

POST OFFICE
CIRCULAR
1915.

General Distribution to Householders of Forms despatched by Parliamentary Recruiting Committee, London.—Transmission of Replies.

With reference to the notice on page 633 of the Post Office Circular of the 1st December, it appears that a large amount of missorted correspondence is reaching the South Western District Office tied up in the bundles of letters for the Parliamentary Recruiting Committee. Attention is again drawn to the need for special care in making up the bundles in question.

Registered Correspondence for British Expeditionary Force.

When there are six or more **Registered Letters** for the British Expeditionary Force in hand for inclusion in any despatch to London, they should be entered on a separate list headed "Expeditionary Force," and enclosed in a separate registered letter bag neck-labelled "Expeditionary Force, Foreign Section, London." This bag should be included in the ordinary despatch to London (E.C. or Foreign Section), and should be advised on the letter bill.

A paragraph, numbered 5 (b), in the terms of the foregoing paragraph should be inserted in Section E of the Special Instructions issued with the Post Office Circular of the 22nd ultimo, the existing paragraph E. 5 (b) being relettered E. 5 (c).

Correspondence for Indian Expeditionary Force.

With reference to the instructions under this heading in the Post Office Circular of the 15th of December last, correspondence (including parcels) for troops in India which is not addressed definitely to an Indian Station but is addressed "c/o The Presidency Postmaster, Bombay," or "General Post Office, Bombay," or in some similar indefinite manner, should now be sent forward as addressed in ordinary course unless the words "**Indian Expeditionary Force**" form part of the address when it should be sent to the South Western District Office.

In accordance with this the following alterations should be made in copies of the Special Instructions issued with the Post Office Circular of the 22nd ultimo:—

Section F. Paragraph (b).

Alter the paragraph to read:

"Circulation.—All correspondence (including parcels) of which the words "**Indian Expeditionary Force**" form part of the address should circulate, &c."

Delete the last part beginning "Letters for troops in India."

Section H. Paragraph 1.

Line 6. After "British East Africa" alter the rest of the paragraph to read:—

"and, generally, correspondence for any destination which bears the words "**Indian Expeditionary Force**" in the address should be circulated in the same manner as correspondence for members of the Indian Expeditionary Forces on the Continent of Europe (see under F (b) above)."

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Littledean, Newnham, Glos.	Littledean, Glos.	M. nS.

Letters and parcels for delivery by first post should circulate as for the South Wales T.P.O. North Mail going West.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO
Salperton, Compton Abdale, Glos.	Salperton, Haselton, Glos.

St. Anthony Camp, Portscatho, Falmouth.

With reference to the notice in the Post Office Circular of the 8th December, 1914, Telegraph business is now transacted at the above Office.

The hours of attendance for telegraph business are from 8.45 a.m. to 7 p.m. on Week-days, and from 8.45 a.m. to 12.15 p.m. on Sundays.

The Transmitting Office is Falmouth.

Morn Hill Camp, Winchester.

The temporary Branch Post Office at Morn Hill Camp, Winchester, has now been closed.

Stamp Licences.

A stamp licence need not in future be obtained for the sale of stamps at any Soldiers' Institute or Recreation Tent which is clearly not conducted for profit.

Slips for the correction of Rule No. 1265 for Head Post Offices (Part I.) will be issued later.

Post Office Guides.—Return of Unsold Copies.

The unsold copies of the October edition remaining in the hands of Sub-Postmasters should at once be returned to their Head Postmasters who should send them, together with those remaining at their own Offices, to the Controller, Post Office Stores Department, at Studd Street Dépôt, London, N., Aldborough House Dépôt, Dublin, or Russell Road Dépôt, Edinburgh, as the case may be.

A copy of the form of advice and claim was sent on the 1st January to each Postmaster in the United Kingdom and to each Branch Office in London.

The Guides should be securely packed, *and it should be clearly indicated inside the parcel from what Office it has been sent.* Each consignment should be entered in the space provided for express letters, &c., in the Letter Bill that accompanies the Mail by which it is despatched.

They should be returned to London, Dublin, or Edinburgh not later than 15th January; all copies must be in proper saleable condition, and must not have been used, or their value will not be allowed.

Out of date *Official* copies must not be returned to the Controller, but should be treated as waste.

Loss of Armlets.

Blue and white armlets bearing on the inside the marks "G.P.O. 669" and "G.P.O. 985" respectively have been lost. If either of these armlets be found by a member of the public and presented at a Post Office it should be accepted and sent with the name and address of the finder to the Superintending Engineer, Post Office Telegraphs, Croydon.

FOREIGN AND COLONIAL MAILS.**Magazine Post to Canada and Newfoundland.**

The following alterations should be made in the printed list of periodicals placed on the Register:—

Enter Church of England Temperance Society War Issue, 50, Marsham Street, Westminster, S.W.

„ Firefly, The Fleetway House, Farringdon Street, E.C.

Erase Fun and Fiction, The Fleetway House, Farringdon Street, E.C.

Prisoners of War Interned Abroad.

The special attention of Counter officers is drawn to paragraph J. 5 of the Special Instructions issued with the Post Office Circular of the 22nd ultimo. As stated therein, the use of the Letter Post for the conveyance of correspondence for Prisoners of War interned abroad is restricted to the transmission of letters and postcards. In spite of the instructions which have been issued to this effect from time to time a considerable number of letter packets for Prisoners of War abroad, which are only transmissible by Parcel Post, have been wrongly accepted for transmission by Letter Post. The incorrect acceptance of these packets gives rise to a considerable amount of additional labour and leads to their non-delivery to the addressees, while they do not bear sufficient information for their return to the senders in this Country. Special care should be taken to ensure that the instruction referred to is carried out in future.

The following alterations should be made in the Special Instructions:—

Paragraph J. 1. Delete "and members of the public.....is not known," and substitute "parcels must not be accepted if the place of internment is not stated."

Paragraph J. 6. After "ALL PARCELS must" in 1st sentence insert "bear in the address the name of the place of destination and"; and delete the last sentence "It is desirable also that.....definitely known."

Paragraph J. 7. Add at end "to Prisoners of War interned in Germany, but they may be sent to Prisoners of War interned in Holland."

Paragraph J. 9, lines 2 and 3. Delete "and letters may be insured.....registered or insured. The fact of," and substitute "If addressed to British Prisoners of War interned in Holland, letters may be registered or insured without charge, and parcels may be insured but cannot be registered; if addressed to other Prisoners of War, letters may be insured but cannot be registered, and parcels cannot be registered or insured. The fact of registration or"

Paragraph J. 14. Delete paragraph and substitute "The regulations given above apply in the case of Germany to civilians as well as to Military Prisoners (except of course that in the case of the former there will be no mention of military rank, &c., in the address)."

Foreign and Colonial Mails.

The following corrections should be made in the January edition of the Post Office Guide:—

- Page 728. DUTCH GUIANA. } —Route viâ Amsterdam. Col. 4, delete dates shown and insert
 DUTCH WEST INDIES. } E., Jan. 6, 20; Feb. 3, 17; Mar. 3, 17.
 DUTCH GUIANA, viâ U.S.A. Col. 3, delete asterisk.
- " 734. GIBRALTAR. Col. 3, amend to "viâ France."
 Col. 4, " "Daily."
- " 746. MOROCCO. Col. 4, amend to "Daily."
- " 750. NORWAY.—Route viâ Newcastle. Col. 4, should read "Aftn., every Week-day."
- " 754. PORTUGAL, viâ Spain. Col. 3, amend to "viâ France."
 Col. 4, " "Daily."
- Pacific Steam Navigation Line. Col. 4, amend to "Dates uncertain."
- " 762. SPAIN. Col. 3, amend to "viâ France;" Cols. 4 and 5, amend to "Daily."
- " 762. TOGOLAND. Col. 4, amend to "Midnight every Tuesday."
- " 768. VENEZUELA. Col. 3, after "Royal Mail Line," insert "(see col. 9)."
- " 769. " Col. 9, at head of column insert "The Mails sent by Royal Mail Line contain correspondence for Ciudad Bolivar and the neighbourhood only."
- Pages 787—8. CAMEROONS. Cols. 2 and 3, delete "Service suspended."
 Col. 2, insert "African and British and African Lines."
 Col. 3, insert "Dates uncertain."
 Col. 5, delete present particulars, insert "No Service."
 Col. 8, delete present entry, insert "See Nigeria (Southern)."
- Page 818. NORWAY. Col. 3 should read "From Newcastle-on-Tyne to Bergen every Week-day."
- " 822. PORTUGAL. Royal Mail Line, col. 3, amend to "Evenings, Jan. 14, 28; Feb. 11, 25; Mar. 11, 25."
 Pacific Steam Navigation Line, col. 3, amend to "Dates uncertain."
- " 827. RUSSIA-IN-EUROPE. Col. 7, delete C 1 and insert C 2.
- " 844. VENEZUELA. Col. 2, after "Royal Mail Line" in first line insert "to Trinidad, thence by first opportunity."

Free Telegrams concerning Sick or Wounded Members of His Majesty's Forces outside Europe (e.g. Egypt, India, Persian Gulf, East and South Africa), and in Gibraltar and Malta.

Telegrams of enquiry addressed to the proper Government Authority shown below concerning the progress of persons who have been officially reported to be wounded, seriously wounded or dangerously wounded (but not of persons who have been reported to be slightly wounded), or to be suffering from disease, can now be accepted without prepayment subject to the following conditions:—

- ✓ (1) That the sender produces, when handing in the message, the official notification in original from the Government Authority concerned showing that the person concerning whom he is making enquiry has been wounded as specified above, or is sick.
- (2) That the enquiry is limited, as a rule, to a brief sentence.
- (3) That sufficient particulars are included to enable the person concerning whom enquiry is made to be identified. In the case of the Army these particulars should comprise the Regimental number (where possible), rank, and name, and the name of the Unit; and in the case of the Navy, the Christian and surname, rank or rating, Official or Divisional number, and the name of the Ship or Establishment.
- (4) That the indication "WSM" is written in bold characters in the space provided for Service Instructions.
- (5) That the number of telegrams sent under this arrangement concerning any individual person is limited to three.

(The official notification mentioned above should be endorsed at the Office where the telegram is handed in to show whether the message is the first, second or third of those allowed; and the endorsement should be completed with the date-stamp.)

The telegrams should be addressed to the Government Authority which notified the casualty in question, namely:

- (a) to the War Office or Admiralty, if concerning members of the Imperial Forces (other than those in this Country, France or Belgium);
- (b) to the respective High Commissioners if concerning members of the Dominion Contingents (other than those in this Country, France or Belgium) or of the Forces operating in South Africa;
- (c) to the India Office, if concerning members of the Indian Army, Indian Medical Service, Indian Army Departments, and the Royal Indian Marine (other than those in this Country, France or Belgium);
- (d) to the Colonial Office, if concerning members of the Forces operating in East Africa, other than Indian or Imperial Troops.

The arrangement does not at present apply to West Africa.

- ✓ The sender's name and address should be included in the matter to be telegraphed, in order to facilitate a reply.

EMERGENCY ARRANGEMENTS.

Distribution of Naval Intelligence.—Special Telegraphic Arrangements for Admiralty.

The list issued with the Post Office Circular of 22nd September should be amended as follows:—

After *North Sutor Signal Station (Nigg) delete "by day, Invergordon at night."

After *Mynydd Mawr Signal Station insert (Pwllheli by day, Liverpool at night).

Delete Pwllheli.

Delete *Altcar Signal Station (Formby by day, Liverpool at night).

Enter *Crosby Battery Signal Station (Liverpool).

Enter Jarrow.

The penultimate paragraph of the notice at the end of the list should be amended to read:—

The Secretary, Telegraphs, should be advised by wire of any interruption of communication with a Signal Station and it should be stated how telegrams are being disposed of. The restoration of communication should also be notified by wire.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	SIGNED BY.	NAME.	NUMBER.	SIGNED BY.
G. D. Hebden	.. 1048....	—	P. Quinn E. 12072....	J. D. Taylor.
	(Major Pass Card)				

Controller, Post Office Stores Department.

The official description of the Stores Department will in future be "Post Office Stores Department," and the Controller's title will be as shown above.

APPOINTMENTS.

Mr. W. Richards, Postmaster of Bicester, to be Postmaster of Worksop.
Mr. J. B. Treacy, Overseer, Mallow, to be Postmaster of Bantry.

VACANCIES.

POSTMASTERSHIP OF EPSOM.—Salary, £360 a year.

" " SAFFRON WALDEN.—Salary, £235 a year.

SALARIED SUB-POSTMASTERSHIP OF CONSETT, NEWCASTLE-ON-TYNE.—Salary, £180 a year.

The incoming Postmaster of Saffron Walden *may* be required to occupy the official residence.

The salary named in each case constitutes the entire remuneration for all branches of duty.

Candidates may offer themselves, through their superior officers, not later than the 18th instant.

The special attention of candidates is called to the rule which, in the case of vacancies or promotions, strictly prohibits them from applying except through their immediate superior officers. (See Staff Rule Book, Rule 24.)

The object of this Regulation is to maintain the principle that promotion should be made solely with a view to the efficiency of the service, and on an impartial comparison of the qualifications of the candidates. In fairness to all the candidates it is not considered just that any one of them should be permitted to secure influential outside support which is not available for his competitors.

Any candidate who infringes this regulation renders himself liable to disqualification for appointment, and, under certain circumstances, to severer penalties.

Assistants.

Office.	Situation.	Qualifications required.	Pay.
Tenterden S.O. (S), Cranbrook	Male Assistant (Full-time)	Competency in Morse Sounder working, Counter duties and Sorting	Age— 18—19, 4½d. an hour. 19—25, 5d. an hour. 25 and over, 6d. an hour.

Candidates should apply through the usual official channels.

Temporary Assistants.

Temporary Assistants are required at the undermentioned offices.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyors, &c., of the districts concerned. Candidates should apply through the usual official channels.

ABERDEEN (Postmaster, Aberdeen), Males preferred, for Postal and Telegraph work.

EDINBURGH (Controller of Telegraphs, Edinburgh), Males and Females for Telegraph work.

IPSWICH (Surveyor, Ipswich), Males for Postal or Telegraph work.

SOUTH EASTERN DISTRICT (Surveyor, Croydon), Males and Females for Postal and Telegraph work.

SOUTH WESTERN DISTRICT (Surveyor, Portsmouth), Males and Females for Postal and Telegraph work.

Rural Postman's Cart for Sale.

Length of body	3 ft. 3½ in.	} Inside Measurements.
Width "	3 ft. ½ in.	
Height "	2 ft. ½ in.	
Height of Wheels	4 ft. 3½ in.	
Price	£10.	

The cart is in good condition, having been recently overhauled and repainted.
Apply to Mr. A. Simonds, Postman, Hanbury, Burton-on-Trent.

Return of Plain Mail Bags.

ENGLAND AND WALES.—The plain Letter Mail Bags furnished for use at Post Offices in England and Wales during the Christmas pressure should be returned from the Head Offices so as to reach London by the first arrivals on Mondays the 18th and 25th instant and 1st proximo. At Offices where a large number is awaiting return, the despatch of the bags should be equally distributed over the three days mentioned, in order that the Railway Companies may not be inconvenienced.

The bags should be tied up and placed in sacks labelled "Empty Bags from.....Post Office," and should be addressed to "The Controller of Stores, G.P.O., Studd Street Depôt, Islington, N." They should on no account be advised on the letter bills of regular despatches to London, but should be advised on Form Postmasters—No. 325 (late S.D.—68). **Care should be taken that no sack exceeds 80 lb. in weight.**

Any excess **Parcel Bags** should be forwarded to the proper Parcel Post "Centre," and the surplus bags at such Offices should be retained until further instructions as to their disposal are received from the Controller of Stores.

SCOTLAND AND IRELAND.—The plain Letter Mail Bags furnished for use at Post Offices in Scotland and Ireland should be securely made up in bundles and returned to the Controller of Stores, Edinburgh, or to the Controller of Stores, Dublin, as the case may be, with the ordinary Mails as hitherto.

Any excess **Parcel Bags** should be returned to the proper "Centre," and the surplus bags at such Offices should be **forwarded to Edinburgh or Dublin as the case may be.**

N.B.—In recent years the percentage of plain bags returned to store has shown a falling off. Postmasters are, therefore, urged to see that all the plain Mail Bags on hand are duly returned.

Issue of Revised Pamphlets concerning Recruiting of Soldiers, and Dependants of Unmarried Soldiers (or Widowers).

Supplies of the following pamphlets are being sent to Head Postmasters who should send suitable supplies to all Sub-Offices under their control:—

Army Form B. 218 M. "Weekly Rates of Pay of Private Soldiers in the Regular Army and Special Reserve."

Pamphlet entitled "Separation Allowance for Dependants of Unmarried Soldiers (or Widowers) during the War."

Army Form B. 218 M. supersedes Army Forms B. 2097 and B. 2099 during the war, and the Separation Allowance Pamphlet supersedes the previous print of the same pamphlet which was announced in the Post Office Circulars of the 20th and 27th of October last.

