

REGISTER LETTERS CONTAINING VALUE.

Place Postage Stamps on right-hand upper corner of Envelope.

POST OFFICE
HANDBOOK
JAMAICA
1924.



PRICE--3D.

*Use the Registration Envelopes Sold by the Department.

POST OFFICE.

The General Post Office in Kingston is situated in the Public Buildings, West block King Street.

The Circulation Branch, Money Order Office, and Telegraph Offices are maintained at the north-west portion of the Public Buildings, King Street. The Control Branch and the Telegraph Office are on the first floor of the building. The Parcel Post Department, including the C.O.D. and Detained Packet Offices, is now housed in the new Government Buildings (formerly "Grace Building" in Oliver Place).

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 Parcel 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.

INLAND MAILS.

RATES OF POSTAGE.

LETTERS.	POST-CARDS.		Local Newspapers each.*	Registration Fee.	PRINTED AND COMMERCIAL PAPERS.	PARCELS.	
	Single.	Reply paid.				(1)	(2)
For each ounce or fractional part of an ounce,					For each two ounces.	(Sample packets.) For each two ounces.	For each pound cubic inches at the option of the Department.
One penny.	One half-penny.	One penny.	Half-penny.	Two-pence	Half-penny.	One penny.†	Fourpence

* N.B.—Any publication, printed and published in the British Islands or in some British possession, 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 $\frac{1}{4}$ d for each copy. All other newspapers are subject to postage at the rate for "Printed Papers," i.e. $\frac{1}{2}$ d. 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 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 4 by $2\frac{1}{4}$ 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 prepay-

ment 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. A post-card must not be enclosed in a cover of any kind.

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. Printed Papers.—The following are considered as Printed Papers, and allowed to pass as such :—Newspapers and periodical works, books, pamphlets, sheets of music, visiting cards, address cards, proofs of printing with or without the relative manuscript, engravings, photographs, and albums containing photographs, pictures, drawings, plans, maps, catalogues, prospectuses, advertisements and notices of various kinds, printed, engraved, lithographed or mimeographed, and in general, all impressions or copies, obtained upon paper, parchment, or cardboard, by means of printing, engraving, lithography, autography, or any other mechanical process easy to recognise except transfers and the typewriter.

Reproductions of a manuscript or typewritten original, when they are obtained by a mechanical manifold process (chronography, &c.) are treated like printed papers; but in order to pass at the reduced postage, these reproductions must be brought to the counter of a Post Office to the number of at least twenty copies, precisely identical.

Printed papers which bear any marks whatever capable of constituting a conventional language or, save the exceptions specifically authorised below, those of which the text has been modified after printing, cannot be sent at the reduced rate applicable to printed matter.

It is allowed :—

- (a) to add in manuscript, on printed visiting cards and also on Christmas and New Year Cards the address of the sender, his title, as well as any formula of courtesy, expressed in five words at most or by means of conventional initials (p.f., &c.) ;
- (b) to enclose the "copy" with corrected proofs, and to make in those proofs alterations and additions concerned with corrections, form, and printing. In case of want of space these additions may be made on separate sheets ;
- (c) to correct also errors in printing in printed documents other than proofs ;
- (d) to insert or correct in manuscript or by a mechanical process figures in prices current, tenders for advertisements, stock and share lists, market quotations, trade circulars and prospectuses, as well as the traveller's name, the date, time and place of his intended visit, and the address at which he is staying, in travellers' announcements ;
- (e) to indicate in manuscript in advices of the departures and arrivals of ships, the date and time of those departures and arrivals, as well as the names of the ships and the ports of departure and arrival ;
- (f) to add a written dedication consisting simply of an expression of regard on books, pamphlets, newspapers, photographs, engravings, sheets of music, and in general on all literary or artistic productions, printed, engraved, lithographed or mimeographed, as well as to enclose the relative invoice ;
- (g) to add, in manuscript or by a mechanical process, to cuttings from newspapers and periodicals, the title, date, number, and address of the publication from which the article is extracted ;
- (h) in forms of order or subscription for publications, books, newspapers, engravings, pieces of music, to indicate in manuscript the works required or offered, and to strike out or underline the whole or part of the printed communications.

Address cards and all printed matter of the form and substance of an unfolded card may be forwarded without wrapper, envelope, fastening or fold.

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.

IV. 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.

For fuller details concerning this class of mail (III and IV) reference should be made to the London Postal Guide, pp. 49 to 51.

A local packet of "Printed" or "Commercial" Papers 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.

The LOCAL rate of postage on "Printed" and on "Commercial" Papers is the same, (viz., $\frac{1}{2}$ d. for each 2oz.) but for FOREIGN mail the rate differs. See p. 38.

V. Parcels.—Under scale (1) a parcel may not exceed 1lb. in weight, 2 feet in length nor 1 foot in width or depth (Under this scale the postage is 1d. for each 2 oz.)

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. (Under this scale the postage is 4d. per lb.)

Rules for the mode of packing, &c. of inland parcels and samples are identical with those relating to foreign parcels and samples. (See pages 28 and 31.)

