

POST OFFICE HANDBOOK,
JAMAICA,
1919.

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.

STREET AND RAILWAY LETTER BOXES.

Letter boxes are to be found at the following places in Kingston and Lower St. Andrew. (The times at which they are cleared are stated on each).

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| 1. King and North Streets | 22. Smith Village, Percy and Wallington Sts. |
| 2. Colonial Secretary's Office | 23. Campbell Town, Liverpool and Hampton Streets. |
| 3. Charles and East Streets | 24. Woodford Park |
| 4. Kingston Gardens | 25. Duke and Harbour Streets |
| 5. Fire Brigade Station | 26. Manchester Square, South Race Course |
| 6. Jamaica Club | 27. Laws and East Streets |
| 7. Torrington Bridge | 28. Hannah St. and Rose Lane |
| 8. Allman Town Constabulary Station | 29. Arnold Road, north of Connolly Avenue |
| 9. South Camp Road near North Street | 30. Studley Park Road |
| | 31. South Camp Road Hotel |
| 10. Highholborn & Laws Streets | 32. Marescaux Road and Club Lane |
| 11. Park Lodge | 33. Corner of Hope Road and Oxford Road |
| 12. Brown's Town Constabulary Station | 34. Retirement Road near Retirement Pen |
| 13. Tower Street & Elletson Road | 35. Knutsford Park Gate |
| 14. Marine Gardens | 36. King's House Gate |
| 15. Spanish Town Road and Beeston St | 37. Bedford Park Gate on the Constant Spring Line near Sandy Gully |
| 16. Parade, by Parish Church | 38. Barbican Road |
| 17. Princess & Harbour Sts. | 39. Papine Corner |
| 18. Princess and West Queen Streets | 40. Brentford and Curphey Roads |
| 19. Gardner's, Harbour Street | 41. Grove and Central Roads, Kencot Lands |
| 20. Orange and Charles Streets | 42. Molines Road & Tarrant Lane |
| 21. Franklin Town Police Station | |

Letter Boxes have been also erected at all Railway Stations in the Island. These boxes are cleared ten minutes before the departure of each passenger train.

Passengers on all trains may post letters in the posting boxes provided for the purpose.

TRAIN POST OFFICES.

Train P.O.s are maintained on the through trains between Montego Bay and Port Antonio, where postage stamps, post-cards, and wrappers may be bought, and telegraph forms obtained.

HOUSE DELIVERY.

(KINGSTON AND LOWER ST. ANDREW.)

Correspondence is delivered by Letter Carriers in all parts of the City of Kingston, including Smith's Village, Hannah Town, Campbell Town, Franklin Town, Brown's Town, Passmore Town, the northern limits of Arnold Road and South Camp Road, including the Goodwin Lands and to the east of the city as far as Portland Road, four times daily, viz., 8.30 a.m., 10.30 a.m., 1.30 p.m. and 4.15 p.m.

Correspondence is delivered in Lower St. Andrew as below:—

From HALFWAY TREE Post Office at 8.30 a.m. and 2 p.m.

NORTH—Camperdown Switch on the Constant Spring Road and the road leading to King's House.

SOUTH—Oxford Road, Kencot Lands included.

EAST—Matilda's Corner and Hope Road, from Oxford Road.

WEST—No. 1 mile stone on Hagley Park Road, Melines Road to junction with Tarrant Lane Old Pound Road and Lyndhurst Road to junction of Retirement Road.

From CROSS ROADS Post Office at 9.15 a.m. and 2 p.m.:—

NORTH—From CROSS ROADS Post Office, along Caledonia Avenue, up to Halfway Tree and Hope Road to corner of Oxford Road.

SOUTH—Torrington Bridge and Slipe Pen Road.

EAST—Marescaux Road.

WEST—From Cross Roads, along Retirement Road to corner of Lyndhurst Road and Old Pound Road, including Brentford Road.

RE-DIRECTION OF CORRESPONDENCE.

Additional postage is not charged upon any Mail Matter which is re-directed by an Officer of the Post Office, or upon any Letter which may be re-directed and re-posted intact at the Post Office of delivery. Post Cards, Newspapers, Prices Current, Book Packets and Parcels which may have been taken out of the Post Office, will, however, when re-directed and re-posted, be charged additional postage, at the prepaid rate.

The fee for detaining and delivering in Kingston. Packet Letters addressed to District Post Offices, or for detaining and re-directing such Letters to any other Postal Address is 1s for each service.