Postmasters and Sub-Postmasters should treat their stocks of the superseded pamphlets as waste.

Parcel Post.—Entry of Postage on Origin Labels.

As a consequence of the discontinuance, save in Ireland, of the full X List record of parcels during the period of the war (see Post Office Circular of 19th December) no Counter Officer need for the present enter the amount of the postage on the origin label of a parcel unless it be—

- (1) a registered, insured or express parcel, or
- (2) a parcel of any kind addressed to a place in Ireland.

FOREIGN AND COLONIAL MAILS.

Parcel Post to the French Settlements of Oceania and Pitcairn Island.

The Parcel service to the French Settlements of Oceania and Pitcairn Island is suspended. Working copies of the Post Office Guide should be amended accordingly.

Magazine Post to Canada and Newfoundland.

The following alteration should be made in working copies of the Post Office Guide:—

Page 710. For "Printed Papers— $\frac{1}{2}$ d. per 2 oz. (Magazines, &c., to Canada and Newfoundland 1d. per lb. see p. 58)."
Substitute "Printed Papers— $\frac{1}{2}$ d. per 2 oz. (For special scale for Magazines, &c., to Canada and Newfoundland see p. 58)."

The following alterations should be made in the printed list of periodicals placed on the Register:—

Erase British Export Gazette, 33-35, Eastcheap, E.C.
Enter Magazine of the Wesleyan Methodist Church, 25-35, City Road, E.C.
Erase Wesleyan Methodist Magazine, 25-35, City Road, E.C.

Parcel Post with Egypt.

The following alterations in the Parcel Post to the Sudan should be noted and working copies of the Post Office Guide amended as shown:—

Page 797. EGYPT. Column 8. *Sudan (a) All the year round.*—After "Halfa (Wadi Halfa)" insert "Hassa Heissa." After "Taufikia (Sudan)" insert "Tonga."
" 868. Entry "EGYPT," footnote A.—After "Kosha" insert "Mefaza." After "Rufaa" insert "Sennar Convict Camp."

POSTAL DRAFTS.

Introduction of Insurance Drafts to be issued by Approved Societies in payment of Health Benefits.

Postal Drafts to be used for payment of Health Insurance Benefits will shortly be supplied to certain Approved Societies. They are similar in form to the Insurance Drafts referred to in the Post Office Circular of the 17th November last, pages 603-604. There are three forms of draft bearing printed denominations, viz., 30s., 10s. and 7s. 6d., and in addition a form of draft on which sums not exceeding 10s. will be entered in manuscript. The drafts are printed on watermarked paper: the 30s. and 10s. drafts have a red colour-band, and the others a blue colour-band.

The instructions issued in the Circular of the 17th November apply to these new Drafts. They will not be kept at Post Offices, but will be filled up, signed and issued by authorized officials of Approved Societies and sent direct to Payees. They may be presented for payment at any Post Office on any week-day within one month of the date of issue and are to be paid without production of any other document.

It is important that paid Insurance Drafts should be remitted to the Metropolitan Office of Account or the Head Postmaster at the earliest moment. If necessary they should be dealt with specially in advance of remittances of Army and Navy Drafts.

Incorrect Return to Issuing Offices of light brown covered Books of Postal Drafts.

Cases of the incorrect return of Books of Drafts issued in respect of Tuesday payments of Separation Allowances having been brought under notice, Postmasters should note that these Books do not expire until after the 2nd February next. The second paragraph of the Notice in the Post Office Circular of the 3rd November last, page 581, respecting the issue of these Drafts, should be referred to in this connexion.

Recall of Books of Drafts for Amendment.

Postmasters and Sub-Postmasters are reminded with reference to the Notice under this heading in the Post Office Circular of the 15th December last, page 665, that Drafts due for payment should not be detached from Books recalled by the Issuing Office.

British Troops serving Abroad but not forming part of the Expeditionary Forces on the Continent of Europe.

The following addition should be made to the Special Instructions issued with the Post Office Circular of the 22nd December last:—

Section H. Insert as a new paragraph:—

2 (a). METHOD OF ADDRESS.—The address of correspondence (including parcels) should include similar regimental, &c., particulars as in the case of correspondence for members of the British Expeditionary Force (see paragraph E. 1) except that in place of the words "British Expeditionary Force" the Country and, as far as possible, the place of destination should be inserted.

Revision of Sub Office Surcharge Record Book.

The Sub Office Surcharge Record Book has been revised and reduced in size. Instead of entries being made in duplicate, as in the present book, provision is made in the new book for entries to be made on a single sheet, which will be detached and sent to the Head Postmaster at the end of each month, the totals being first entered on a form of summary at the end of the book.

The book should in future be supplied to all Sub Offices from which a delivery of letters is made, and should be used for recording any "Inward and Local Surcharges" raised at such Offices. "Outward" Surcharges should be raised and recorded only at those Sub Offices which are at present required to perform that duty. Postmasters should ascertain the number of books they will require and apply for them to the Controller, Post Office Stores Department, London, Edinburgh or Dublin. The serial number of the new book is Postmasters No. 1112.

Any books of the old pattern at present in use or in stock should be used up. Further supplies of the old pattern can be obtained if desired for use at the larger Sub Offices until the existing stock is exhausted.

Bulford Camp, Salisbury.

The Transmitting Office for Bulford Camp S.O. is now TS instead of Salisbury.

West Down South Camp, Salisbury.

The temporary Branch Post Office at this Camp was closed on the 6th instant.

Morfa Camp, Conway.

A temporary Branch Office has been opened at this Camp for the transaction of all kinds of Postal, Telegraph and Telephone business.

The hours of attendance for public business are 8.30 to 11 a.m. and 2.30 to 7 p.m. on Week-days. There is no attendance on Sundays.

Letters and parcels should circulate to Conway, which is also the Transmitting Office for telegrams. The Trunk Centre is Llandudno.

Shane's Park Camp, Co. Antrim, Belfast.

An Office has been opened at this Camp for the transaction of all kinds of Postal and Telegraph business.

The hours of attendance are from 8 a.m. to 8 p.m. on Week-days, and from 8.30 a.m. to 10 a.m. and 4 p.m. to 5 p.m. on Sundays.

Letters and parcels should circulate via Belfast.

The Transmitting Office is Belfast.

Sub-Offices—Change of Address.

The addresses of the undermentioned Sub-Offices have been changed:—

FROM	TO	Character of Office.
Brierley, Mitcheldean, Glos.	Brierley, Ruardean, Glos.	nS.
Drybrook, "	Drybrook, Glos.	T. Ex. M.T. nS.
Ruardean, "	Ruardean, Glos.	"
Ruardean Woodside, "	Ruardean Woodside, Ruardean, Glos. ..	nS.
The Pludds, "	The Pludds, Ruardean, Glos.	nS.

Letters and parcels for the first delivery should circulate as for the Midland T.P.O. going South.

The addresses of the undermentioned Sub-Offices have been changed:—

FROM	TO	Character of Office.
Bigby, Grimsby	Bigby, Barnetby, Lincs.	nS.
Bonby, Grimsby	Bonby, Worlaby, Lincs.	nS.
East Halton, Grimsby	East Halton, Lincs.	M. nS.
Immingham East, Grimsby	Immingham East, Habrough, Lincs.	T. Ex. M.T.
Immingham West, Grimsby	Immingham West, Habrough, Lincs.	T. Ex. M.T.
Limber, Grimsby	Limber, Habrough, Lincs.	T. Ex. M.T. nS.
Melton Ross, Grimsby	Melton Ross, Barnetby, Lincs.	nS.
Riby, Grimsby	Riby, Stallingborough, Lincs.	nS.
Saxby-all-Saints, Grimsby	Saxby-all-Saints, Worlaby, Lincs.	T. L. Ex. T. nS.
South Killingholme, Grimsby	South Killingholme, Habrough, Lincs. ..	T. Ex. M.T.

The circulation for these Offices and for

Barnetby, Lincs.,

Elsham, Lincs.,

Great Coates, Lincs.,

Habrough, Lincs.,

Healing, Lincs.,

Stallingborough, Lincs.,

and

Worlaby, Lincs.,

should be as for Grimsby except by mails received at Grimsby by Great Northern train due at Grimsby at 4.55 a.m., and by Great Central train due at 5.16 a.m., when the circulation should be to the Grimsby and Peterborough S.C., or to the Grimsby and Lincoln S.C., preferably the former.

All the Offices in question remain under the control of the Postmaster of Grimsby.

Inland Parcel Post Rules.—Head and Sub-Postmasters.

A Correction Slip (No. 3) to the Inland Parcel Post Rules for Head Postmasters and a Correction Slip (No. 4) to the Inland Parcel Post Rules for Sub-Postmasters are issued with this Circular. Copies of each book should be amended accordingly, the Officer responsible making the necessary entries in and initialling the table at the commencement of each book.

Parcel Post.—Discontinuance of X List Record in Ireland.

The arrangements described in the Post Office Circular of the 19th December for the discontinuance of the full X List Record of parcels will be extended to Ireland as from the 25th instant.

Supplies of the new form of X List—Parcel Record List X abridged P.P. No. 15—are being sent to Postmasters in Ireland who should at once distribute them to all offices under their control which prepare X lists. Any such office which has not received supplies of the form by the morning of the 25th should use manuscript forms as shown in the Circular of the 19th December.

Attention is directed to the paragraph in the notice of the 19th December "Head Office Summaries and Abstracts." An abstract in the usual form should be prepared for the period up to the 23rd instant, and a separate abstract for the remainder of the month showing only the total number of parcels.

Postmasters throughout the United Kingdom should note that it will no longer be necessary to enter the amount of postage on the origin labels of parcels for Ireland (other than registered, insured or express parcels)—see Circular of the 12th January.

Loss of Armlets.

Blue and white armlets bearing on the inside the marks "G.P.O. 36" and "G.P.O. 44" respectively have been lost. If either of these armlets be found by a member of the public and presented at a Post Office it should be accepted and sent with the name and address of the finder to the Superintending Engineer, Post Office Telegraphs, Leeds.

FOREIGN AND COLONIAL MAILS.

Insured Parcels for Ceylon and Australia.

The despatch of insured parcels for Ceylon and Australia by Packets of the Orient Line has now been resumed.

Working copies of the Post Office Guide should be amended as follows:—

Page 780. AUSTRALIA. Column 5.—Delete "No service by Orient Line."

Magazine Post to Canada and Newfoundland.

The following alterations should be made in the printed list of periodicals placed on the Register:—

Alter Ecclesia, 45-47 Baalam Street, Plaistow, E. *to* Ecclesia (quarto edition only), 45-47 Balaam Street, Plaistow, E.

Erase Journal of the Royal United Service Institution, Royal United Service Institution, Whitehall, S.W.

MONEY ORDERS.

Money Orders for Prisoners of War interned abroad.

PROCEDURE AT ISSUING OFFICES IN THE UNITED KINGDOM.

As there are still frequent irregularities in connexion with the issue of Money Orders for Prisoners of War interned abroad, Postmasters and others engaged in the issue of such Orders should note that the procedure should be as follows:—

- (a) The Remitter should furnish on the Requisition form, No. 9a, a full description of the Payee (including his regimental number, rank, name of regiment, &c.) the name of the country in which he is interned, and the name of the camp of internment thus:—

1749 Private W. G. Thomas,
2nd Argyll and Sutherland Highlanders,
Prisoner of War, Doeberitz,*
GERMANY.

* If the name of the camp of internment is not known the Order may be accepted but the sender should be warned that there may be serious delay in payment.

- (b) The Order should be issued **free of poundage**.
(c) A **Certificate of Issue** should be given to the Remitter.
(d) The words "Prisoner of War" should be written across the Requisition form No. 9a and in the margin of the Money Order Account against the entry.
(e) The name of the country of payment should be written across the Order and Advised form, which should be forwarded with the Requisition form No. 9a to the Money Order Department, London, in one of the special covers provided for the purpose.

The following alteration should be made in the Special Instructions issued with the Post Office Circular of the 22nd December last:—

Section J. Paragraph 11.

Delete "Remittances to against the entry," and substitute paragraphs (a), (b), (c), (d), and (e) given above.

Staff Rule Book.

Correction Slip (No. 8) to the Staff Rule Book will be issued during the week. Copies of the book should be amended accordingly and the necessary entries made in the table at the commencement of the book.

Rules Books for Postmen.

Correction Slip (No. 11) to the Rules for Rural Postmen, Correction Slip (No. 10) to the Rules for Postmen in London, and Correction Slip (No. 6) to the Rules for Postmen (except in London) employed on Town Duties will be issued during the week and should be duly attended to.

Sub-Office—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Croom, Limerick.....	Croom, Co. Limerick	T. Ex. M.T.

The circulation for letters and parcels should be as for Limerick Sorting Carriage by Down Night Mail from Dublin and Up Night Mail from Cork, and as for Limerick by all other Mails.

Fort Matilda Camp, Greenock.

A Post Office was opened at Fort Matilda Camp, Greenock, on the 14th instant, for the transaction of Telegraph, Postal Order and Parcel Post business.

Money Order and Savings Bank business will not be transacted.

The hours of attendance will be 8 a.m. to 12 noon, 1.30 p.m. to 4.30 p.m. and 6 p.m. to 8 p.m. on Week-days. Sundays, 9 a.m. to 10 a.m.

Letters and parcels to circulate via Greenock.

The Transmitting Office for telegrams is Greenock.

High Gosforth Park Camp, Newcastle-on-Tyne.

A temporary Post Office has been opened at this Camp for the transaction of Postal Order, Telegraph and Telephone business. Money Order and Savings Bank business is not transacted.

The hours of business are from 8 a.m. to 8 p.m. on Week-days, and from 8.30 a.m. to 10 a.m. on Sundays.

Letters and parcels should circulate via Newcastle-on-Tyne.

The Transmitting Office is Newcastle-on-Tyne.

The Telephone Trunk fees are similar to those for Newcastle-on-Tyne.

Summerdown Camp, Eastbourne.

A temporary Post Office has been opened at the above Camp for all kinds of Postal and Telegraph business.

The hours of attendance are from 8 a.m. to 8 p.m. on Week-days, and from 8.30 a.m. to 10 a.m. and 5 p.m. to 7 p.m. on Sundays.

Correspondence and Telegrams should circulate as for Eastbourne.

Issue of 10s. Currency Notes of a New Design.

10s. Currency Notes of a new design are now being issued through the Bank of England and the same procedure should be adopted in the case of 10s. notes as is in operation in the case of £1 notes (Post Office Circular of 10th November, 1914); i.e., all notes of the old design should be remitted to the Metropolitan Office of Account unless it is absolutely necessary to retain them for counter business. Currency Notes of the old design should not be re-issued to the public if it can possibly be avoided.

Loss of Armlets.

Blue and white armlets bearing on the inside the marks "G.P.O. 178" and "G.P.O. 382" respectively have been lost. If either of these armlets be found by a member of the public and presented at a Post Office it should be accepted and sent with the name and address of the finder as follows:—

Armlet No. 178 to the Superintending Engineer, Post Office Telegraphs, Cambridge;
 Armlet No. 382 to the Superintending Engineer, Post Office Telegraphs, Nottingham.

FOREIGN AND COLONIAL MAILS.**Mail Service to the Caroline Islands and Rabaul, &c., New Guinea.**

Correspondence for the Caroline Islands and the territory formerly known as German New Guinea is now being despatched to Japan and Australia respectively for onward transmission as opportunity offers. The insured letter service to these places is, however, still suspended.

Working copies of the Post Office Guide should be amended as follows:—

Page 722. CAROLINE ISLANDS. Columns 3 and 4.—For "Service suspended" substitute "Same as Japan."
 Column 9.—Delete "The insurance system applies to letters for Jap, Ponape and Truk only."
 „ 734. GERMAN NEW GUINEA. Columns 3 and 4.—For "Service suspended" substitute "Same as Australia."

Payment by the Senders of Customs Charges on Parcels for France.

It is notified that Franking Notes can now be acted upon in connexion with parcels sent to France.

The arrangement under which the senders of parcels may undertake the payment of Customs and other charges on parcels (page 64 of the Post Office Guide) is, accordingly, resumed so far as parcels for France are concerned; and the notice in the Post Office Circular of the 1st ultimo on the subject is hereby cancelled.

Cash on Delivery Service with Egypt.

The following alteration should be made in working copies of the Post Office Guide:—
 Page 868.—Entry "EGYPT," footnote A. Delete "Gelat el Nahl."

Magazine Post to Canada and Newfoundland.

The following alterations should be made in the printed list of periodicals placed on the Register:—

Enter Brushmaking, 21 Bride Lane, Fleet Street, E.C.
 „ Sunshine, 21 and 22, Old Bailey, E.C.

Parcel Post to Rhodesia and Belgian Congo (Katanga Province).

