



JAMAICA

**POST
OFFICE
GUIDE**

JANUARY, 1952

*Issued by the
Postmaster-General*

PRICE 2/6

**PRINTED BY
THE GOVERNMENT PRINTER,
DUKE STREET, KINGSTON.**

1952

MISCELLANEOUS

LOCATION OF DEPARTMENTS

The GENERAL POST OFFICE is housed in the western block of Public Buildings at King and Barry Streets, Kingston.

The Circulation Branch (Letter Section) is on the ground floor; the Administrative and Accounting Offices and the Central Telegraph Office are on the second floor.

The Parcel Post Section (including C.O.D. and Detained Packet Offices), the Money Order, Postal Order, and General Cashier's Offices are situate in the former "Grace" building at No. 33 Oliver Place, at the rear of the Circulation Branch.

HOURS OF BUSINESS (Week Days).

The office hours of the Circulation Branch are 8 a.m. to 4 p.m.; and of all other branches (except Telegraph Office), from 9 a.m. to 3 p.m. on Monday to Friday; and 8 a.m. to 1 p.m. for Circulation Branch, and 9 a.m. to 1 p.m. for Parcel Post Branch on Saturdays. The Telegraph Office is open from 8 a.m. to 5 p.m. on Monday to Saturday.

All Country Post Offices are open from 8 a.m. to 5 p.m. on Monday to Saturday.

On *Sundays* all Post Offices are closed.

On *Public Holidays* the Circulation and Parcel Post branches of the G.P.O. are open for business from 9 a.m. to noon, and the Central Telegraph Office from 8 a.m. to 10 a.m. All Country Offices are open from 8 a.m. to 10 a.m.

For Telegraph arrangements on Sundays, Public Holidays, etc., see TELEGRAMS, page 107.

POSTAGE STAMPS, POSTCARDS, ETC.

POSTAGE STAMPS of the following denominations are sold:—

$\frac{1}{2}$ d., 1d., $1\frac{1}{2}$ d., 2d., 3d., 4d., 6d., 9d., 1s., 2s., 5s., 10s., £1.

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

INLAND POSTCARDS are sold at 1d. each; reply-paid at 2d. BRITISH COMMONWEALTH—POSTCARDS at 2d.; reply-paid 4d. A 1d. stamp must be affixed to each 2d. postcard addressed to a foreign country.

NEWSPAPER WRAPPERS are sold at $\frac{1}{2}$ d. each.

AIR LETTER SHEETS impressed with a 6d. stamp are sold at 6d.

REGISTERED LETTER ENVELOPES (linen-lined) bearing a $4\frac{1}{2}$ d. stamp embossed on the flap are of two sizes and are sold at 5d. and $5\frac{1}{2}$ d. each. The necessary amount of postage stamps must be added to cover the postage and registration fee.

JUDICIAL STAMPS of the values 6d., 1s., 2s., 5s., 8s. and 6d., 10s., and £1 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.

QUININE is also sold at all Post Offices in $\frac{1}{4}$ d. and 1d. packages.

The following is a description together with the dates of issue of all postage stamps in circulation.

Denomination	Description	Colour	Date of issue
½d.	Head of King George VI	Yellow	October 25th, 1951
1d.	Ditto	Green	Ditto
1½d.	Ditto	Chocolate	October 10th, 1938
2d.	Columbus Cove and head of Sovereign	Grey and Green	December 10th, 1938
3d.	Banana Plantation	Blue and Green	August 15th, 1949
4d.	Citrus Grove	Brown and Green	December 10th, 1938
6d.	Priestman's River and head of Sovereign	Grey Purple and Black	Ditto
9d.	Kingston Harbour (aerial view)	Lake	Ditto
1/-	Sugar Industry	Green and Brown	Ditto
2/-	Bamboo Walk	Blue and Brown	Ditto
5/-	Symbolic design ("Wood and Water") and head of Sovereign	Blue and Orange	Ditto
10/-	Head of King George VI	Green	Ditto
20/-	Tobacco Growing and Cigar Making	Mauve and Brown	August 15th, 1949

All stamps are printed on paper water-marked C A in script.
Cost of a full set £2 0s. 3d.

HOUSE DELIVERY

There are four house-to-house deliveries of letters on week-days from the General Post Office, Kingston; and two deliveries from the Post Offices of Cross Roads, Halfway Tree, Constant Spring, Liguanea, Vineyard Town, Windward Road, Jones Town, Whitfield Town, Spanish Town, Montego Bay. At all other offices letters must be called for. (See *Poste Restante*, p. 8).

TRAIN POST OFFICE SERVICE

Limited train Post Offices are maintained on the through line between Kingston and Montego Bay and Port Antonio where postage stamps, etc., may be bought and telegraph forms obtained.

REDIRECTION

I. *By the Public.* Letters, postcards, printed papers, samples and newspapers are retransmitted by post without additional charge, provided that the packet is reposted not later than the day after delivery, Sundays and Public Holidays not being counted and that it has not, previous to redirection, been opened or tampered with. If an adhesive label be used for the purpose of indicating the new address, the name of the original addressee must not be obscured, otherwise the packet will be liable to surcharge as unpaid.