POSTAGE STAMPS, POSTCARDS, ENVELOPES, WRAPPERS, &c.

Postage Stamps of the following denominations are kept in stock :—

$\frac{1}{2}$ d., 1d., 2d., $2\frac{1}{2}$ d., 3d., 4d., 6d., 1/., 2/., 5/. War Stamps— $\frac{1}{2}$ d., $1\frac{1}{2}$ d., 3d.

Books containing eighteen 1d. stamps and twelve $\frac{1}{2}$ d. stamps are issued, price 2/.

Post-cards are sold at 1d. each. Reply Paid post cards at 2d. each.

Newspaper wrappers are sold at $\frac{1}{2}$ d.

Registered letter envelopes for Inland Letters, bearing a 3d. stamp embossed on the flap for the payment of registration fee 2d. and postage 1d. are sold at $3\frac{1}{2}$ d. each.

Judicial Stamps of the values 3d., 6d., 1/., 2/., and 5/ are sold at all post offices where there is a demand for them.

Impressed stamps, title deeds and blank slips are on sale at all post offices.

MONEY ORDERS.

Money Orders are issued at the head office, Kingston, and at the several Parochial Treasuries in the chief town of each parish. Applications for Money Orders addressed either to the Postmaster for Jamaica or to a Parochial Treasurer are free of postage. (The registration fee of 2d. must, however, be prepaid).

The commissions on Money Orders drawn on the United Kingdom, Panama, Costa Rica and the Cayman Islands are as under:—

For any sum not exceeding	£2	Os. 9 ²
Above £2 and not exceeding	5	1 6
“ 5 “ “	7	2 3
“ 7 “ “	10	3 0

and 5d. for each additional £1 or fractional part thereof.

The commissions on Money Orders drawn on the United States of America, Canada Canal Zone and Philippine Islands, are 1d. in advance of current Bank Rates.

The commissions on Money Orders drawn on Barbados, British Guiana, the Windward Islands, the Leeward Islands, British Honduras, Bermuda, Turks Islands and Trinidad are as under:—

For any sum not exceeding	£2	Os. 6d.
Above £2 and not exceeding	5	1 0
“ 5 “ “	7	1 6
“ 7 “ “	10	2 0

and 6d. for each additional £3 or fractional part thereof.

The limit amount for Money Orders drawn on United Kingdom, Panama, Costa Rica, Barbados, British Guiana, the Windward Islands, the Leeward Islands, British Honduras, Bermuda, Turks Islands, Trinidad and Cayman Islands is £10, and on United States of America, Canada, Canal Zone and Philippine Islands, £20 10s. 6d. or \$100.

No application can be entertained for compensation for alleged injury from the non-payment of a Money Order at the expected time. When a Money Order is applied for it must be on the clear understanding that no such claim will be allowed, and that the Post Office is not liable, under any circumstances, to more than one payment of a Money Order, even when, notwithstanding the precautions that are taken, the Order has been paid to a person not entitled to receive the money. Re-payment to the Remitter of a Money Order cannot be made until the Chief Office of the Paying Country has been communicated with; and applications for re-payment should be accompanied by a sum equal to the original commission on the Order.

A Through Money Order Exchange also exists between Jamaica and *certain* British Colonies and Foreign Countries via the United Kingdom. Such Through Money Orders are subject on payment to a deduction of two-pence for each £1 with a minimum charge of four-pence. The full name and address of the Payee of a Through Money Order must be given to enable the Chief Money Order Office, London, to forward to the Payee a Money Order for the net amount payable, the Money Order issued to the Remitter being only of value as a receipt for the amount paid and should be retained by the Remitter.

List of British Colonies, Protectorates and Postal Agencies abroad, and of the Principal Foreign Countries to which Money Orders may be sent.

For complete list of places in which Money Orders are issued and paid, see London Postal Guide pp. 724 to 731.