On and from the 1st of February next the rates of postage on parcels for Rhodesia and the Katanga Province of the Belgian Congo forwarded via Cape Town will be reduced to the following:—

Rhodesia (Southern)	1s. 4d. per lb.
Rhodesia (Northern)	1s. 8d. „
Belgian Congo (Katanga Province)—	
For a parcel not exceeding 3 lb. in weight	5s. 4d.
„ exceeding 3 lb. but not exceeding 7 lb.	10s. 10d.
„ „ 7 lb. „ „ 11 lb.	16s. 10d.

Working copies of the Post Office Guide should be amended accordingly at pages 782 and 832.
 A Public Notice on the subject is distributed with this Circular.

Competition Letters for Manchester to be made up in Separate Bundles.

Renewed attention is called to the Notices on this subject which appeared in the Post Office Circular on the 25th November, 1913, and 24th March, 1914. Difficulty is still being experienced in the Manchester Office notwithstanding the instructions which have been issued. Separate bundles labelled "*Manchester—Competition Letters*" are to be made up in all cases where as many as 25 such letters are despatched at the same time.

Crowborough Camp, Tunbridge Wells.

Money Order and Savings Bank business commenced at this temporary Office on the 1st instant.

Circulation of Parcels for certain places in Kent.

In future rail-borne parcels for all places in the London Bridge Railway Division will be dealt with at the South Eastern (London) Parcel Office. Parcels for—

Birchington,	Faversham,	Sheerness,	Swanley Junction,
Broadstairs,	Herne,	Sittingbourne,	Westgate-on-Sea and
Borough Green,	Herne Bay,	St. Mary Cray,	Whitstable,

which have hitherto been forwarded exceptionally to the G.P.O. Parcel Office should, therefore, now be sent to the South Eastern Parcel Office, London Bridge Division, whenever a direct Parcel despatch is made to the latter Office.

Letter Bundle Labels.

With reference to the notice on this subject which appeared in the Post Office Circular of the 28th March, 1911, it has been decided that the name of the office of origin may in future be printed on Letter Bundle labels when as many as 20,000 labels are ordered at the same time. The name of the office of destination will continue to be inserted in manuscript by the Officer who makes up the bundle.

In no case should more than twelve months' supply of labels be ordered.

Book of Rules for Sub-Postmasters.

Correction Slip (No. 31) to the Book of Rules for Sub-Postmasters is issued with this Circular. Copies of the book should be amended accordingly, the Officer responsible making the necessary entries in and initialling the table at the commencement of the book.

Loss of Armlet.

A blue and white armlet bearing on the inside the mark "G.P.O. 1165" has been lost. If it be found by a member of the public and presented at any Post Office it should be accepted and sent with the name and address of the finder to the—

Superintending Engineer, Post Office Telegraphs, Cambridge.

FOREIGN AND COLONIAL MAILS.

Parcels for the French Army.

As it has come under notice that parcels for members of the French Army are frequently accepted without Despatch Notes, the attention of Counter Officers and others is particularly drawn to paragraph L, 3, of the special instructions issued with the Post Office Circular of 22nd December. It should further be noted that the full name and address of the senders must appear on the Despatch Notes of all parcels for the French Army. Failure to observe these regulations not only causes great inconvenience at the Office of Exchange, but frequently results in the rejection of parcels by the French Post Office.

Mail service to the Marshall Islands, the Marian Islands and the Solomon Islands.

Correspondence for the Marshall Islands and those of the Marian Islands which formerly belonged to Germany is now being despatched to Japan, and correspondence for Bougainville and Buka, Solomon Islands, is being forwarded to Australia, for onward transmission as opportunity offers. The insured letter service to the Marshall and the Marian Islands is, however, still suspended.

Working copies of the Post Office Guide should be amended as follows:—

- Page 744. MARIAN ISLANDS (except Guam). Columns 3 and 4.—For "Service suspended" substitute "Same as Japan."
 Column 6.—For "£120 (see Col. 9)" substitute "No service."
 Column 9.—Delete "The insurance system applies to letters for Saipan only."
- „ 744. MARSHALL ISLANDS. Columns 3 and 4.—For "Service suspended" substitute "Same as Japan."
 Column 6.—For "£120 (see Col. 9)" substitute "No service."
 Column 9.—Delete "The insurance system applies to letters for Jaluit and Nauru only."
- „ 760. SOLOMON ISLANDS (German). Column 1.—For "German" substitute "Bougainville and Buka."
 Columns 3 and 4.—For "Service suspended" substitute "Same as Australia."
 Column 9. For "The German Solomon Islands" substitute "Bougainville and Buka."

POSTAL ORDERS.

Re-imposition of Postal Order Poundage.

Postmasters and Sub-Postmasters are requested to show the total number of Orders and the total amount of poundage on the "unissued" side of the Postal Order Docket M. 102 for Wednesday, 3rd February, at each of the three rates of poundage, viz., $\frac{1}{2}$ d., 1d. and $1\frac{1}{2}$ d. The poundage on credit stocks should be shown separately.

VACANCIES—(continued).**Temporary Assistants.**

Temporary Assistants are required at the undermentioned offices.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyors, &c., of the districts concerned. Candidates should apply through the usual official channels.

ABERDEEN (Postmaster, Aberdeen), Males preferred, for Postal and Telegraph work.

BIRMINGHAM—(Postmaster, Birmingham), Males and Females for Telegraph work.

EDINBURGH (Controller of Telegraphs, Edinburgh), Males and Females for Telegraph work.

IPSWICH (Surveyor, Ipswich), Males for Postal or Telegraph work.

LONDON (Controller, Central Telegraph Office), Males and Females for Telegraph work.

NEWMARKET (Surveyor, Ipswich), Males for Telegraph work from 22nd March to 27th November next.

SOUTH EASTERN DISTRICT (Surveyor, Croydon), Males and Females for Postal and Telegraph work.

SOUTH WESTERN DISTRICT (Surveyor, Portsmouth), Males and Females for Postal and Telegraph work.

Licence Envelopes (late Nos. 10 and 16): England and Wales.

The attention of all Postmasters and Sub-Postmasters in charge of Money Order Offices is directed to the notice on page 634 of the Post Office Circular of the 1st December last.

Any Envelopes No. 16 remaining on hand should be made waste forthwith. Supplies of the revised and renumbered Envelope No. 407 should be requisitioned by Postmasters from the Post Office Stores Department on form Postmasters No. 84B and by Provincial Sub-Postmasters from the Head Postmaster.

POSTAL DRAFTS—ARMY ALLOWANCES.**Issue of Two Brown Covered Books of Drafts in favour of the same Payee.**

For the payment of Army separation allowances to Dependants other than wives and children (Tuesday payments) the War Office finds it necessary in some cases to issue two or more brown covered books in favour of the same payee. The instructions issued in the Post Office Circular of the 3rd November, 1914, page 580, should not therefore be acted upon in any case where a Postmaster or Sub-Postmaster holds *two or more brown covered books* of drafts in favour of one payee, unless both books are issued in respect of one and the same soldier.

But the instructions in the Post Office Circular referred to above should continue to be acted upon in all cases where two green books (Monday payments) or one green and one or more brown books of drafts are on hand in favour of the same payee.

Sub-Office—Change of Control.

On the 1st instant the Harworth Sub-Office was transferred from the control of the Postmaster of Rotherham to that of the Postmaster of Doncaster and the address changed:—

FROM	TO	Character of Office.
Harworth, Rotherham.....	Harworth, Bawtry, Yorks.	nS.

The circulation is as for Bawtry by all Mails.

Purfleet Camp, Grays.

Money Order and Savings Bank business will be extended to this Camp on the 15th instant.

Loss of Armlet.

A blue and white armlet bearing on the inside the mark "G.P.O. 1649" has been lost. If it be found by a member of the public and presented at any Post Office it should be accepted and sent with the name and address of the finder to the Superintending Engineer, Post Office Telegraphs, Croydon.

Parcels for H.M. Ships.—Postage Rates.

Parcels addressed to any of H.M. Ships known to be in Foreign Waters should be prepaid at the rates of postage applicable to parcels for the places at which the ships are stationed. If the sender of a parcel is not aware of the station of the ship to which the parcel is addressed, postage should be prepaid at the rates of 1s., 2s. and 3s., in the case of parcels not exceeding 3 lb., 7 lb., and 11 lb. in weight respectively.

The instructions as regards the special Postal arrangements, &c., affecting Sailors and Soldiers on active service and Prisoners of War, which were issued with the Post Office Circular of the 22nd of December last, should be amended as follows:—

A. 2 (b) *Add*: "If the sender of a parcel is not aware of the station of the ship to which the parcel is addressed, postage should be prepaid at the rates of 1s., 2s. and 3s., in the case of parcels not exceeding 3 lb., 7 lb. and 11 lb. in weight respectively."

Circuits of the Judges.

The following Judges will remain in Town:—The Lord Chief Justice of England, Bray, J., and Shearman, J., during the whole of the Circuits; the other Judges till their respective Commission Days.

WINTER ASSIZES, 1915.	S. EASTERN.	WESTERN.	NORTHERN.	N. EASTERN.	OXFORD.	MIDLAND.	N. WALES.	S. WALES.
COMMISSION DAYS.	<i>Ridley, J.</i> (2) <i>Horridge, J.</i> (1)	<i>Darling, J.</i> (2) <i>Scrutton, J.</i> (1)	<i>A. T. Lawrence, J.</i> (2) <i>Sankey, J.</i> (1)	<i>Lord Coleridge</i> <i>J.</i> <i>Bailhache, J.</i>	<i>Bankes, J.</i> (2) <i>Avory, J.</i> (1)	<i>Rowlatt, J.</i> (2) <i>Mr. Commissioner</i> <i>Low, K.C.</i> (1)	<i>Lush, J.</i>	<i>Atkin, J.</i>
Wed'sday Feb. 10					Shrewsbury	Derby		
Thursday " 11	Hertford							
	Civil Feb. 13							
Monday " 15	Maidstone		Manchester 2		Stafford 2			
	Civil Feb. 18							
Monday " 22	Guildford			Newcastle				
Wednesday " 24	Civil Feb. 25							
Saturday " 27	Lewes			Durham				
Tuesday Mar. 2	Civil Mar. 3							
Saturday " 6				York				
Monday " 8						Warwick *		
Thursday " 11				Leeds				
Saturday " 13					Birmingham 2			

FOREIGN AND COLONIAL MAILS.

Prisoners of War interned in Germany.

Complaints are made by the Foreign Post Offices concerned of numerous irregularities in the acceptance and despatch of Postal Packets for Prisoners of War in Germany.

To facilitate the transmission of such packets and to prevent the frequent cases of delay and non-delivery which have arisen, the following addition should be made to Paragraph J. 1, of the Special Instructions issued with the Post Office Circular of 22nd December, and the instruction strictly observed:—

The addresses of all letters, parcels, and Money Orders should be written distinctly and in ink. Parcels must not be accepted unless the addresses are written very distinctly in ink both on the parcels themselves and on the Despatch Notes. Letters and post-cards addressed in pencil found in the letter boxes should be sent to the Returned Letter Branches for return to the senders.

Parcel Post to Spain.

Parcel Post business is now transacted at Tomelloso, which should be added to the lists of stations in Spain at which Parcel Post business is done, given in the Appendices to the Books of Rules for Head Postmasters and Sub-Postmasters.

Parcel Post with France.

With reference to the notice which appeared in the Post Office Circular of the 24th of November last, relative to restrictions in the Parcel Post with France, it should be noted that parcels can now be forwarded to all places served by the Paris, Lyons and Mediterranean Railway. The senders of parcels for France need now only be informed that parcels for places served by the Northern and Eastern Railways of France cannot be forwarded.

Parcel Post for Places Abroad.—Customs Declaration Forms.

Fresh forms of Customs Declaration for use in connexion with parcels for places abroad are about to be introduced, in place of the existing forms P.P. No. 20, F. & C. P.P. No. 1 (adhesive), and M. No. 121 (non-adhesive). The new adhesive form bears the same number as the old form; but the new non-adhesive form is numbered P.P. No. 21 (late M. No. 121).

The new forms should be brought into use as soon as they are received; and thereafter no parcel for a place abroad should be accepted unless it is accompanied by one or other of the new forms. It will be seen that the new forms contain a declaration to be signed by the sender that the parcel contains no goods prohibited from exportation from the United Kingdom, except such as are exported under licence. As stated in the Public Notice issued with to-day's Post Office Circular, a list of such goods can be obtained on application to the Secretary, Customs and Excise, Lower Thames Street, London, E.C.; and any person making enquiry as to the goods prohibited from exportation or the procedure necessary to obtain a licence should be referred to the Secretary, Customs and Excise.

The existing stock of Customs Declarations should not be made waste but put into store.

MONEY ORDERS.**Money Order Service with Liberia.**

The Money Order Service with Liberia has been suspended.

A suitable note should be made in the relative entry at page 860 of the Post Office Guide.

NATIONAL HEALTH INSURANCE.**Form of Application for Certificates of Exemption (Form X. 1).**

With reference to paragraph 19 in the Rules for the transaction of National Health Insurance business and to the issue of revised Forms X. 1, as notified in the Post Office Circular of the 2nd September, 1913, it is found that at some offices forms of the obsolete type are still being issued. Postmasters and Sub-Postmasters should at once destroy any stock of the old Forms X. 1 which may be on hand, and requisition an appropriate supply of the new Forms (X. 1 revised).

Sub-Offices—Change of Control.

On the 1st proximo the following Sub-Offices subordinate to Longford will be placed under the control of the Postmaster of Carrick-on-Shannon:—

Annaghmore, Mohill, Co. Leitrim	nS.
Cloone, " "	—
Eslin Bridge, " "	nS.
Farnaught, " "	nS.
Gorvagh, " "	nS.
Lough Rynn, Co. Leitrim	—
Mohill, " "	M.T.

There will be no change in address, but correspondence for the above Offices should in future circulate on Carrick-on-Shannon by Night Mail to that place. There will be no change in the circulation of Day Mail correspondence, except as regards that passing through the M. & S.S. Carriage "Up Day," which should circulate on Carrick-on-Shannon.

Rollestone Camp B.O., Salisbury.

A temporary Branch Post Office was opened at this Camp on the 15th instant for the transaction of all kinds of Postal business.

Telegraph business will not be transacted for the present.

Letters and parcels should circulate via Salisbury.

Loss of Armlet.

A blue and white armlet bearing on the inside the mark "G.P.O. 1879" has been lost. If it be found by a member of the public and presented at any Post Office it should be accepted and sent with the name and address of the finder to the Superintending Engineer, Post Office Telegraphs, Newcastle-on-Tyne.

Exchange of French Notes sent to Relatives by Soldiers.

In some cases soldiers in France are sending French notes to their relatives in the United Kingdom, who are finding difficulty in exchanging them. If such notes are presented at a Post Office the Postmaster or Sub-Postmaster should cash them on the production of an Identity Certificate or other proof of relationship with the sender. The notes, which should be exchanged *at the rate of 9½d. per franc*, should be forwarded as a Remittance in the usual way.

FOREIGN AND COLONIAL MAILS.**Customs Duty on Advertising Matter for Australia.**

The rates of Customs Duty leviable in Australia on advertising matter sent to the Commonwealth are now as follows:—

If manufactured in the United Kingdom, 8d. per lb. or 35% ad valorem, whichever rate returns the higher duty.

If manufactured elsewhere, 10d. per lb. or 40% ad valorem, whichever rate returns the higher duty.

Working copies of the Post Office Guide should be amended accordingly at page 713.

Post Office Servants Discharged from the Navy or Army.

Post Office Servants discharged from the Navy or Army revert to the ordinary conditions of their Post Office employment as from the date of their discharge. They are expected to report themselves as soon as possible after the date of discharge, and if they fail to do so without adequate cause it may not be possible to allow Post Office pay for the period between the date of their discharge and the date on which they report themselves. The cause of discharge should be ascertained; and if an officer was discharged on account of ill-health or injury, arrangements should be made for his examination by the medical officer to ascertain his fitness for duty. It should be noted that where the cause of discharge is stated to be "unlikely to become an efficient soldier," the cause may be due to ill-health.

If an officer is found fit to resume duty he should be placed on duty at once. If he is unfit, sick pay may be allowed (provided that his Post Office employment entitles him to the privilege) on the usual Post Office conditions as regards certificates and limits of sick pay. If, however, there is delay in arranging for the officer's examination until some time after the date of discharge, but it is reasonably clear from the medical officer's report that he has been incapacitated from the date of his discharge until the date when he is seen by the medical officer, the production of certificates to cover this period need not be insisted upon. In the case of unestablished officers who were insured at reduced rates under Section 53 (2) of the Insurance Act before they were called up or enlisted, the Post Office liability for sick pay under the Act revives from the date of their discharge, and two-thirds sick pay may be allowed subject to the usual limit of three months in twelve.

In all cases where, by reason of disablement or disease, the question of the officer's fitness to resume his ordinary duties arises, a report should at once be made to the Surveyor.

