cheques, Bonds, and similar documents, particulars sufficient for their identification must be furnished.

5. No compensation for loss is given in respect of an envelope containing anything not legally transmissible by post, or an envelope not posted in the manner prescribed; or in respect of glass, crockery, greases, liquids or semi-liquids, colouring powders, eggs, fish, meat, fruit, or vegetables, sent by Letter Post.

6. No compensation is given for injury or damage consequential upon—i.e., indirectly arising from—the loss of anything sent by post.

7. Without prejudice to any of the preceding rules, the Postmaster for Jamaica will if he thinks fit, refuse to give compensation for loss on any ground on which a common carrier might in like case claim exemption from legal liabilities.

8. The final decision upon all questions of compensation rests with the Postmaster for Jamaica.

9. In these Rules the term "money" means—(a) Coin. (b) Paper money.

The term "coin" means coins of all kinds whether or not current in Jamaica or elsewhere. The term "paper money" means Notes of the Colonial Bank, Bank of Nova Scotia, or Royal Bank of Canada or of any bank of issue in the United Kingdom, and notes current in any Foreign State or British Possession, money orders and postal orders, unobliterated postage and revenue stamps, Exchequer bills, bank post bills, bills of exchange, promissory notes, cheques, credit notes which entitle the holder to money or goods, and all orders and authorities for the payment of money, whether negotiable or not, bonds, coupons, and securities for money, whether negotiable or not.

#### ADVICE OF DELIVERY.

The sender of registered correspondence may obtain an acknowledgment of its receipt by the addressee on payment of an extra fee of 2d. in addition to other charges.

#### OFFICIAL CORRESPONDENCE.

List of Officials and other Public Functionaries who send and receive official correspondence through the post free of charge:—His Excellency the Governor, the Governor's Private Secretary and A.D.C., Colonial Secretary, Assistant Colonial Secretary, Adjutant Jamaica Militia, Administrator General, Analytical Chemist, Attorney General, Auditor General, Chairman of the Board of Supervision, Chief Justice, Clerk Legislative Council, Clerk Victoria Jubilee Hospital, Collector General, Collectors of Customs Kingston and Outposts, Collectors of Taxes and Assistant Collectors, Crown Solicitor, Custodes of Parishes, Director of Agriculture, Director of Education, Director of Public Works, Director of Jamaica Government Railway, Government Electrical Inspector, Harbour Master, Kingston, Inspector General of Police and Prisons, Inspectors of Police, Inspectors of Schools, Keeper of Records and Deputy Keeper, Manager Government Savings Bank, Parochial Treasurers, Postmaster for Jamaica, Principal of Shortwood College, Protector of Immigrants, Puisne Judges, Registrar General of Births, Deaths and Marriages, Registrar of the Supreme Court, Registrar of Titles, Resident Magistrates, Secretary Board of Education, Secretary Board of Supervision, Secretary of Schools Commission, Secretary Institute of Jamaica, Secretary Marine Board, Senior Medical Officer, Public Hospital, Kingston, Solicitor General, Stamp Commissioner, Deputy Stamp Commissioner, Superintendents General Penitentiary, Prisons and Reformatories, Superintending Medical Officer and District Medical Officers, Superintendents of Public Works, Superintendent Government Printing Office, Superintendent Lunatic Asylum, Surveyor General, Treasurer, Government Meteorologist (Maxwell Hall, Esq.,) the Superintendent of Public Gardens, Officer in charge of Coleyville Wireless Station, the General Staff Officer, (Naval), The General Officer Commanding the Troops, The Deputy Assistant Adjutant and Quarter Master General, The Command Paymaster, The Secretary Advisory Board Food Production, Secretaries of the Land Boards, and the Agricultural Loan Societies Board, Secretary to the Public Tenders Committee, the Vere Irrigation Commissioners and the Secretary to the Vere Irrigation Commissioners, limited to correspondence on the business of the Commission passing between any one of the Commission and the Secretary.

The Vere Irrigation Commissioners are:—

A. W. Farquharson, Chairman; C. Lopez, Hayes; Lionel deMercedo, Kingston; C. Watson, Hayes; Alfred Pawsey, Kingston; and the Secretary is C. O. Magnan.