Aden, Algeria, Antigua, Argentine Republic, Australia, Asia Minor, &c., Azores, Bagdad, Bahamas, Barbados, Basutoland, Beluchistan, Tripoli, Bermuda, Borneo, British Bechuanaland, British Central Africa, British Columbia, British East Africa, British Guiana, British Honduras, Burma, Canada, (Dominion of), Canal Zone, Candia (Candie), Cape Colony, Cape Verde Islands, Ceylon, Cayman Islands, Chadian Islands, Chile, China:—
British P.O. Agencies, Japanese P.O. Agencies, Cook Islands, Corea, Costa Rica, Cyprus,

Danish W. Indies, Dardanelles, Denmark and Faroe Island, Dominica, Dutch E. Indies, Egypt, Falkland Islands, Fanning Island, Faroe Islands, Fiji, Finland, Formosa, France and Algeria, Federated Malay States, Friendly Islands, Gallipoli Gambia, Gibraltar, Gold Coast, Greece, Grenada (W. Ind.), Hawaii (Sandwich Is.), Holland, Hong Kong, India, Indian P.O. Agencies on the Persian Gulf, and in Tibet, Italy, (with San Marino and Italian Agencies on the Red Sea and in the Regency of Tripoli), Jaffa, Japan, Jerusalem, Korea, Lagos (West Africa), Levant (The), Lorenzo Marques, Madeira, Malacca, Malta, Mauritius, Mitylene, Montenegro, Montserrat, Morocco (Tangier only), Natal, Netherlands, Nevis, New Brunswick, New Caledonia, Newfoundland, New South Wales, New Zealand, Nigeria (Northern), Nigeria (Southern), North Borneo (Brit.), Norway, Nova Scotia, Orange River Colony, Panama (Brit. P.O.), Papua, Penang, Persian Gulf (Postal Agencies on), Philippine Is., Porto Rico, Portugal, Portuguese Colonies, Prince Edward Is., Queensland, Rhodes, Rhodesia, Roumania, Russia, St. Helena, St. Kitts, St. Lucia, St. Thomas, (Danish W. I.), St. Thomas and Principe, St. Vincent, Salonica (British P.O.), Salvador (Republic of) Serbia, Seychelles, Siam, Sierra Leone, Singapore, South Australia, Straits Settlements, Surinam, Sweden, Switzerland, Tangiers, Tasmania, Tobago, Transvaal, Trinidad, Tripoli, Tunis, Turks Islands, Uganda Protectorate, United States of America, Uruguay, Victoria, Virgin Islands, West Australia, Yukon Zanzibar, Zululand.

The above service has been suspended to many places consequent on the War.

TELEGRAPH MONEY ORDERS.

The system of Telegraph Money Orders is in operation between the United Kingdom and Jamaica. The remitter of a Telegraph Money Order is required to pay, in addition to the M.O. commission, the cost of the Telegram of Advice at the ordinary rate (2/6) or at the "deferred" rate (1/3) per word. Every word in the Telegram has to be paid for: in the case of a "deferred" Telegram, the instruction "L.C.O." is charged as one word, and the word "Postmaster" has also to be sent in every case and must be paid for. Further details may be had from the Chief M.O. Office, Kingston or from Parochial Treasuries.

POSTAL ORDERS.

AMOUNTS AND POUNDAGE.

The only Postal Orders sold in Jamaica are British Postal Orders, and they are sold at all the Post Offices in the Island. They are available for use in the colony and in most parts of the British Empire.

The commissions charged on orders issued are as follows:—

At 6d., 1s., 1s. 6d., 2s., 2s. 6d.	½d.
At 3s., 3s. 6d., 4s., 4s. 6d., 5s.	1d.
At 7s. 6d.	1½d.
At 8s., 10s.	2d.
At 20s.	4d.

POSTAGE STAMPS AFFIXED TO POSTAL ORDERS.

The sender of a Postal Order, whether made payable in the United Kingdom or elsewhere (excepting Canada), may increase its value by an amount not exceeding 5d. by affixing Postage Stamps not exceeding three in number to the face of the Order. No credit will be given for stamps which are in excess of three or which are affixed else-

where than in the spaces provided. Odd half-pence will not be paid. Stamps perforated with initials or marks, or embossed or impressed stamps cut out of envelopes, post-cards, &c. cannot be accepted for this purpose.

Postal Orders are paid at all Post Offices and Parochial Treasuries in the Island.