The names of Officers entitled to free medical attendance should be restored to the Medical Officer's capitation list as from the date of discharge.

Insured Officers on discharge are entitled to revise their choice of method of receiving their medical benefit, and if they chose the Post Office medical system last year they should not be restored to the Medical Officer's capitation list unless they wish to remain under the Post Office medical system. An Officer who wishes to revise his choice should apply to his Insurance Committee enclosing his medical card.

Ballinvonear Camp, Buttevant, Co. Cork.

A temporary Non-Money Order Sub-Office has been opened at the above Camp. For the present, Telegraph business will not be transacted. Letters, parcels and telegrams should circulate to Buttevant, Co. Cork.

Bustard Camp, Salisbury.

The temporary Branch Post Office at this Camp has been closed.

Tweseldown Camp, Farnham.

A temporary Branch Office has been opened at this Camp for the transaction of all kinds of Postal and Telegraph business.

The hours of attendance are from 8 a.m. to 8 p.m. on Week-days, and from 8.30 a.m. to 10 a.m. and 5 p.m. to 6 p.m. on Sundays.

The Transmitting Office is Aldershot.

Letters and parcels should circulate via Farnham.

Prisoners of War.

The regulations regarding the treatment of letters, parcels and Money Orders sent by or addressed to Prisoners of War in the United Kingdom apply also to the correspondence, &c., of Interned Civilians. The following corrections should accordingly be made in the Special Instructions issued with the Post Office Circular of 22nd December, 1914:—

- | | |
|-------------------------|---|
| Paragraph L 17, line 2. | } —After "Prisoner of War" insert "or Interned Civilian." |
| L 20, " 2. | |
| " L 19, " 1. | —After "Prisoners of War" insert "or Interned Civilians." |
| " L 21. | —After "Prisoners of War" insert "or Enemy Civilians." |

FOREIGN AND COLONIAL MAILS.

Foreign and Colonial Parcel Post.—Exportation of certain articles prohibited by Order in Council.

The Public Notice bearing this heading should be exhibited in substitution for the Public Notice issued with the Post Office Circular of the 9th instant.

It should be noted that, as stated in the Notice, the prohibitions do not apply to parcels addressed to:—

- (1) Officers and men serving on board H.M. Ships, or members of the Imperial and Allied Forces serving abroad;
- (2) Prisoners of War or persons in internment camps abroad;
- (3) British or Colonial Government Officials, whether Civil or Military, serving abroad.

The senders of parcels addressed to persons in any of these categories should not be required to fill up the declarations forming part of the new Customs Declarations (Forms P.P. No. 20 and No. 21).

Mail Service to the Leeward Islands.

The system of Insurance has been resumed in the Leeward Islands; and letters and parcels for the Islands may now be accepted for Insurance up to a limit of £400. Insured letters for Antigua, Dominica, Montserrat, Nevis and St. Kitts will be forwarded by Packets of the Royal Mail Line only, and Insured letters for Tortola by Steamers of the Leyland Line only.

Working copies of the Post Office Guide should be amended accordingly.

Cash on Delivery Service.

Counter officers accepting Cash on Delivery parcels should note that in future two orange Cash on Delivery labels must be affixed to the cover of each parcel, one as near as possible to the Office of Origin label or the address, and the other to the Customs Declaration, when an adhesive form is used. In the case of parcels for Egypt, the second label should be affixed to the front of the Despatch Note.

Special attention is again directed to the necessity of advising Cash on Delivery parcels and packets in the manner laid down in Rule III., Rules for Postmasters—Cash on Delivery Service (Rule 20, Cash on Delivery Rules for Town Sub-Postmasters). The parcels and packets must be distinguished on the Bill or Registered Letter List by the initials "C.O.D." and by the advising of the amount of the Trade Charge; and care should be taken, especially in the case of Insured Parcels, to see that the amount advised on the Bill or Registered Letter List corresponds with the amount of the Trade Charge entered by the sender on the cover of the parcel or packet.

The commission payable on Money Orders issued in Egypt and in the Bahamas has been increased; and the particulars given on pages 868 and 869 of the current edition of the Post Office Guide, relating to the remittance of Trade Charges, should be amended as follows:—

Amounts not exceeding																			
	£3	£4	£5	£6	£7	£8	£9	£10	£11	£12	£13	£14	£15	£16	£17	£18	£19	£20	
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Egypt	1 4	1 10	2 4	2 4	3 0	3 0	3 8	3 8	4 2	4 2	4 10	4 10	5 6	5 6	6 0	6 0	6 8	6 8	
Bahamas	2 9	3 7	4 4	5 4	6 2	6 11	7 9	8 6	9 7	10 5	11 2	12 0	12 9	13 10	14 8	15 5	16 3	17 0	

Magazine Post to Canada and Newfoundland.

The following alterations should be made in the printed list of periodicals placed on the Register:—

Enter Khaki, Imperial House, Kingsway, W.C.

Erase Scholar's Own, 3-12, Southampton Street, Strand, W.C.

Enter Work and Play, The Scholar's Own Magazine, Southampton Street, Strand, W.C.

Insurance Service with Egypt.

Letters and boxes for Egypt should again be accepted for insurance. Working copies of the Post Office Guide should be amended as follows:—

Page 729. Entry "EGYPT," Col. 6.—Delete "No service," and insert "400l (see Col. 9)".

Col. 9.—Add to entry "Insured Box Post: Postage 2s. 8d. Customs Declarations 1, see page 73. Payment of Customs and other charges on insured boxes for Egypt can be undertaken by the sender under conditions similar to those which apply to parcels, see page 64."

Foreign and Colonial Parcel Post.—Parcel Post and Origin Number Labels.

Small wooden boxes have recently been delivered to Postmasters at Offices which are supplied with the combined Parcel Post and origin number labels in rolls. The boxes are intended for the accommodation of the rolls in a convenient place on the counter. The loose end of the roll can be drawn through the aperture in the lid of the box, so that the labels can be torn off as required.

Foreign and Colonial Parcel Post Rules.

Correction Slips (No. 8) for the Head Postmasters' and Sub-Postmasters' Books of Rules relative to Foreign and Colonial Parcel Post are issued with this Circular. Copies of the books should be amended accordingly.

MONEY ORDERS.

Advices of Forfeited Money Orders.

As Money Orders issued in February, 1914, and remaining unpaid, will become void on the 1st of March, 1915, Postmasters should forward to their Metropolitan Offices on that date the Advices of such Orders in the yellow envelope provided for that purpose.

The Advices of Government Money Orders (excepting Bankruptcy Orders*

Printed on Blue Paper)

issued in January, 1915, and not paid on or before the 27th of February, 1915, must be sent to the Metropolitan Offices of the countries upon which the Orders are drawn. All persons presenting Orders relating to such Advices after the latter date should be referred to the respective Government Departments by which the Orders were issued.

* The Advices of unpaid Bankruptcy Orders printed on blue paper must be retained until the expiration of twelve clear months after the month of issue.

COMPETITIONS FOR APPOINTMENTS, &c.—(continued).

The applications, accompanied by a Form A and a Form Postmasters No. 45 regarding each candidate, should be sent **without delay** by the applicants' Postmaster direct to the Surveyor of the District, or to the Independent Postmaster concerned. (The modified Form A (P) (S. 297) should be used in the case of candidates who have already been certificated by the Civil Service Commissioners for any situation.)

The entries on the back of Form No. 45 should include the attendance record and the annual number of major irregularities for the last three years only. The serious offences, if any, for the whole of the candidate's career should be shown.

Before the forms are sent to the Surveyor (or Independent Postmaster) they should be carefully examined, and, if the particulars furnished are found to be incorrect or incomplete, the necessary corrections or additions should be made.

Candidates who are nominated to compete will not receive any communication in reply to their applications until about a week before the date of the examination.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM

TO

Cairndow, Inveraray Cairndow, St. Catherine's, Argyll.

The circulation should be as for St. Catherine's by all Mails.

FROM

TO

Old Polmont, Stirlingshire..... Old Polmont, Polmont, Stirlingshire.

Killylea, Co. Armagh..... Killylea, Portadown.

The circulation of letters and parcels should be as for Portadown.

FROM

TO

Stanton-in-Peak, Matlock..... Stanton-in-Peak, Rowsley, Derbyshire.

The circulation should be as for Rowsley, Derbyshire, by all Mails.

Shepherd's Bush Camp, London, W.

Attendance at the Temporary Branch Office at the Camp is now given on Week-days only.

Appeals respecting Separation Allowances.

In connexion with the new system of appeals respecting Separation Allowances to wives and dependants of Seamen, Marines and Soldiers, a poster is to be exhibited at all Post Offices and copies of a Form of Appeal are to be available at all Post Offices for distribution to any members of the public who ask for them. The necessary supplies of posters and Forms of Appeal have been distributed through the Stores Department to Head Postmasters.

Exchange of French Notes sent to Relatives by Soldiers, and of French Notes or French Coin brought home by Soldiers.

With reference to the notice in the Post Office Circular of 16th February, 1915, Postmasters and Sub-Postmasters are informed (a) that the arrangement should be extended to cover French Coin, (b) that it does not apply to Belgian Notes or Coin, (c) that the Notes must not be date-stamped, and (d) that the arrangement does not apply to the general public but only to the relatives of soldiers or to returned soldiers themselves.

Waste Paper.

Sub-Postmasters should examine their Books and Forms, as required by Rule 97 in the Book of Instructions for Sub-Postmasters, and, except as otherwise provided in Rule 223A, paragraph b, should return to their Head Postmaster for disposal as waste paper:—

Post Office Circulars	for 1912
Notices to the Public of which the continued exhibition is clearly not intended	„ 1913
Books of Receipts for Instruments left to be stamped	„ 1912
Account Books	„ 1912
Counterfoils of Returned Letter Claim Forms	„ 1912
Date Stamp Impression Books	„ 1912
Attendance Books	„ 1911
Registered Letter Receipts and Counterfoils	„ 1912
Counterfoils of Certificates of Posting Foreign and Colonial Parcels ..	„ 1912
Parcel Post Bills, Lists, and other Parcel Post Forms	„ 1912
Money Order Requisitions (3d and 3f)	„ 1912

The articles returned to Head Office should be securely tied together and labelled "Waste Paper from.....Office."

FOREIGN AND COLONIAL MAILS.

Reduction of Postage Rates to Occupied Territory.

Letters for the territories named below should now be accepted for transmission at the Imperial rate of 1d. per oz.

SAMOA, NEW GUINEA (except Dutch New Guinea), BISMARCK ARCHIPELAGO (comprising New Britain, New Ireland, New Hanover, Admiralty Islands, &c.), the island of Nauru in the MARSHALL ISLANDS, the islands of Bougainville and Buka in the SOLOMON ISLANDS, the districts of Lomeland, Misahöhe, Kette-Krachi and the part of the Mangu-Yendi District forming the Dagomba Country in TOGOLAND, BASRAH and KOWEIT.

For parcels for the districts of Togoland mentioned, the following postage should now be charged:—

For parcels not exceeding 3 lb.	1s. 0d.
„ „ exceeding 3 lb. and not exceeding 7 lb.	2s. 0d.
„ „ „ 7 lb. „ „ 11 lb.	3s. 0d.

A note should be made of the new rates in working copies of the Post Office Guide at p. 758, Samoa, p. 734, German New Guinea, p. 744, Marshall Islands (for island of Nauru), p. 760, Solomon Islands (Bougainville and Buka), p. 762, Togoland, and p. 764, Asiatic Turkey (adding after "service suspended," "except to Basrah and Koweit, postage 1d. per oz., mails same as India.") Also at p. 836, Togoland, alter rates in Col. 4 to "1.0 | 2.0 | 3.0."

MONEY ORDERS.

Army Money Orders in Payment of Separation Allowances.

With reference to the notice in the Post Office Circular of the 23rd ultimo, pages 76 and 77, Head Postmasters should note that Army Money Orders paid at Non-Money Order Offices should be claimed as paid Money Orders in the Head Office Money Order Account on the date on which they are received from the Sub-Postmaster.

Separation Allowances to Soldiers' Wives and Children and to Dependants of Unmarried Soldiers (or Widowers).

ISSUE OF REVISED PAMPHLETS AND POSTER.

A distribution has just been made of two revised pamphlets entitled—

“Separation Allowance for Wives and Children of Soldiers”
and

“Separation Allowance for Dependants of Soldiers,”

and of a revised poster entitled—

“Separation Allowance for Wives, Children and Dependants of Soldiers.”

Stocks of the revised pamphlets should be maintained at all Offices, and further supplies can be obtained on requisition in the usual way. A copy of the revised poster should be exhibited at every Office. The posters previously exhibited headed respectively—

“Separation Allowance. Increased rates for Wives and Children of Soldiers”
and

“Dependants of Soldiers”

should be taken down at once if this has not already been done, and all copies of the old pamphlets entitled—

“Separation Allowance. Rates for Wives and Children of Soldiers”
and

“Separation Allowance for Dependants of Unmarried Soldiers (or Widowers) during the War”
should be destroyed.

Delivery of Postal Packets to Troops in Billets.

Where troops are billeted in towns and villages in this Country it has become a common practice for a soldier to have his postal packets addressed to the house in which he is quartered. In many places such postal packets are delivered at the house by civil postmen, even when the designation of the soldier's unit is given in the address.

It is clearly laid down in the Army Regulations that the address borne by such postal packets should include the regimental number, rank, and corps or detachment, and announcements concerning any additional particulars required to secure due delivery have been widely circulated by means of public notices and leaflets.

In future any postal packet bearing in the address an indication that it is intended for a soldier should be handed over to the Regimental Orderly whether or not the address of the billet is given.

If in any case the application of this instruction involves a considerable transfer of work from the Civil to the Military Post Office, a few days' notice should be given to the Officer Commanding the unit affected.

BANK HOLIDAY IN IRELAND, 17th MARCH, 1915.

Stamps and Licences.

Postmasters in Ireland are informed that applications for Stamps and Licences cannot be attended to on Wednesday, the 17th of March.

Remittances, &c.

Remittances, &c., can neither be received at, nor despatched from, the Chief Office in Dublin on Wednesday, the 17th of March. This does not apply to Accountable Receipts, which should be forwarded as usual.

Use of Powerful Lights on Motor or other Vehicles.

Under a Secretary of State's Order, dated 21st January, 1915, made under Regulation 11 of the Defence of the Realm (Consolidation) Regulations, 1914, the use of powerful lights on motor or other vehicles is prohibited in all places where the lighting of the streets has been reduced. The purpose of the Order is to prevent the use of brilliant lights which would illuminate the streets or buildings sufficiently to enable aircraft to identify its position and thus defeat one of the main objects for which the lighting has been reduced. It is not intended to interfere with the carrying of lights which are reasonably necessary for safe driving at ordinary speeds.

Postmasters should bring this Order to the notice of any Mail Van Contractors who may be affected.

Rural Postman's Van with portable cover for Sale.

Length of body	4 ft. 10 in.
Width at top	3 ft. 4 in.
Width at bottom.....	3 ft. 2½ in.
Height.....	1 ft. 2 in. from bottom to top.
Height of Wheels (with collinge axle)	4 ft. 6 in.
Weight	6 cwt.
Price	£6.

The van is in good condition and would suit a postman or tradesman.
Apply to Postmaster of Bathgate.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Milltown Pass, Tyrrellspass, Co. Westmeath.....	Milltown Pass, Mullingar	T.
Rochfort Bridge, Tyrrellspass, Co. Westmeath	Rochfort Bridge, Mullingar	T.
Tyrrellspass, Co. Westmeath	Tyrrellspass, Mullingar	M.T.

Correspondence should circulate to Mullingar instead of to Killucan, Co. Westmeath.

Loss of Armlets.

Blue and white armlets bearing the marks "G.P.O. 2669," "G.P.O. 2759," "G.P.O. 3024" and "G.P.O. 3285" respectively have been lost. If any one of these armlets be found by a member of the public and presented at a Post Office it should be accepted and sent with the name and address of the finder to the Superintending Engineer, Post Office Telegraphs, Reading.

Rates of Postage on Parcels for H.M. Ships in Foreign Waters.

In future, parcels for H.M. Ships known by the senders to be in Foreign Waters, but not addressed by them to a particular place or station, may be accepted at the rate of 1s. for a parcel not exceeding 3 lb., 1s. 9d. for a parcel over 3 lb. but not over 7 lb., and 2s. 6d. for a parcel over 7 lb. but not over 11 lb.

The addition notified in the Post Office Circular of the 9th ulto. to paragraph A 2(b) of the instructions concerning the special postal arrangements, &c., affecting Sailors and Soldiers on Active Service and Prisoners of War, which were issued with the Post Office Circular of the 22nd of December last, should be amended to read as follows:—

"If the sender of a parcel addressed to a ship knows that the ship is in foreign waters but is not aware of the station to which it should be addressed, postage should be prepaid at the rates of 1s. for a parcel not exceeding 3 lb., 1s. 9d. for a parcel over 3 lb. but not over 7 lb., and 2s. 6d. for a parcel over 7 lb. but not over 11 lb."