Redirected packets reposted later than the day after delivery will be liable to charge at the prepaid rate. Any packet which appears to have been opened or tampered with will be chargeable as freshly posted and unpaid.

Any registered packet on being redirected must not be dropped into a letter box, but must be taken to a post office, to be dealt with as registered. No additional registration fee will be charged if the packet is presented for re-registration not later than the day after delivery; but if it is presented after that time it will be treated as freshly posted, and a fresh registration fee will be payable. As regards postage, the rules given in the preceding paragraphs apply.

If an inland registered packet is redirected to an address abroad, it becomes liable to the regulations and limitations in force in the international service.

If any registered packet when redirected, instead of being given back to the Post Office to be dealt with as registered, is dropped into a letter box, it is treated in all respects as a letter intended for registration but irregularly posted.

II. *By the Post Office.* Notices of removal and applications for redirection must be signed by the persons to whom any postal packets to be redirected are addressed, and should be sent to the local delivery office serving the old address or handed to the postman. When possible the printed forms which can be obtained from any post office should be used and the Post Office may require this to be done in any case.

The Post Office does not undertake to redirect postal packets which can be redirected at the place of address. It does not, for example, redirect postal packets addressed to a person who has temporarily left his house, unless the house is left uninhabited; or addressed to clubs, hotels, boarding houses, or lodgings; or addressed to any premises occupied by two or more persons where the letters are delivered by postmen into a common letter box or to a common agent.

A notice of redirection holds good for 3 months.

APPLICATIONS FOR RECALL OF LETTERS

No letter, parcel or other postal packet can, when once it has been posted in a Post Office receptacle or accepted for transmission at a Post Office, be taken out of the post, even if application be made for it by a person who can prove that he is the sender, without the authority of the Governor. Nor can it be detained or delayed at the sender's request; but must be forwarded to its address and cannot be diverted to any other address.

PRIVATE LETTER BOXES AND BAGS

Private letter boxes, available for the subscribers use from 8 a.m. till 5.30 p.m. on week days (and also for two or three hours in Kingston after the arrival of important oversea mails) may be rented for 12s. a year at the Post Offices of Kingston, Port Antonio, Montego Bay, Mandeville, Savanna-la-Mar and May Pen. Letters addressed to the *house address* of a person renting a letter box will be delivered as addressed. Only letters specifically addressed to the letter box or business address of the rentor of the box will be assorted in the box.

Private Bags—By permission of the Postmaster General any person may have his letters conveyed by his bearer to and from the Post Office in a private bag upon payment of an annual fee of one guinea, the bag to be locked, one key being kept by the Postmaster and one by the owner of the bag; the bag to be provided by the owner.

When a private letter bag is conveyed by a mail contractor a further annual fee of one guinea is to be paid. These fees must be paid in advance through the Postmaster General.

On payment of an additional annual fee of 12/- a year the persons renting a private box or bag shall be entitled to receive a serially numbered registered advice list, containing particulars of the number and place of origin of the registered articles delivered.

POSTE RESTANTE

Postal articles which are addressed to places in this Island *at which there is no delivery by letter carrier* will be regarded as intended for the "Poste Restante" and dealt with accordingly.

The Poste Restante shall be used solely for the accommodation of strangers and travellers, who may use it for not more than three months, at those offices at which there is a delivery of postal articles by letter carrier. (See p. 7).

Postal articles addressed to initials or to fictitious names, or to a Christian name without a surname shall not be taken to the Poste Restante, but shall be treated as undeliverable postal articles. Postal articles addressed to initials, etc., and at a *specific address or care of a Post Office Box* are however accepted.

Every person applying to a Poste Restante if unknown must produce such evidence of his identity as the proper officer of the Post Office may require.

- (1) Subject to the provisions of these Regulations, postal articles shall be retained in the Poste Restante as follows—

If originating in the Island, for one calendar month from the date of receipt;

If originating from abroad, two calendar months from the date of receipt.

Provided that postal articles addressed to ships may be retained for three calendar months.

- (2) At the expiry of the above-mentioned periods, postal articles may be treated as undeliverable.

POSTAGE PREPAYMENT IN MONEY

Letters, circulars, accounts, &c., (but not newspapers) may be prepaid in money instead of postage stamps, at the General Post Office, Kingston, provided that the articles are chargeable with a 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. Patrons desirous of using this facility must state in writing to the Postmaster General the number of pieces of mail matter which they require to prepay in money and the value of postage on each piece, and obtain a receipt for the amount paid.

FRANKING (POSTAGE METER) MACHINES.

Users of these machines must conform to the following conditions:

1. They must obtain the Postmaster General's permission for their use.
2. Payments in advance in respect of postage must be made from time to time at a specified post office where the machine must be presented for meter setting.
3. The correspondence franked by the machine must be faced, securely tied in bundles, and handed in at a specified office, not necessarily that at which the machine is periodically taken for control.
4. Franking dies and machines must be maintained in good condition, and any necessary replacements and repairs made, at the user's expense, to ensure clear and distinct franking impressions and absolute accuracy in recording.