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).*

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.—FEES.

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.

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

II. COMPENSATION FOR LOSS.

1. 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.

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

3. 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.

* Conditions governing registration of inland correspondence differ from those governing foreign correspondence. See p. 29.

4. 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.

5. 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.

6. 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.

7. In the case of bank notes, money and postal orders, cheques, bonds, and similar documents, particulars sufficient for their identification must be furnished.

8. 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.

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

10. 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.

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

12. In these rules the term "money" means—(a) coin, and (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 inland post free of charge:

Adjutant, Jamaica Militia.	Governor's Private Secretary and A.D.C.
Administrator General.	Government Electrical Inspector.
Analytical Chemist.	Government Geologist.
Attorney General.	Government Meteorologist.
Auditor General.	Government Savings Bank, Manager of
Assessment Committee, Chairman of	Harbour Master.
Board of Supervision, Chairman of	Inspecting Engineers, P.W.D.
Central Supplementary Allowances	Inspector of Income Tax.
Committee, President of	Inspector General of Police.
Chief Justice.	Inspector Hookworm Campaign.
Clerks of Courts.	Inspectors of Police.
Clerk of Legislative Council.	Inspectors of School.
Clerk, Victoria Jubilee Hospital.	Keeper of Records and Deputy.
Collector General.	Naval Agent.
Collectors of Customs.	Officer in Charge Coleyville Wireless.
Collectors of Taxes and Assistants.	Officer Commanding Jam. Militia Artillery.
Colonial Secretary and Assistant.	Parochial Treasurers.
Crown Solicitor.	Postmaster for Jamaica.
Custodes of Parishes.	Principal & Secy. of Mico Training College.
Director of Agriculture.	Principal of Shortwood College.
Director of Education.	Protector of Immigrants.
Director of Prisons.	Puisne Judges.
Director of Public Works.	Registrar General.
Director of Railway.	Registrar of the Supreme Court.
District Medical Officers.	Registrar of Titles.
Governor, His Excellency the	Resident Magistrates.

Secretary of Assessment Committee.	Superintendent of General Penitentiary.
Secretary of Board of Education.	Superintendent of Government Printing Office.
Secretary of Board of Supervision.	Superintendent of Industrial School.
Secretary of Central Supplementary Allowances Committee.	Superintendent of Lunatic Asylum.
Secretary of Institute of Jamaica.	Superintendent of Public Gardens.
Secretary of Jamaica Purity Association.	Superintendents of Public Works.
Secretary of Kingston Athenæum.	Superintending Inspector, Hookworm Campaign.
Secretary of Land Board and Agricultural Loan Board.	Superintending Medical Officer.
Secretary of Marine Board.	Surveyor General.
Secretary of Public Tenders Committee.	Treasurer.
Secretary of Sugar Industry Aid Board.	Vere Irrigation Commissioners and Secretary, (limited to correspondence between any commissioner* and the Secretary on the business of the Commission.)
Senior Medical Officer, Public Hospital, Kingston.	
Solicitor General.	
Stamp Commissioner and Deputy.	

The following may send but not receive official correspondence free of charge:—

Advisory Board, Rio Cobre Irrigation, (letters must bear signature of Secretary, Mr. G. E. Fleming.)

Comptroller of Jamaica Civil Service Widows and Orphans Pensions.

Secretary of the British Empire Exhibition Committee.

Head Master Kingston Technical and Continuation School.

Inmates of the Lepers Home.

Secretary Agricultural Society, who may also issue franked envelopes or coverings addressed to himself.

The Secretary of the Society for Protection against Prædial Larceny (Rev. F. Wilson Coore) is authorised to send ordinary letters and book packets free of charge for one year from 11th August, 1923. Mail matter thus posted will bear a stamp:—"Society of Protection against Prædial Larceny Free" and his initials "F. W. C." within the impression of the stamp.

Secretary Women's Social Service Association till April 30, 1924.

Travelling Instructors of the Board of Agriculture.

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.

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

Packets addressed to Mrs. Bourne, Medical Office, Kingston, are to be allowed through the post free of charge.

Elected and nominated 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 and nominated members will not be surcharged.

Ex-service men of the B. W. I. R. may send artificial limbs free by inland parcel post addressed to the Military authorities at Up-Park Camp, Cross Roads, or to the Technical School, Kingston. The parcel must be clearly marked on the outside "Artificial Limb for repair."

Letters addressed to places abroad cannot be franked, but should be prepaid.

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.

* Names—A.W. Farquharson; Percy Lindo; Clarence Lopez; Conrad Watson; Theo. Harty; C. O. Magnan, Secy.

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.

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, etc., either by means of the franking stamp or by signature, is strictly forbidden, unless the envelopes 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 authorised officer.

N.B.—All registered letters, posted by the public and not franked as above described, addressed to the above-named officials must be prepaid with the registration fee of two pence, with the exception of registered letters addressed to the Manager of the Government Savings Bank which are wholly postage free.