It should be particularly noted that these rates are only to be charged when the senders are certain that the Ships to which the parcels are addressed are in foreign waters. In all cases of doubt, the inland rate should be charged; and the deficiency will be collected subsequently, if necessary.

FOREIGN AND COLONIAL MAILS.

Insured Letter Service with Nigeria (Southern).

Letters for Idah can no longer be accepted for insurance.

Working copies of the Post Office Guide should be amended as follows:—

Page 751. NIGERIA (SOUTHERN). Column 9.—Delete “Idah” in first paragraph.

Parcel Post with France.

The following is a revised list of the Hospitals in Northern France to which parcels addressed to the Staff may now be sent:—

No. 1 Red Cross Hospital (also known as Duchess of Westminster's Hospital)	Le Touquet,
No. 2 " " "	Rouen,
No. 3 " " "	Abbeville,
No. 4 " " (also known as Sir H. Norman's Hospital)	Wimereux,
No. 5 " " (also known as Anglo-American Hospital)	Wimereux,
No. 7 " " "	Wimereux,
Scottish Red Cross Hospital	Rouen,
Australian Voluntary Hospital	Wimereux,
Ambulance Americaine	Neuilly-sur-Seine,
Hertford British Hospital	Levallois Perret,
Enteric Hospital	Malassises,

and
 Headquarters,
 Paris Branch,
 British Red Cross Society,
 Hotel D'Iena, Paris.

This list should be substituted for that given in the Post Office Circular of the 16th of February.

Parcels for these Hospitals should be marked “British Expeditionary Force” in addition to being addressed to the places at which the Hospitals are situated.

Parcels may also be sent to members of the Staff of the following Hospitals at Calais:—

Sophie Berthelot Hospital.
 Institut Jeanne d'Arc.
 " de la Rue Archimède.
 " de la Rue de la Rivière (Ecole Lamarcq).

Parcels addressed to Hospitals at Calais should *not* be marked “British Expeditionary Force,” but “c/o Belgian Military Post Office, Calais.”

MONEY ORDERS.

Money Orders for Prisoners of War Interned Abroad.

The issue in the United Kingdom of Money Orders **free of poundage** for Prisoners of War interned abroad is not restricted to Orders payable to **British** Prisoners of War. Such Orders should also be issued free of poundage if payable to Prisoners of War of any nationality.

Allowance for Spoiled Stamps.

The following further corrections should be made in the List issued with the Post Office Circular of the 31st December, 1912, of Postmasters and Sub-Postmasters authorized to deal with claims for allowance in respect of Spoiled Stamps:—

Insert—Alloa. | Great Harwood, Blackburn. | Helensburgh. | Llandrindod Wells. | Rothesay.

Delete the asterisk in the case of—

Bideford. | Dudley. | Nuneaton. | Shrewsbury. | Weymouth. | Wokingham.

From the List of Stamp Distributors delete—Wrexham.

Rubber Obliterating Stamps for Parcels.

The following considerations should be borne in mind by Postmasters in putting forward requisitions for rubber obliterating stamps for parcels:—

A Rubber Obliterator, showing name of Office but not date, will be supplied on requisition for any Sub-Office where the average daily number of parcels posted is 25 or more, and where a rubber date-stamp ("Climax Dater" or "Blackwell") is not available for use on parcels.

A Roller Obliterator is useful at Offices where large numbers of parcels having two or more postage stamps affixed are handed over the counter. If, on an average, as many as 75 parcels, the majority of which are of this description, are handed over the counter during the busiest two hours of the day, the supply of this stamp may be regarded as warranted.

A "Combined" Facsimile Label Stamp, that is, a stamp which is designed not only to obliterate postage stamps but also to impress the cover of a parcel with the name of the Office and the date of posting and thus to serve instead of a Parcel Post label, is useful at Offices where parcels are posted in large batches, and where the time available for dealing with them before despatch is limited. A stamp of this kind is not suitable for very soft parcels, or for those which have a very irregular surface. Speaking roughly, if as many as 50 parcels are frequently posted at one time, or if the average daily number of parcels posted is 200 or more, a stamp of this type may be requisitioned, whether for use at a Head Office or at a Branch or Sub-Office.

Care must be exercised when this stamp is used to obtain clear impressions.

Postmasters should state definitely on all requisitions for any of these stamps whether the conditions set out above are fulfilled and what obliterators are already in use at the Office. They are not precluded from putting forward requisitions when the standards are not reached, if there are special circumstances which appear to warrant the supply of one or other of the stamps; but these special circumstances should be clearly set forth on the requisition.

Payment of Telephone Subscribers' Accounts at Post Offices.—London and Provinces (including Ireland and Scotland).

In future in every case in which a Rental Register Folio and a Rental Register number are quoted on an account presented for payment at a Post Office, these references should be copied on the centre copy of the form T. 36 or form T. 1018 (late Tp. 64) instead of the Index letter as at present. Thus the references on the account may appear as follow:—

Register Folio	175
Register No.	6

These numbers should be copied on the form T. 36 or form T. 1018 in the space provided for the Index letter in this manner—"175/6."

District Managers should arrange that such references are clearly shown on all Rental accounts in future. Register references should no longer be shewn on accounts relating to Fees and Removals, &c.

Ballinvonear Camp, Buttevant, Co. Cork.

With reference to the notice which appeared in the Post Office Circular of the 23rd ultimo the temporary Office will be opened for Telegraph business on the 17th instant.

The hours of attendance will be 8.25 a.m. to 8.25 p.m. on Week-days, and 8.55 a.m. to 10.25 a.m. on Sundays (Greenwich time).

The Transmitting Office will be Buttevant.

Sandling Camp, Hythe.

The temporary Post Office at this Camp has been closed until further notice.

Stobs Camp, Hawick.

A temporary Post Office was opened at this Camp on the 15th instant. Money Order, Savings Bank and Telegraph business is being transacted.

The hours of attendance are from 8 a.m. to 11 a.m., 1 p.m. to 3 p.m. and 5.15 p.m. to 8 p.m. on Week-days, and from 9 a.m. to 10 a.m., 11.30 a.m. to 12.30 p.m., and 7.15 p.m. to 8.15 p.m. on Sundays.

Letters and parcels should circulate as for Hawick.

The Transmitting Office for telegrams is Hawick.

Parcels for the Expeditionary Force.

Considerable inconvenience is caused by the very large number of parcels intended for the Expeditionary Force received at the Home Depot in a damaged or insecure condition. The attention of all Officers accepting parcels from the public is drawn to the necessity for seeing that parcels for the Expeditionary Force comply with the directions given on page 5 of the Special Circular issued with the Post Office Circular of the 22nd December, 1914, before being accepted for transmission.

Correspondence for Canadian Troops forming part of Expeditionary Force.

Correspondence for Canadian Troops not specifically addressed to a definite place in the United Kingdom should for the future circulate by all Mails to the Foreign Section, London, for transfer to the Home Depot, a labelled bundle marked "Canadian Troops" being made up where warranted.

Correspondence addressed to a definite place in the United Kingdom should circulate as addressed.

Letters and Parcels for the Mediterranean Expeditionary Force.

Correspondence for the "Royal Naval Expeditionary Force" or the "Royal Marine Special Service Force" should be addressed as follows:—

Name.....
 Rank.....
 () Unit or Battalion,
 "Royal Naval Division" or "Royal Marines,"
 c/o G.P.O., London.

Both letters and parcels should circulate to London in the same manner as for the British Expeditionary Force, and labelled bundles or special receptacles should be made up as required.

The rate of postage on letters will be 1d. per ounce; the rates on parcels will be 1s., 2s. and 3s. for parcels not exceeding 3, 7 and 11 lb. respectively.

Insured Parcels addressed to His Majesty's Ships Abroad.

The arrangement for obtaining advices of delivery of insured parcels addressed to His Majesty's Ships Abroad is suspended until further notice. A note to this effect should be added to paragraph 2 (b) of Section A of the instructions as regards the special Postal arrangements, &c., affecting Sailors and Soldiers on active service and Prisoners of War, which were issued with the Post Office Circular of the 22nd of December last.

Loss of Armlets.

Blue and white armlets bearing the marks "G.P.O. 269" and "G.P.O. 1917" respectively have been lost. If either of these armlets be found by a member of the public and presented at a Post Office it should be accepted and sent with the name and address of the finder as follows:—

Armlet No. 269 to the Superintending Engineer, Post Office Telegraphs, Newcastle-on-Tyne;
Armlet No. 1917 to the Superintending Engineer, Post Office Telegraphs, Cambridge.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
G. E. Watson	E. 3098.	C. Hughes	E. 12946.
J. Horden	E. 6760 (1914).	A. Barber	E. 8818.
J. G. Bollard	E. 1835.	H. J. Young	E. 7368.
F. Plowman	E. 1393.	T. E. Wilson	E. 1806.

FOREIGN AND COLONIAL MAILS.

Magazine Post to Canada and Newfoundland.

The following alterations should be made in the printed list of periodicals placed on the Register:—

- Erase* Aero, 20 Tudor Street, E.C.
 „ Aeronautics, 3 London Wall Buildings, London Wall, E.C.
 „ Arena, 20 Tudor Street, E.C.
 „ Baby, 32 George Street, Hanover Square, W.
 „ Boy's Journal (Monthly Magazine Edition), The Fleetway House, Farringdon Street, E.C.
 „ British and Foreign Confectioner, Baker and Restaurateur, 3 Wellington Street, Strand, W.C.
 „ Cadets' Own, 83 Ham Park Road, West Ham, E.
 „ Cassell's Family Circle, Ludgate Hill, E.C.
 „ Catholic Junior, 92 Fleet Street, E.C.
 „ Champion, 93-94 Long Acre, W.C.
 „ Chart and Compass, 680 Commercial Road, E.
 „ Child of Mary and St. Agnes' Magazine, Paternoster Row, E.C.
 „ Christian Service, 21-22, O - Bailey, E.C.
 „ Colonial Life, 8 Waterloo Place, S.W.
 „ Commonwealth, 3 Paternoster Buildings, E.C.
 „ Confidence, Monkwearmouth, Sunderland.
 „ Country-Side, 118 Fleet Street, E.C.
 „ Empire Illustrated, 93-94, Long Acre, W.C.
 „ Empire Magazine, 4 Exeter Street, Strand, W.C.
 „ English Illustrated Magazine, 358 Strand, W.C.
 „ Everyone's Story Magazine, 4 Bouverie Street, E.C.
 „ Fine Art Trade Journal, Maxwell House, Arundel Street, Strand, W.C.
 „ Glass and China Trader, 170 Fleet Street, E.C.
 „ Hairdressing, 30-31, Fournival Street, E.C.
 „ Home Handicrafts and Pastimes, 93-94 Long Acre, W.C.

Magazine Post to Canada and Newfoundland—(continued).

Erase	Home Messenger, Temple House, Temple Avenue, E.C.
"	Illustrated Poultry Record, Tudor House, Tudor Street, E.C.
"	Illustrated Temperance Monthly, 4 The Sanctuary, Westminster, S.W.
"	Ireland's Own, 11 Sackville Place, Dublin.
"	Ladies' Golf, 125 Fleet Street, E.C.
"	Ladies' Wear Trade Journal, 30-31 Farnival Street, E.C.
"	Magpie, 5 John Street, Adelphi, W.C.
"	Mary Magazine, 19 Henrietta Street, W.C.
"	Mother and the Baby's World, 12 Burleigh Street, Strand, W.C.
"	Pall Mall Magazine, 20 Tudor Street, E.C.
"	Patrician, 1 York Street, Covent Garden, W.C.
"	Present Truth, Stanborough Park, Watford.
"	Railway and Travel Monthly, 9, 10 and 11 Cursitor Street, E.C.
"	Red Cross, 9 Victoria Street, S.W.
"	Story Journal, Withy Grove, Manchester.
"	Symbol, 71 Fleet Street, E.C.
"	Tobacco Trade Review, Eastcheap Buildings, E.C.
"	Unitarian Monthly, Cavendish Works, Ashton-under-Lyne.
"	Westminster Review, 51 Old Bailey, E.C.
"	Woodworker and Art Craftsman, Sardinia House, Kingsway, W.C.
"	World's Story Magazine, 4 Bouverie Street, E.C.

Rates of Postage on Parcels for certain Foreign Countries.

The service of uninsured parcels for Bulgaria, Roumania and Serbia has been resumed. The rates of postage are shown below, together with revised rates which it has been necessary to introduce for other countries:—

Addressed to		Route	Rates of postage on each parcel					
			If not exceeding three pounds in weight		If exceeding three pounds and not exceeding seven pounds in weight		If exceeding seven pounds and not exceeding eleven pounds in weight	
			s.	d.	s.	d.	s.	d.
Persia	{ Badjgirah only	Viâ Sweden and Russia	3	11	4	6	5	0
		Viâ Norway, Sweden and Russia	4	4	4	8	5	0
	{ Other places	Viâ Sweden and Russia	2	11	3	6	4	0
		Viâ Norway, Sweden and Russia	3	4	3	8	4	0
Russia-in-Europe (including Finland and Trans-Caucasia)		Viâ Sweden	2	2	2	8	3	2
		Viâ Norway and Sweden	2	7	2	11	3	3
Russia-in-Asia		Viâ Sweden	3	2	3	8	4	2
		Viâ Norway and Sweden	3	7	3	11	4	3
Belgian Congo		By Sea direct	1	2	2	4	3	6
China (Russian Agencies in Northern Manchuria)		Viâ Norway and Sweden	5	6	5	6	5	6
Cuba		Viâ France	2	2	2	6	2	10
Seychelles		P. & O. Line to Aden and thence by French packet	1	8	2	6	3	4
Sweden		Viâ Norway	1	11	2	3	2	7
Bulgaria.....		Viâ France	1	11	2	3	2	7
		Viâ France and Italy	2	4	2	8	3	0
Roumania		Viâ France and Bulgaria	2	4	2	8	3	0
		Viâ France, Italy and Bulgaria	2	9	3	1	3	5
Serbia.....		Viâ France and Greece	2	2	2	6	2	10
		Viâ France, Italy and Greece	2	9	3	1	3	5

Rates of Postage on Parcels for certain Foreign Countries—(continued).

It should be carefully noted that insured parcels for Persia, Russia, Russian Agencies in Northern Manchuria, and Sweden can only be forwarded via Norway and must be prepaid at the rate for parcels by that route.

The necessary amendments should be made in the Parcel Post tables in working copies of the Post Office Guide.

A Public Notice announcing the revised rates is being issued with this Circular.

Parcel Post to United States and Canada.—Prohibitions.

Notwithstanding the special notice on the subject in the Post Office Circular of the 19th of May last parcels contravening the regulations regarding the importation of plants, &c., shown in column 8 on pages 789 and 843 of the Post Office Guide, are still being accepted.

In view of the trouble and inconvenience so caused to the despatching Office of Exchange the attention of Counter Officers should be specially drawn to these restrictions.

ARMY SEPARATION ALLOWANCES.

Certain extensions of the system of Army Separation Allowances have been introduced as from the 1st February last, which will necessitate deductions from the civil pay of Post Office servants affected.

(i.) Marriage after 13th August, 1914 (or date of enlistment, if later).

In cases of this kind in which approval for the issue of Army Separation Allowance has not already been given under instructions in force prior to the 26th February, 1915, the issue of Army Separation Allowance will begin from the date of marriage or from the 1st February, 1915, whichever is later.

(ii.) Extension of limit of age for children.

From the 1st February, 1915, Separation Allowance will be issuable on application for all children of soldiers up to the age of 16 and, in special circumstances, the allowance will also be admissible for young persons between the ages of 16 and 21.

(iii.) Married men whose wives are not receiving Separation Allowance.

The extension of Army Separation Allowance to the dependants of married men will reckon as from the 1st February, 1915, for men serving on the 26th February, 1915, and from the date of application in other cases. It will apply only in those cases in which no Separation Allowance is admissible for the soldier's wife.

(iv.) Adopted children, etc., of married men.

Army Separation Allowance at the usual rates will be paid as from the 1st February, 1915, in respect of any children whom a married soldier has permanently maintained as his own. This will admit adopted and illegitimate children or step-children.

Postmasters, etc., should take steps to ascertain if any Allowances mentioned in the above paragraphs are being paid in respect of any Officer of the Post Office serving with the Colours, and, if so, corresponding reductions should be made from the civil pay. In the case of weekly wages the first weekly deductions should be made from wages falling due in the week to the 20th March, and should include arrears for the week ending March 13th (i.e., the first deduction should be double the normal amount). In the case of salaries the deduction should be dated from the 1st March.

Postal Drafts.—Loss of Army Draft Book bearing the Serial Numbers $\frac{G}{4}$ 077257 to $\frac{G}{4}$ 077269.

Information has been received that drafts bearing the above numbers, and for a weekly payment of 21s., are missing. Postmasters and Sub-Postmasters should examine all green-covered books in their possession, and forward the book, if discovered, to the Comptroller and Accountant General, together with a report stating whether any payment has been made.