British Postal Orders are issued and paid in the undermentioned British Possessions and other places abroad:—

Aden.	Federated Malay States	New Zealand.
Andaman Islands.	Fiji.	Nigeria N. & S.
Ascension	Gambia.	North Borneo (British.)
Bahamas.	Gibraltar.	Nyasaland (B.C.A.).
Baluchistan.	Gold Coast.	
Barbados.	Grenada.	Orange Free State.
Basutoland.	Hong Kong.	
Bechuanaland Protectorate.	India and Indian Post Offices on the Persian Gulf and in Tibet.	Panama (British Agency).
Bermuda.		Pearlryh Island.
Beyrout (British Agency).	Jamaica.	Rhodesia (N. & S.)
British Bechuanaland.	Labuan.	
British Central Africa	Leeward Islands.	St. Helena.
British East Africa.	Anguilla.	St. Lucia.
British Guiana.	Antigua.	St. Vincent.
British Honduras.	Dominica.	Salonia (British Agency)
	Montserrat.	Sarawak.
*Canada.	Nevis.	Savage Island
Cape of Good Hope	St. Kitts.	Seychelles.
Cayman Islands.	Virgin Islands.	Sierra Leone.
Ceylon.	Malta.	Smyrna (British Agency)
Chatham Islands.	Mauritius.	Somaliland Protectorat..
China (British Agencies).	Morocco (British Agencies at Casablanca, Fez, Larache, Marrakesh, Mazagan, Mogador, Rabat, Saffi, Tangier, and Tetuan).	Straits Settlements.
Constantinople (British Agency).		Swaziland.
Cook Islands.		Tobago.
Cyprus.		Transvaal.
Egypt (including the Sudan).		Trinidad.
Falkland Islands.	Natal	Turks and Caicos Islands.
Fanning Island.	Newfoundland.	Uganda.
		Zanzibar.

PERIOD DURING WHICH ORDERS ARE PAYABLE.

If an order be not paid within three months from the last day of the month of issue, a commission equal to the original poundage will be charged. The commission thus paid must be affixed in Postage Stamps to the back of the Order. Postal Orders which are not presented for payment within six months from the last day of the month of issue are not paid until reference has been made to London.

* British Postal Orders are paid at certain Offices in Canada, but are not issued in Canada.

FILLING IN OF ORDER.

The purchaser of a Postal Order must, before parting with it, fill in the name of the person to whom the amount is to be paid, and is recommended to fill in the name of the Office of Payment as a precaution in case the Order should be lost or stolen. If the purchaser does not know which Post Office is most convenient to the payee, he should insert the name of the town, village or district where the payee resides. The Order will then be paid at any Post Office in the place named.

COUNTERFOILS.

Every person to whom a Postal Order is issued should tear off and retain the counterfoil. Its production will facilitate inquiry if the Order should be lost.

MISCARRIAGE OR LOSS.

The Postmaster cannot undertake to consider any application respecting a Postal Order which has miscarried, or which has been lost or destroyed, unless the counterfoil be produced, and unless proof be given to his satisfaction that the name of the payee was inserted in the Order before the holder parted with it.

After a Postal Order has once been paid, to whomsoever it is paid, the Postmaster will not be liable to any further claim.

PAYMENT TO THE PUBLIC.

Before a Postal Order is paid the name of the payee and the name of the office of payment must have been filled in and the order must be properly receipted.

PAYMENT THROUGH BANKERS.

If a Postal Order be crossed, payment will only be made through a bank; and if the name of a bank be added, payment will only be made through that bank.

REPAYMENT TO SENDER.

The sender of a Postal Order can obtain repayment of the amount (but not the poundage) on presenting the Order and the Counterfoil at the issuing Office. If the Order has been crossed for payment through a bank the sender must first cancel the crossing by writing across the face of the Order the words "Please pay cash" and adding his initials.

ERASURES, ALTERATIONS, &C.

If any erasure or alteration is made, or if the Order is cut, defaced, or mutilated, payment may be refused.

POSTAL ORDERS NOT NEGOTIABLE.

Postal Orders do not, like Bank of England Notes, represent value in themselves. If an Order is lost or stolen no person into whose hands it may fall, though himself innocent, is entitled to receive the amount of the Order. The rightful owner is alone entitled to cash the Order.

REPLY COUPONS.

Coupons exchangeable for stamps of the value of 25 centimes (2½d.) each in any country participating in the arrangement can be purchased at the Money Order Office, Kingston, at the price of 3d. each for the purpose of prepaying replies to letters. The coupons can be exchanged by the addressees of such letters at the Post Office of the place of destination for local postage stamps. The countries and colonies included in the system are indicated by an asterisk * in column I of the Table which appears on pages 39 to 46.

Coupons received from other countries may be exchanged for postage stamps at the G.P.O.