List of Officials and other Public Functionaries who have been approved by His Excellency to send *but not to receive* Official Correspondence through the Post free of charge. Controller of the Jamaica Civil Service Widows and Orphans' Pensions; Inmates of the Lepers' Home; Secretary Jamaica Agricultural Society;\* Travelling Instructors of the Board of Agriculture, Head Master of the Kingston Technical and Continuation School, Rio Cobre Irrigation Advisory Board, provided letter bear the signature of the Secretary, Mr. G. G. Fleming.

Letters headed "Infectious Diseases Notification" bearing the signature of the Medical Practitioner and addressed to a Medical Officer of Health or the Central Board of Health, or a Local Board of Health, are admitted free of postage.

Packets addressed to Mrs. Bourne, Medical Office, Kingston, are to be allowed through the Post free of charge, as also parcels bearing a printed label, "O.H.M.S. Jamaica Contingent Gifts" and bearing Mrs. Bourne's signature.

Parcels containing gifts or material for making gifts for the British Blue Cross fund are admitted free through the post, provided that each parcel is addressed to J. E. Owen, Esq., Kingston and clearly marked "For British Blue Cross Fund" as well as the name and address of the sender.

Letters for the technical officers of the Department of Agriculture, "care of the Director of Agriculture" are delivered free, viz.: Deputy Island Chemist, Microbiologist, Entomologist, Veterinary Surgeon, Headmaster Farm School, Superintendent Experimental Station and Inspector of Plant Diseases.

Elected members of the Legislative Council have the privilege of franking letters relating to public business which they may write in their official capacity as members of the Council and sending them through the post free of cost, their signature and title to be placed on the envelope. Letters to Elected Members will not be surcharged.

Letters from Mr. Lewis Ashenheim in connection with "Red Cross Society Business" are admitted free, as well as replies to the same. The envelopes in each case are to be marked "Red Cross Society Business" or "Jamaica Patriotic Stamp League" and must bear Mr. Ashenheim's signature.

Letters and parcels signed by Mrs. Branch as Secretary of the "Ladies Working Association" are admitted free.

Mrs. A. E. Briseoe of Montpelier is authorised to send free of postage wool to be knitted into socks for soldiers and to receive parcels free containing socks for soldiers.

Mrs. G. M. Glanville, Mile Gully P.O., is authorised to send and to receive parcels only through the post free of charge.

St. Faith's Guild, Sav-la-Mar, has the privilege of free Island postage on letters and parcels on condition that such letters or parcels sent by or to Mrs. Ruth K. M. Smythe bear her signature on the outer covering.

#### *Rules regarding FRANKING of Official Correspondence.*

1. The envelope or cover of the official letter or other packet may be "franked" under authority of His Excellency the Governor in either of the following ways:—

(a) By the impression of an approved "official frank stamp."

(b) By the signature and official designation of the Head of the Department, or other duly authorised officer or functionary, on the lower left hand corner of the envelope or cover.

The envelope or cover must be superscribed with the words "On His Majesty's Service."

2. The envelope or cover must be addressed to the head of the department or to a public officer or functionary who is entitled by the authority of His Excellency the Governor to receive official correspondence free of charge for postage.

\* The Secretary to the Agricultural Society is authorised to issue envelopes or other coverings franked and marked "O.H.M.S." and addressed to himself as Secretary of the Society, so as to enable members of its Board of Management to reply to him without paying postage. He is also authorised to issue envelopes, similarly franked and superscribed, to persons receiving money from the Society for prizes, &c., to enable receipts to be furnished without payment of Postage.

3. No public officer will be permitted to make use of any stamp for franking letters or to frank letters without the authority of the Governor.

4. Heads of Departments and all postmasters must exercise vigilance to prevent any abuse of the franking privilege, and any evasion or attempt to abuse the privilege or any departure from the Rules, must be reported, with full particulars, to the Colonial Secretary or to the Postmaster for Jamaica.

5. The franking of envelopes, &c., either by means of the franking stamp or by signature, is strictly forbidden, unless the envelopes, &c., contain at the time of franking, the official correspondence or matter to be transmitted through the post, subject to the following exception, namely:—

That any written or printed matter properly issued in a franked envelope or covering for circulation among members of a Board or any body of individuals, and for ultimate return to the office of issue, may be passed from one member of such board or body to another in an envelope or covering provided for the purpose and duly franked in advance by a duly authorized officer.

**N. B.**—All Registered Letters addressed to the above-named officials must be prepaid with the registration fee of Two pence.