GOOD FRIDAY AND EASTER.**Applications for Stamps, Licences, and Postal Orders.**

Supplies of Stamps, Licences, and Postal Orders will not be despatched to Postmasters on the following days. Requisitions should be regulated accordingly.

	Stamps.	Licences.	Postal Orders.
England and Wales	2nd to 5th April	2nd to 5th April	} 2nd to 5th April.
Ireland*	2nd and 5th April	2nd and 5th April	
Scotland	1st and 2nd April	1st and 2nd April	

* Only urgent applications for Stamps and Licences will be attended to in Dublin on the 3rd and the 6th of April.

Kinsale.—Alteration in Control.

On the 1st April, 1915, the Kinsale Head Office will be converted into a Salaried Sub-Office and placed, together with its 10 Sub-Offices, under the control of the Postmaster of Cork.

The alterations in address are given below. There will be no change in circulation:—

FROM	TO
KINSALE	Kinsale, Co. Cork.
Ballinaclashet, Kinsale	Ballinaclashet, Kinsale, Co. Cork.
Ballinspittle,	Ballinspittle,
Ballyfeard,	Ballyfeard,
Belgooly,	Belgooly,
Castlepark,	Castlepark,
Dunderrow,	Dunderrow,
Nohoval,	Nohoval,
Old Head,	Old Head,
Scilly,	Scilly,
Summerecove,	Summerecove,

Sub-Offices—Change of Control.

On and after the 1st April the following Sub-Offices at present subordinate to Chester will be transferred to the control of the Postmaster of Birkenhead:—

Ellesmere Port.	Neston.
Merseyton Road T.S.O.	Parkgate.
Whitby Road T.S.O.	Little Neston.
Ince.	Puddington.
Little Sutton.	Burton.
Childer Thornton.	Thornton Hough.
Great Sutton.	Whitby.
Ledsham.	Willaston.

The postal address in each case will remain "Chester" and the circulation will not be altered.

Sub-Offices—Change of Address.

The notice which appeared in the Post Office Circular of the 9th instant regarding Milltown Pass, Rochfort Bridge and Tyrrellspass Sub-Offices (Mullingar) should be cancelled. Correspondence for the three Offices should circulate to Mullingar by all Mails except the Irish Down Day Mail (English Night Mail) which should continue to circulate via Midland Great Western T.P.O. Down Day and Castletown Geoghegan, Co. Westmeath, as heretofore.

Woodcote Park Camp B.O., Epsom.

A temporary Branch Post Office is now open at this Camp for the transaction of Telegraph and Postal business. Money Order and Savings Bank business will not be transacted for the present. The Transmitting Office for telegrams is TS.



Loss of Armlets.

Blue and white armlets bearing the marks "G.P.O. 259," "G.P.O. 1851" and "G.P.O. 3046" respectively have been lost. If any one of these armlets be found by a member of the public and presented at a Post Office it should be accepted and sent with the name and address of the finder as follows:—

Armlet No. 259 to the Superintending Engineer, Post Office Telegraphs, Cambridge;

Armlet No. 1851 to the Superintending Engineer, Post Office Telegraphs, Newcastle-on-Tyne.

Armlet No. 3046 to the Superintending Engineer, Post Office Telegraphs, Reading.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
A. W. Church	E. 1327.	R. C. Davies	E. 7031.
J. A. C. Sanders	E. 10075.	J. R. Hill	E. 12522.
J. Goodwin	E. 7535.		

Canadian Expeditionary Force.

A portion of the Canadian Contingent having joined the British Expeditionary Force on the Continent, the following correction should be made in the Special Instructions issued with the Post Office Circular of the 22nd of December last:—

Par. D. should now read as follows:—

D.

Canadian Expeditionary Force.

1. CANADIAN TROOPS IN THE UNITED KINGDOM.—Letters and parcels for members of the Canadian Contingent in this country should be accepted at the ordinary inland rate of postage. Correspondence for members of the Canadian Contingent should include as part of the address the name, rank, number, and battalion or corps of the addressee.

2. As regards correspondence from members of the Canadian Contingent, see Par. C 4 (a) and (b) above.

3. CANADIAN TROOPS ON THE CONTINENT.—Letters and parcels may be sent to the Canadian Contingent on the same conditions as are applicable to letters and parcels for the British Expeditionary Force. See Section E.

The address should include, besides the particulars set forth in paragraph E. 1, the words "1st Canadian Division, British Expeditionary Force."

Mediterranean Expeditionary Force.

The Postage Rates on parcels for the Royal Naval Expeditionary Force and the Royal Marine Special Service Force have been reduced, and are now as follows:—

	s.	d.
For each parcel weighing not over 3 lb.	1	0
" " over 3 lb. and not over 7 lb.	1	9
" " over 7 lb. and not over 11 lb.	2	6

These rates should be substituted for those given in the Post Office Circular of the 16th instant.

Parcels for the Indian Expeditionary Forces.

Parcels for the Indian Expeditionary Forces, whether on the Continent of Europe or not, should be accepted for transmission at a uniform rate of 1s., 1s. 4d., 1s. 7d., for parcels under 3 lb., 7 lb. and 11 lb. respectively.

The following alterations should be made in the special instructions issued with the Post Office Circular of the 22nd of December last:—

Section F. Alter the heading to:

“Indian Expeditionary Forces on the Continent of Europe or elsewhere.”

Add a fresh paragraph as follows:—

“(c) Paragraphs 3, 4, 7, 8, 9 of Section E do not apply to Indian Expeditionary Forces not on the Continent of Europe.”

Section H. Add to the heading “or of an Indian Expeditionary Force.” Paragraph 1, line 2. After “British Expeditionary Force” insert “or of an Indian Expeditionary Force.” Delete the remainder of the paragraph from “exceptionally, however, correspondence” (line 5). Paragraph 2, line 3. Delete “(except, as indicated above, parcels for British East Africa, &c.).”

FOREIGN AND COLONIAL MAILS.

Rates of Postage on Parcels for certain Foreign Countries.

The service of uninsured parcels for Bulgaria, Roumania and Serbia has been resumed. The rates of postage are shown below, together with revised rates which it has been necessary to introduce for other countries:—

Addressed to	Route	Rates of postage on each parcel					
		If not exceeding three pounds in weight		If exceeding three pounds and not exceeding seven pounds in weight		If exceeding seven pounds and not exceeding eleven pounds in weight	
		s.	d.	s.	d.	s.	d.
Persia	Badjghiran only	3	11	4	6	5	0
	Viâ Sweden and Russia	4	4	4	8	5	0
	Viâ Norway, Sweden and Russia...						
	Other places	2	11	3	6	4	0
Russia-in-Europe (including Finland and Trans-Caucasia)	Viâ Sweden	3	4	3	8	4	0
	Viâ Norway, Sweden and Russia ...						
Russia-in-Asia	Viâ Sweden	2	2	2	8	3	2
	Viâ Norway and Sweden	2	7	2	11	3	3
Belgian Congo	Viâ Sweden	3	2	3	8	4	2
	Viâ Norway and Sweden	3	7	3	11	4	3
China (Russian Agencies in Northern Manchuria)	By Sea direct	1	2	2	4	3	6
Cuba	Viâ Norway and Sweden	5	6	5	6	5	6
Seychelles	Viâ France	2	2	2	6	2	10
Sweden	P. & O. Line to Aden and thence by French packet	1	8	2	6	3	4
Bulgaria.....	Viâ Norway	1	11	2	3	2	7
Roumania	Viâ France	1	11	2	3	2	7
	Viâ France and Italy	2	4	2	8	3	0
Serbia.....	Viâ France and Bulgaria	2	4	2	8	3	0
	Viâ France, Italy and Bulgaria ...	2	9	3	1	3	5
	Viâ France and Greece	2	2	2	6	2	10
	Viâ France, Italy and Greece	2	9	3	1	3	5

Rates of Postage on Parcels for certain Foreign Countries—(continued).

It should be carefully noted that insured parcels for Persia, Russia, Russian Agencies in Northern Manchuria, and Sweden can only be forwarded viâ Norway and must be prepaid at the rate for parcels by that route.

The necessary amendments should be made in the Parcel Post tables in working copies of the Post Office Guide.

MONEY ORDERS.

Transfer of Payment of Government Money Orders.

Numerous cases have recently occurred of applications for transfer of payment of Army Money Orders being irregularly dealt with at the Offices on which they are drawn. Postmasters are reminded that such applications should not be dealt with at the paying Office but by the Officer by whom the Order was issued (*see* Rule No. 59 and the instructions printed on the back of the Orders).

If personal application is made at a Post Office for transfer of payment of a Government Order the applicant should be instructed to fill up form No. 27A (suitably modified) and forward it together with the Order to the Officer by whom the Order was issued.

Any application received by post should be referred to the Money Order Department, London, for transmission to the Officer who issued the Order, and a form No. 27M should be sent to the applicant.

POSTAL ORDERS.

Postmasters and Sub-Postmasters are reminded that the "unissued" side of the Postal Order Docket M. 102 should be filled up so as to show the number and value, inclusive of poundage, of the Postal Orders at each denomination in hand at the close of business on 31st March. The details of any supplies for Sub-Offices made up but not despatched should be included in the Dockets furnished by Head Postmasters.

To Postmasters in Scotland.

Stamps and Licences will not be issued from the Inland Revenue Office, Edinburgh, on Thursday, the 1st of April. Requisitions should be regulated accordingly.

Parliamentary Notices served under the General Orders issued in connection with the Private Legislation Procedure (Scotland) Act, 1899, and the Tramways Acts (Ireland).

Parliamentary Notices may only be posted at Offices where Money Order business is transacted.

Notices which by the General Orders for the Regulation of Proceedings under and in pursuance of the Private Legislation Procedure (Scotland) Act, 1899, must be served on or before the 15th of April must be posted not later than the 12th of April, and Notices which by the same Orders must be served on or before the 21st of April must be posted not later than the 17th of April.

Parliamentary Notices relating to Tramways in Ireland may be posted in Dublin, Belfast, Cork and Athlone on various dates, which are liable to alteration. Such Notices, when handed in at the Offices stated, must be treated in all respects as other Parliamentary Notices. They should not be accepted at any Office other than the four specified.

The standing instructions concerning Parliamentary Notices will be found in Rules 309 to 318 of the Rules for Head Post Offices, Part II., and Rules 260 to 266 for Sub-Postmasters.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Baldrine, Laxey, Isle of Man.....	Baldrine, Laxey, Douglas.....	T. nS.
Derbyhaven, Castletown, „.....	Derbyhaven, Castletown, „.....	nS.
Foxdale, St. John's, „.....	Foxdale, St. John's, „.....	M.T. nS.
Glenmayne, Peel, „.....	Glenmayne, Peel, „.....	nS.
Kirk Andreas, Ramsey, „.....	Kirk Andreas, Ramsey, „.....	M. nS.
Kirk Bride, Ramsey, „.....	Kirk Bride, Ramsey, „.....	nS.
Kirk Maughold, Ramsey, „.....	Kirk Maughold, Ramsey, „.....	nS.
Lower Foxdale, St. John's, „.....	Lower Foxdale, St. John's, „.....	nS.

There will be no change in the circulation.

Coolmoney Camp, Athy.

A temporary Office has been opened at Coolmoney Camp, Athy, for the transaction of all kinds of Postal business only.

The hours of attendance are as follows:—

7.15 a.m. to 8.15 a.m. }	On Week-days.
11. 0 a.m. to 3. 0 p.m. }	
4. 0 p.m. to 6.30 p.m. }	
7.15 a.m. to 8.15 a.m. }	On Sundays.
5.15 p.m. to 6.15 p.m. }	

Coolmoney Camp S.O. will rank as an Independent Sub-Office during the period in which it is open, and the address is:—

Coolmoney Camp, Co. Wicklow.

By the English Night Mail to Ireland (Irish Day Mail) the circulation will be as for Naas except on Saturday nights, when letters should circulate as for Athy. By English Day Mail (Irish Night Mail) the circulation will be as for Athy.

Parcels should circulate by all despatches as for Athy.

Telegraph business will be conducted by the Military Authorities and the Transmitting Office will be Curragh Camp.

Correspondence for Leitrim Camp, which is adjacent to Coolmoney, should circulate as for Coolmoney Camp S.O.

Stobs Camp, Hawick.

This Office was closed on the 21st instant.

Circulation of Postal Packets for St. Kilda (Inverness-shire).

Until further notice postal packets for the Island of St. Kilda (Inverness-shire) should be circulated to Stornoway.

Lubrication of Letter Box Doors.

In order to prevent undue wear of the hinges on letter box doors it is necessary that the pivots on which the doors hinge be lubricated regularly. A fairly thick engine oil is most suitable, and attention once every three months should suffice in most cases.

Lower Hinge.—In all modern boxes the lower pivot is fixed tightly (driven or screwed) into the body of the box and a plain or bushed bearing is provided in the door. Oil should be inserted **above** the pivot via the oil hole in the door, which, except in lamp letter boxes, is fitted with a removable wooden plug.

Upper Hinge.—The upper pivot is attached to the door by screws and turns in a plain hole drilled clear through a lug forming part of the box. When possible oil should be inserted at the top of the pivot; if limits of space prevent this, oil may be "squirted" in at the base of the pivot.

Should any difficulty be experienced in lubricating the hinges of boxes which are not of the standard type, or if in any case the hinges should fail to work easily after oiling, the advice of the local engineer should be sought.

Licences incorrectly bound.

ENGLAND AND WALES.

It has been brought to notice that a few £1 Motor Cycle Licences have been incorrectly bound in books containing £8 8s. Motor Car licences, and vice versa.

The stocks of both these licences on hand at Head, Branch and Money Order Sub-Offices in England and Wales should be carefully examined, and particulars of any discrepancy should be reported as early as possible to the Controller, Post Office Stores Department, Stamp Section, Somerset House, W.C.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
C. G. Crawley.....	E. 648.	R. J. Willoughby	E. 6750.

NATIONAL HEALTH INSURANCE.

Insured Post Office Servants who cease to be insured either by reason of appointment to the establishment or other cause.

Insured Post Office Servants who for any reason cease to be insured should immediately notify their Approved Society of the fact. Postmasters and other Controlling Officers should bring this rule to the notice of all the insured persons under their control.

Parcels for the Indian Expeditionary Force.

The special attention of all officers employed on Sorting duties should be drawn to the notice in the Post Office Circular of the 5th January last, relative to the circulation of correspondence for the Indian Expeditionary Force. A large number of parcels which bear the words "Indian Expeditionary Force" as part of the address are being wrongly circulated to the G.P.O. Parcel Office amongst parcels for the British Expeditionary Force, causing unnecessary delay and inconvenience. The correct circulation is to the **South Western Parcel Office, London.**

Correspondence for the Mediterranean Expeditionary Force.

The following addition should be made to the Special Instructions issued with the Post Office Circular of the 22nd of December last.

Page 8.—After Section F, insert a new section F (a) as follows:—

F (a). MEDITERRANEAN EXPEDITIONARY FORCE (including Royal Naval Expeditionary Force and Royal Marine Special Service Force).

1. METHOD OF ADDRESS.—The address of all letters and other postal packets intended for members of these Forces should include—

- (i) Regimental Number (if known),
- (ii) Rank,
- (iii) Name,
- (iv) Squadron or Company,
- (v) Battalion, Battery, Regiment (or other unit), Staff appointment or Department,
- (vi) Mediterranean Expeditionary Force.

2. RATES OF POSTAGE:—

LETTERS	1d. per oz.
POSTCARDS	1d. each.
PRINTED PAPERS, including newspapers....	½d. per 2 oz.
PARCELS:—	s. d.
Weight not over 3lb.	1 0
Over 3lb. and not over 7 lb.	1 9
„ 7 lb. „ 11 lb.	2 6

3. All the other regulations set forth under Section E, paragraphs 2, 3, 4, 5 and 6 apply to correspondence for the Mediterranean Expeditionary Forces.

4. REMITTANCES can be made by means of Postal Orders only.

FOREIGN AND COLONIAL MAILS.

Reply Coupons.

Several cases have recently been brought to notice in which the date-stamp of the Office of origin has not been impressed on Reply Coupons, or has been impressed in the space reserved for the date-stamp of the paying Office. Counter Officers are accordingly again reminded of the rule on the subject.

Every Reply Coupon sold must be stamped on the left side with the date-stamp of the Office of origin; and a notice to this effect should be written on the envelope containing the counter stock.

Magazine Post to Canada and Newfoundland.

The following alterations should be made in the printed list of periodicals placed on the Register:—

Erase Country Home, Great New Street, E.C.

Enter Everywoman's Weekly, 93-94, Long Acro, W.C.

„ Little Paper, The Fleetway House, Farringdon Street, E.C.

Fanning Island.

Regular steamship communication will shortly be maintained between Honolulu and Fanning Island; and all correspondence for Fanning Island other than parcels will in future be forwarded as it comes to hand to Honolulu for onward transmission.

Correspondence for the Island should be circulated accordingly; and working copies of next quarter's Post Office Guide, which is now being issued, should be amended as follows:—

Page 730. FANNING ISLAND.—Delete present entry in column 3 and insert "Same as Hawaii" in columns 3 and 4.

Mail Service to the Dutch East Indies.

The following alterations should be made in working copies of the April edition of the Post Office Guide:—

Page 728. DUTCH EAST INDIES. Column 4. By Dutch Packet viâ Genoa.—Delete "Service Suspended." Insert the following dates "M. April 5, 19; May 3, 17, 31; June 14, 28." Column 9.—Insert "Correspondence for the following destinations is not forwarded by the routes mentioned below unless specially superscribed:—

By P. & O. Line viâ India and Straits Settlements.—Any part except the East Coast of Sumatra and Dutch Borneo.

By P. & O. Line viâ Straits Settlements.—Any part except Medan (East Coast of Sumatra) and places within the area which it serves.

By Dutch Packet viâ Naples.—Part of West Coast of Sumatra (north of Tapa Toeang) whole of East Coast of Sumatra and Western half of Dutch Borneo."

Insurance Service to the Malay States.

Insured letters may now be accepted for transmission to the Malay States of Johore and Kedah. Delivery is effected only from the Offices of Alor Star in Kedah and Johore Bahru in Johore, at which Offices insured letters for other places in the States must be claimed by the addressees.

Working copies of the Post Office Guide for the April quarter should be amended as follows:—

Page 745. MALAY STATES. Column 9. Line 3.—Delete "and" before "Selangor." After "Selangor" insert "Johore and Kedah."

In the list of Offices insert "Alor Star" before "Batu Gajah" and "Johore Bahru" after "Ipoh."

Insured Parcels for Russia admitted only viâ Norway.

Many insured parcels for Russia are being accepted at the rate for the direct route to Sweden, in spite of the instruction in the Post Office Circulars of the 16th and the 23rd inst., that insured parcels for Russia can only be forwarded viâ Norway and must be prepaid at the rate for that route.

Counter officers should be requested to see that the correct postage is charged in future.

MONEY ORDERS.

Advices of Forfeited Money Orders.

As Money Orders issued in March, 1914, and remaining unpaid, will become void on the 1st of April, 1915, Postmasters should forward to their Metropolitan Offices on that date the Advices of such Orders in the yellow envelope provided for that purpose.

The Advices of Government Money Orders (excepting Bankruptcy Orders* Printed on Blue Paper)

issued in February, 1915, and not paid on or before the 31st of March, 1915, must be sent to the Metropolitan Offices of the countries upon which the Orders are drawn. All persons presenting Orders relating to such Advices after the latter date should be referred to the respective Government Departments by which the Orders were issued.

* The Advices of unpaid Bankruptcy Orders printed on blue paper must be retained until the expiration of twelve clear months after the month of issue.

Newspapers, Clubs, &c.

The following alterations should be made in the List:—

- Alter* address of Common Cause to (14, Great Smith Street, Westminster, S.W.)
 „ address of Daily Citizen (London—Argus Printing Co., 27, Tudor Street, E.C.) to (92, Fleet Street, E.C.).
Enter Exhibitors' Guide and Kinema Trades Review (Manchester).
 „ Foreign Opinion (10 and 11, Warwick Lane, E.C.).
 „ (Manchester) Exhibitors' Guide and Kinema Trades Review.

Parcels for places abroad sent under the sanction of the Commission Internationale de Ravitaillement.

The Commission Internationale de Ravitaillement, which obtains supplies for the Allied Governments, has authority to allow the exportation from the United Kingdom of goods prohibited from exportation under Order in Council.

Parcels for places abroad posted under the sanction of the Commission will bear a small pink label with the text shown below:—

Allied Government Supplies.

Exported under the sanction of the Commission Internationale de Ravitaillement.

Contents
 Consignor
 No. of Packages
 Serial No.
 Office of Posting

J. WYLDBORE SMITH,
Board of Trade.

Such parcels will be posted, in London at the Chief Office or Head District Offices, and in the Provinces at Head Offices only. They should be accepted without question.

Post Office Buildings in Ireland.

The Board of Public Works, Ireland, have reported that difficulty is being experienced by the Board's Contractors in obtaining supplies of incandescent gas fittings during the present emergency. Postmasters and others concerned should, therefore, see that the strictest care and economy are exercised in the use of such fittings.

Boy Messengers' Attendance Books.

The Attendance Books—Large and Small—for Boy Messengers have been revised.

The large books are of two sizes—Postmasters No. 1004 of 120 leaves, and Postmasters No. 1005 of 60 leaves. The small book is numbered Postmasters No. 1136. Sunday attendances at Offices where the large books are in use will be recorded on forms Postmasters No. 402.

The revised books and forms will be issued on requisition when the books now in use have been filled.

To Head Postmasters in England, Wales and Ireland.—Undelivered Postal Packets.

No Returned Letter Bag (or Bundle) or Parcel Receptacle is to be made up on Thursday the 1st April or Sunday the 4th April. The undelivered postal packets which would, in the ordinary course, be forwarded to the Returned Letter Section, London, or to one of the Returned Letter Branches on those days are to be held over till Friday the 2nd April and Monday the 5th April respectively.

Competitions for Appointments, &c.—(continued).

No hope of appointment can be held out to any unsuccessful candidate who secures a qualifying number of marks.

Candidates should understand that the vacancy is prospective and that the appointment of the successful candidate may be delayed because a vacancy is not available at the time when the result of the Competition is announced. Every effort will be made to appoint the successful candidate as soon as possible, but no promise of appointment within a definite time can be given.

Candidates will have to pay their own travelling expenses to and from the examination centres fixed by the Civil Service Commissioners.

Copies of the Regulations (Form Postmasters No. 239) can be obtained from the local Postmasters. Intending candidates should make early application through their own Postmasters to compete.

The last day for handing in applications is the 16th of April, 1915.

The applications, accompanied by a Form A and a Form Postmasters No. 45 regarding each candidate, should be sent **without delay** by the applicants' Postmaster direct to the Surveyor concerned. (The modified Form A (P.) should be used in the case of candidates who have already been certificated by the Civil Service Commissioners for a situation in the Post Office.)

The entries on the back of Form No. 45 should include the attendance record and the annual number of major irregularities for the last three years only. The serious offences, if any, for the whole of the candidate's career should be shown.

Before the forms are sent to the Surveyor, they should be carefully examined, and, if the particulars furnished are found to be incorrect or incomplete, the necessary corrections or additions should be made.

Candidates who are nominated to compete will not receive any communication in reply to their applications until about a week before the date of the examination.

Okehampton Camp, Okehampton.

A Branch Office at Okehampton Camp at which Money Order, Savings Bank, Telegraph and Telephone business is transacted, was opened on the 1st April.

The hours of attendance are from 8 a.m. to 8 p.m. on Week-days, and from 8.30 a.m. to 10 a.m. on Sundays.

The Transmitting Office for telegrams is Okehampton.

Chyngton Camp, Seaford, Sussex.

An Office has been opened at this Camp for the transaction of all kinds of Postal and Telegraph business.

The hours of attendance are from 8 a.m. to 8 p.m. on Week-days, and from 8.30 a.m. to 10 a.m. on Sundays.

Letters and parcels should circulate direct to "Seaford Camp," Seaford, Sussex.

The Transmitting Office is Brighton.

Rollestone Camp B.O., Salisbury.

With reference to the notice in the Post Office Circular of the 16th February, Telegraph business is now transacted, and the Office is open always for this work.

The Transmitting Office is TS.

Larkhill Camp B.O., Salisbury.

This Office is now open continuously for Telegraph business; the Transmitting Office is TS.

Moore Park Camp, Kilworth, Co. Cork.

A temporary Non-Money Order Sub-Office has been opened at the above Camp. Telegraph business will not be transacted. Letters, parcels and telegrams should circulate to Kilworth, Co. Cork.

FOREIGN AND COLONIAL MAILS.

Magazine Post to Canada and Newfoundland.

The following alterations should be made in the printed list of periodicals placed on the Register:—

Enter Chart and Compass, 680 Commercial Road, E.
 „ Commonwealth, 3 Paternoster Buildings, E.C.

Parcel Post with Russia.

The Russian Post Office gives notice that, in consequence of the number of parcels sent to Russia under present circumstances, separate Despatch Notes and two forms of Customs Declaration must be prepared in respect of each parcel for Russia.

The attention of Counter Officers should be drawn to this regulation; and working copies of the Post Office Guide should be amplified as follows:—

Page 827. RUSSIA-IN-EUROPE and RUSSIA-IN-ASIA.—In column 8, at the end of the paragraph headed “Observations,” add the sentence, “Separate Despatch Notes and separate Customs Declarations are required in the case of each parcel for Russia.”

Foreign and Colonial Mails.

The amendments indicated below should be made in working copies of the Post Office Guide:—

- Page 728. EGYPT. By French Packet. Col. 4.—Delete the present entry and insert “M. every Monday and M. April 2, 13, 14, 16, 27, 28, 30; May 11, 12, 14, 25, 26, 28; June 8, 9, 11, 22, 23, 25.”
- | | | | |
|--------|-----------|--|------------------------|
| “ 786. | BULGARIA. | Viâ France and Italy. | Col. 7.—Substitute C3. |
| “ 826. | ROUMANIA. | Viâ France | “ “ C4. |
| “ 826. | “ | Viâ France and Italy. | “ “ C5. |
| “ 830. | SERBIA. | Viâ France. | “ “ C4. |
| “ 830. | “ | Viâ France and Italy. | “ “ C4. |
| “ 831. | “ | Col. 8.—Delete the words “unless the selling price of the goods is shown on the Customs Declarations.” | |
| “ 837. | SWEDEN. | Second route. | Col. 7.—Insert C1. |
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POST OFFICE



CIRCULAR.

TUESDAY, 13 APRIL, 1915.

No. 2231.

ROYAL ENGINEERS SIGNAL COMPANIES REGULAR ARMY AND TERRITORIAL FORCE; AND ROYAL ENGINEERS SPECIAL RESERVE POSTAL SECTION.

The rapid expansion of the British Army renders it necessary for the Postmaster General to make a further appeal for volunteers for both the Telegraph and Postal Sections of the Royal Engineers. He fully appreciates the response that has followed previous appeals; but if the needs of the Army are to be met, a large increase in the numbers of these Sections is necessary.

The Postmaster General feels sure that he may count on the patriotism of the Staff to meet the demands made upon them.

Applications for enlistment as Office Telegraphists in Royal Engineers Signal Companies should be addressed to—

The Director of Army Signals,
Home Defence,

and forwarded through the ordinary official channels.

All applicants should be prepared to undertake foreign service.

Limits of age for enlistment: 19—38, with an extension to 45 in the case of men with previous military service.

A certain number of men outside the above limits of age will be accepted for military service if they are fully qualified operators.

Postmasters should draw special attention to the applications of men qualified in Wheatstone working.

Post Office servants graded as Office Telegraphists in R.E. Signal Companies receive full civil pay in addition to military pay.

Applications for enlistment as Sappers in the Royal Engineers Special Reserve Postal Section should be addressed to—

The Officer Commanding,
Home Depot,
R.E., Special Reserve, Postal Section,

and forwarded through the ordinary official channels.

Applications are invited from Sorters, and from Sorting Clerks and Telegraphists employed on the Postal side at Divided Offices.

All men in the R.E., Special Reserve, Postal Section are liable for foreign service.

Limits of age for enlistment: 18—45.

Sappers in the R.E., Special Reserve, Postal Section receive full civil pay in addition to military pay.

Every effort will be made to release those who apply, but the Postmaster General regrets that it is still impracticable to release men from the South Western Surveying District, and from a few offices in other Districts where exceptional conditions prevail.

To Postmasters and Sub-Postmasters in Scotland.

Stamps and Licences

cannot be supplied on the 19th April by the Office of Inland Revenue, Edinburgh.

Remittances, &c.,

can neither be received at, nor despatched from, Edinburgh, on the 19th April. This does not apply to Accountable Receipts, which should be forwarded as usual.

Frensham Camp, Farnham.

A temporary Branch Post Office has been opened at this Camp for all classes of Postal and Telegraph business.

The hours of attendance are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

The Transmitting Office is Farnham.

Lydd Camp B.O., Lydd, Kent.

An Office has been opened at this Camp for the transaction of Postal and Telegraph business. The hours of attendance are as follows:—

Week-days. *Postal*.—8 a.m. to 9 a.m., Noon to 2 p.m., 4.40 p.m. to 8 p.m.

Telegraph.—8 a.m. to 8 p.m.

Sundays. *Postal and Telegraph*.—8.30 a.m. to 10 a.m.

Letters and parcels should circulate direct to Lydd Camp, Lydd, Kent.

The Transmitting Office is Folkestone.

Trawsfynydd Camp B.O., Merionethshire.

The above-mentioned Office has been opened for the transaction of Money Order, Savings Bank and Telegraph business.

The hours of attendance are from 8 a.m. to 12 noon and 4 p.m. to 8 p.m. on Week-days, and from 8.30 a.m. to 10 a.m. on Sundays.

The Transmitting Office is Portmadoc.

Windmill Hill Camp, Andover.

A temporary Branch Office has been opened at this Camp for the transaction of all kinds of Postal and Telegraph business.

The hours of attendance are from 8 a.m. to 8 p.m. on Week-days, and from 8.30 a.m. to 10 a.m. on Sundays.

The Transmitting Office is Tidworth Barracks.

Letters and parcels should circulate via Andover.

Letters addressed Co. Durham missent to Durham.

Letters addressed to places in County Durham are frequently missent to Durham. Those bearing in the address the name of a place not shown in the Post Office Guide followed by the words "Co. Durham" should be forwarded to Darlington, the centre named on the printed card exhibited in Sorting Offices. Other letters should follow the circulation of the place shown in the address.

Examination Papers from the City and Guilds of London Institute.

On the 21st April, and for several days following, registered letters containing examination papers will be posted by the City and Guilds of London Institute. These letters should receive all the attention which the registration system confers and special care should be taken to avoid delay.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
T. Hastings.....	E. 12797.	E. Goodhew	E. 2475.
A. Blenkinsopp	E. 3718.	W. S. Harley	E. 1901.
L. G. Thomson	E. 6883.		

FOREIGN AND COLONIAL MAILS.

Parcel Post to Northern Persia.

Working copies of the Post Office Guide should be amended as follows:—

Pages 820-1. PERSIA. Column 9. *Observations*.—Paragraph beginning “Parcels must be packed, &c.” Delete in lines 3 and 4 “provided that the route-marking ‘viâ Thorn-Alexandrov’ precedes the address.”

Flower Down Camp, Winchester.

A Temporary Branch Office will be opened at this Camp on the 22nd instant for the transaction of all kinds of Postal and Telegraph business.

The hours of attendance will be:—Week-days, 8 a.m. to 8 p.m., Sundays, 8.30 a.m. to 10 a.m.

The Transmitting Office will be Winchester.

Letters and parcels should circulate viâ Winchester.

Fovant Camp, Salisbury.

A temporary Branch Office will be opened at the above Camp on the 24th instant for the transaction of all kinds of Postal and Telegraph business.

The hours of attendance are from 8 a.m. to 8 p.m. on Week-days, and from 8.30 a.m. to 10 a.m. on Sundays.

The Transmitting Office will be Salisbury.

Letters and parcels should circulate viâ Salisbury.

Frensham Camp, Farnham.

In connection with the notice which appeared in the Post Office Circular of the 13th inst. as regards the above temporary Branch Office it should be noted that letters and parcels should circulate viâ Farnham.

Halton Camp B.O., Tring.

The above-mentioned Office has been opened for the transaction of all kinds of Postal and Telegraph business. Telephone Call Office facilities are also afforded.

The hours of attendance are from 8 a.m. to 8 p.m. on Week-days, and from 8.30 a.m. to 10 a.m. on Sundays.

The Transmitting Office is London.

Letters and parcels should circulate direct to Halton Camp (Wendover Station) or to London.

Maresfield Park Camp, Uckfield.

An Office has been opened at this Camp for the transaction of all kinds of Postal and Telegraph business.

The hours of attendance for Postal business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays. There will be a Continuous Telegraph Service.

Letters and parcels should circulate viâ Uckfield.

The Transmitting Office is Uckfield.

Park House Camp, Salisbury.

The hours of Telegraph business at the above Office have been increased as follows:—Week-days, 8 a.m. to 8 p.m., Sundays, 8.30 a.m. to 10 a.m.

Pitt Camp, Winchester.

A Temporary Branch Office will be opened at this Camp on the 21st instant for the transaction of all kinds of Postal and Telegraph business.

The hours of attendance will be:—Week-days, 8 a.m. to 8 p.m., Sundays, 8.30 a.m. to 10 a.m.

The Transmitting Office will be Winchester.

Letters and parcels should circulate viâ Winchester.

Tidworth Pennings Camp B.O., Andover.

A temporary Branch Office was opened at this Camp on the 19th instant for the transaction of all kinds of Postal and Telegraph business.

The hours of business are from 8 a.m. to 8 p.m. on Week-days, and from 8.30 a.m. to 10 a.m. on Sundays.

The Transmitting Office for telegrams is Tidworth Barracks.

Letters and parcels should circulate via Andover.

Special care should be taken to avoid correspondence addressed to this Camp being missent to Tidworth Barracks Sub-Office.

West Lulworth Camp, Poole.

A temporary Branch Office has been opened at this Camp for the transaction of all kinds of Postal and Telegraph business.

The hours of attendance are:—Week-days, 8 a.m. to 8 p.m., Sundays, 8.30 a.m. to 10 a.m.

The Transmitting Office is Weymouth.

Letters and parcels should circulate via Wareham S.O., Dorset.

Sub-Offices—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO
Glencolumbkille, Co. Donegal.....	Glencolumbkille, Strabane.

The circulation of letters and parcels should be as for Strabane.

On and from the 24th instant the address of the undermentioned Sub-Office will be changed:—

FROM	TO
Golden, Co. Tipperary.....	Golden, Dundrum, Co. Tipperary.

The circulation will be as for Dundrum, Co. Tipperary, by all Mails.

Surcharged Correspondence.

The rule that all surcharged packets should be tied up with the Letter Bill is not infrequently overlooked. Failure to observe the rule involves a risk that the surcharged packets may pass unnoticed at the delivering Office and thus be delivered without the collection of the charges due; and special attention is therefore called to the matter. Any failure which comes under notice should be reported on Form Postmasters No. 29 A.

Loss of Armlet.

A blue and white armlet bearing the mark "G.P.O. 524" has been lost. If it be found by a member of the public and presented at any Post Office it should be accepted and sent with the name and address of the finder to the Superintending Engineer, Post Office Telegraphs, Cambridge.

Loss of Pass Card.

The Pass Card, particulars of which follow, is missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting this card or using it as a credential.

NAME.	NUMBER.
A. R. Bradshaw	E 6678.

FOREIGN AND COLONIAL MAILS.

Cash on Delivery Service with Morocco.

On the 1st of May next, the Cash on Delivery Service will be extended to the British Agencies at Rabat and Tetuan, in Morocco. The service will be confined to registered packets and uninsured parcels. The necessary entries should be made at pages 868 and 869 of working copies of the Post Office Guide.

MONEY ORDERS.

Money Orders for and from Apia, Samoa.

Money Orders may now be issued at any Money Order Office in the United Kingdom for payment at Apia, Samoa.

The Money Orders must be handed to the remitters and the Advice forms must be forwarded with the Requisition forms 9A to the Controller, Money Order Department, London, N., in the covers provided for the purpose.

The poundage to be charged will be the same as for Orders payable at other places abroad.

No single Money Order may be issued for more than £40.

Money Orders will also be issued at Apia for payment in the United Kingdom.

The following alterations should be made in the Alphabetical List of Money Order Offices in British Colonies and Foreign Countries:—

- Page 8. Cancel entry under "Samoa (German Protectorate of)" and insert "Samoa (Apia), see New Zealand, pages 183-188."
- " 183. After "Penrhyn Island" in heading insert "Samoa (Apia)."
- " " After "Amberley" insert "Apia, Samoa."

The following alteration should be made in the Post Office Guide:—

Page 862, Samoa. For present entry substitute—

" Samoa¹ (Apia) | 40 | 0² | A.P. | Advised through⁵ New Zealand."

Advices of Forfeited Money Orders.

As Money Orders issued in April, 1914, and remaining unpaid, will become void on the 1st of May, 1915, Postmasters should forward to their Metropolitan Offices on that date the Advices of such Orders in the yellow envelope provided for that purpose.

The Advices of Government Money Orders (excepting Bankruptcy Orders* Printed on Blue Paper)

issued in March, 1915, and not paid on or before the 30th of April, 1915, must be sent to the Metropolitan Offices of the countries upon which the Orders are drawn. All persons presenting Orders relating to such Advices after the latter date should be referred to the respective Government Departments by which the Orders were issued.

* The Advices of unpaid Bankruptcy Orders printed on blue paper must be retained until the expiration of twelve clear months after the month of issue.

Alphabetical List of Money Order Offices Abroad.

A Correction Slip to the Alphabetical List of Money Order Offices in British Colonies and Foreign Countries is issued with this Circular. Copies of the List should be amended accordingly.

Circulation for certain Offices in the Hebrides.

On and from Monday, 10th instant, the following Offices:—

Canna	Lochboisdale	Obbe
Castlebay	Lochmaddy	Scalpay
Harris (or Tarbert)	Rhum	

will be served by boat leaving Oban at 6.0 a.m. on Monday, and Kyle at 6.0 a.m. on Thursday in each week.

After the despatch to the Caledonian Night Down T.P.O. and the Highland Sorting Carriage on Tuesday night (Wednesday morning) the circulation of letters and parcels for the above offices will be as for Oban up to and including the despatch to the Caledonian Night Down T.P.O. on Saturday night (Sunday morning). During the remainder of the week the circulation will be as for Inverness.

The alteration will take effect after the despatch to the Caledonian Night Down T.P.O. on Thursday night the 6th instant.

The address of the following offices will be changed:—

FROM	TO
Canna, Isle of, Oban.....	Canna, Isle of, Inverness-shire.
Rhum, Isle of, Oban.....	Rhum, Isle of, Inverness-shire.
Scalpay, Portree	Scalpay, Inverness-shire.

Circulation for Sutton-Veny (Warminster).

Correspondence for Sutton-Veny will be dealt with at the temporary Branch Office opened at Sutton-Veny Camp. Letters and parcels from places in the South West of England should, therefore, circulate as for Warminster, and from other places as for Bath.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business or exceptional Hours.
Hursley Park Camp, Winchester ..	Already opened ..	Southampton ..	Via Winchester
Latham Park, Ormskirk	" ..	" ..	" ..	8 a.m. to 6 p.m.
Park Royal Camp, N.W.	" ..	TS ..	N.W.D.O. ...	Sunday nil.
Romsey Camp, Romsey	" ..	Southampton ..	Via Romsey
Sutton-Veny Camp, Wilts.	" ..	Bristol ..	From South-West England via Warminster and from other places via Bath
Woodbury Common Camp, Woodbury, Exeter	" ..	Exeter ...	Via Exeter ...	Week-days 8 to 10 a.m. and 12 to 7 p.m. Sundays 8.30 to 10 a.m. and 4.30 to 6.30 p.m.

Coolmoney Camp, Athy.

The temporary Office at the above Camp has been closed for the present.

Halton Camp B.O., Tring.

Night and Day Mails have been established from London to Halton Camp B.O. by train to Wendover Station. There is also a Night Mail service to the Camp from Tring Station. Preference should be given to the Wendover route.

Shepherd's Bush Camp, London, W.

The temporary Post Office at this Camp has been closed.

Instructions as regards the Special Postal Arrangements, &c., affecting Sailors and Soldiers on Active Service issued with Post Office Circular of 20th April, 1915.

The following additions and alterations should be made to the Special Instructions issued with the Post Office Circular of the 20th of April:—

Section C. Add new paragraph (6) as follows:—

6. REDIRECTED AND UNDELIVERED PARCELS CHARGED WITH CUSTOMS DUES.

(a) By arrangement with the Board of Customs and Excise, Customs Charges on parcels received from abroad may be cancelled if the parcels are readdressed to one of the following approved societies for distribution among wounded soldiers in hospitals in this Country:—

The British Red Cross Society,
83, Pall Mall, S.W.

The Indian Soldiers' Fund,
1, Carlton House Terrace, S.W.
(depôt at the Indian Store Dépôt, Belvedere Road, S.E.).

(These two Societies are authorized to receive all dutiable goods duty free for the purpose in question.)

The "S. S. S." Society,
4, Buckingham Gate, S.W.
(depôt at 85, Clerkenwell Road, E.C.).

(For tobacco, cigars and cigarettes only.)

Parcels so readdressed should be forwarded **with the C Dockets** to the Foreign and Colonial Division, G.P.O. Parcel Office, where the necessary steps will be taken for the cancellation of the Customs Charges.

(b) Parcels charged for Customs which are redirected to the Expeditionary Forces should be similarly treated, i.e., they should be forwarded **with the C Dockets** to the Foreign and Colonial Division, G.P.O. Parcel Office.

(c) Parcels charged for Customs which cannot be delivered or satisfactorily redirected should be forwarded **with the C Dockets** in accordance with the directions given in Section C, paragraph 2 (b).

Section D. Add to paragraph 5 (a):—

In those cases in which the amount of Correspondence would justify a division of the letters between British Expeditionary Force, i.e. the force in France, and the Mediterranean Expeditionary Force, separate bundles should be made up and properly labelled. When the printed papers and bulky letter packets can be similarly divided the enclosure bag containing the letter packets and labelled bundles should be labelled according to the contents of the bag.

And to paragraph 5 (c):—

When the number of parcels would justify the making up of separate parcel bags for the British Expeditionary Force and the Mediterranean Expeditionary Force that course should be followed and the bags labelled accordingly.

ALTERATIONS.

The following corrections should be noted:—

Section C, paragraph 4 (c), line 3. "Paragraph I, 2" should read "paragraph J, 2."

Section G, paragraph 3, line 1. "Section E" should read "Section D."

Section I, paragraph 4, line 3. "Paragraph E, 1" should read "paragraph D, 1."

Section I, paragraph 5, line 3. "B 4" should read "D 4."

Expeditionary Forces.

The attention of Counter Officers is specially drawn to the fact that parcels for the Expeditionary Forces must be prepaid at the rates laid down in the Instructions issued with the Post Office Circular of the 20th April for the British and Mediterranean Expeditionary Forces respectively. The inclusion of the words "c/o G.P.O., London," in the address does not justify the acceptance of parcels for either Expeditionary Force at the inland rate.

Renewed attention is called to the instruction that parcels containing soft fruit or other perishable articles must not be accepted for transmission.

Loss of Armlets.

Blue and white armlets bearing the marks "G.P.O. 3043" and "G.P.O. 3047" respectively have been lost. If either of these armlets be found by a member of the public and presented at a Post Office, it should be accepted and sent with the name and address of the finder to the Superintending Engineer, Post Office Telegraphs, Reading.

FOREIGN AND COLONIAL MAILS.

Cash on Delivery Service with Nigeria.

It has been found necessary, owing to exceptional difficulties, to suspend the Cash on Delivery Service with Nigeria; and no packets or parcels bearing Trade Charges and addressed to Nigeria should be accepted at any Post Office in the United Kingdom for despatch by any vessel sailing after the 30th of June next.

Postmasters should take an early opportunity of giving notice of the approaching suspension of the service to any firms in their districts known to be in the habit of posting Cash on Delivery parcels for Nigeria.

Parcel Post with the French Settlements of Oceania and Pitcairn Island.

Arrangements have been made for a Parcel Post with the French Settlements of Oceania and Pitcairn Island via New Zealand. The conditions of service are as follows:—

Place of Destination	Route and Approximate Course of Post	Dates of Despatch	Rates of postage from United Kingdom			Insured value	Limits of		Customs Declaration	Limitations of the Service and General Observations
			Parcels not exceeding				Length, Breadth or Depth	Size Length and Girth combined		
			3 lb.	7 lb.	11 lb.					
French Settlements of Oceania (The Society Islands, Gambier Archipelago, Marquesas Islands, Touamotou, Leeward Islands and Tubuai).	Viâ New Zealand (2-3 months)	Same as New Zealand	s. d. 2 8	s. d. 3 4	s. d. 5 0	No Service.	feet 2	feet 4	A	<p><i>Prohibitions.</i>—Same as France, except that tobacco is admitted.</p> <p><i>Observations.</i>—No compensation is paid in respect of loss or damage of parcels or their contents.</p> <p>The service extends to Atuana and Taiohaë (Marquesas Islands); Borabora, Huahine and Raiatea (Leeward Islands); Fakarava, Hao, Rangiroa and Raroia (Touamotou); Mangareva (Gambier Group); Moorea and Tahiti (Society Islands); Raivavaë, Rapa, Rimatara, Rurutu and Tubuai (Tubuai Group).</p>
Pitcairn Island ...	Viâ New Zealand	Same as New Zealand	2 8	3 4	5 0	No Service.	2	4	A	<p><i>Prohibitions.</i>—Same as France.</p> <p><i>Observations.</i>—No compensation is paid in respect of loss or damage of parcels or their contents. Parcels for Pitcairn Island are conveyed by post to Mangareva in the Gambier Archipelago (French Settlements of Oceania). They must be claimed at Mangareva by an agent of the addressees, who must make arrangements for their onward conveyance to Pitcairn. The address should include the words, "Viâ Mangareva (French Settlements of Oceania)."</p>

The entries in working copies of the Post Office Guide against the French Settlements of Oceania and Pitcairn Island at pages 800-1 and 822-3 should be amended accordingly.

VACANCIES—(continued).**Temporary Assistants—(continued).**

- LONDON** (Controller, London Postal Service), Males and Females for Counter and Telegraph work.
- NEWMARKET** (Surveyor, Ipswich), Males for Telegraph work from the present time until the 27th of November.
- NORTH MIDLAND DISTRICT** (Surveyor, Nottingham), Males and Females for Postal and Telegraph work.
- NORTH WALES DISTRICT** (Surveyor, Shrewsbury), Males and Females for Postal and Telegraph work.
- NORTH WESTERN DISTRICT** (Surveyor, Preston), Males and Females for Postal and Telegraph work at Blackpool, Fleetwood, Lytham, Morecambe and other offices.
- SOUTH EASTERN DISTRICT** (Surveyor, Croydon), Males and Females for Postal and Telegraph work at Bexhill-on-Sea, Bognor, Canterbury (including Herne Bay S.O. (S) and Whitstable S.O. (S)), Deal, Dover, Eastbourne, Folkestone, Hastings, Hythe, Littlehampton, Margate (including Westgate-on-Sea S.O. (S)), Ramsgate, Seaford S.O. (S) (Lewes), Tonbridge, Tunbridge Wells (including Crowborough S.O. (S)), and Worthing.
- SOUTH WESTERN DISTRICT** (Surveyor, Portsmouth), Males and Females for Postal and Telegraph work.
- WESTERN DISTRICT** (Surveyor, Exeter), Males and Females for Postal and Telegraph work.

Delivery of Postal Packets to Troops in Billets.

In future any postal packet intended for a soldier and bearing in the address the name of the regiment or other unit to which he is attached should be handed over to the regimental orderly whether or not the address of the billet is given.

When the name of the unit is not given the postal packet should be delivered at the address which it bears.

This cancels the instruction contained in the notice in the Post Office Circular of the 9th of March last.

Edinburgh Public Holiday.

TO POSTMASTERS AND SUB-POSTMASTERS IN SCOTLAND.

Remittances, &c., can neither be received at, nor despatched from, Edinburgh on Tuesday, 18th May. This does not apply to Accountable Receipts, which should be forwarded as usual.

Rubber Obliterating Stamps for Parcels.

The "Combined" Facsimile Label Stamp, which is intended not only to obliterate the postage stamps but also to impress the cover of a parcel with the name of the Office and the date of posting and thus to serve instead of a Parcel Post label, will shortly be issued in a new pattern. The new stamp will be supplied to Postmasters in ordinary course by the Controller of Stores when any "Combined" Facsimile stamp now in use is returned for repair. The new pattern is so designed that any portion of the stamp may be used for cancelling the postage stamps.

Attention is drawn to the notice in the Post Office Circular of the 16th of March as to the circumstances in which "Combined" Facsimile Label Stamps may be requisitioned.

Sub-Office—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO
Lismore, Oban	Lismore, Appin, Argyll.

Correspondence for Lismore should circulate as for Appin.

King Edward VII. Sanatorium.

The Post Office at the King Edward VII. Sanatorium, Midhurst, has been closed.

Army Post Office Nos. 1, 2, 3 and 4 (Home Defence).

On and from to-day, the Crowborough Camp Post Office is taken over by the Army Postal Service and will be known as "Army Post Office No. 1, Home Defence."

Money Order, Savings Bank and Telegraph business will be transacted; and the hours of attendance will remain as at present.

A Camp Post Office will be opened at Scone Park, Perth, on the 17th instant and will be known as "Army Post Office No. 2, Home Defence." Money Order and Savings Bank business will be transacted.

Applications for Second Advices and other communications regarding Money Orders and Savings Bank business which it may be necessary to send to this Office (and to other Army Post Offices where Money Order and Savings Bank business is transacted) should be addressed "Army Post Office No., Home Defence," no other Postal Address being required for this purpose.

Army Post Office No. 3, Home Defence, and Army Post Office No. 4, Home Defence, will be opened at Falmer and Oxted respectively, on the 15th instant. In these cases Money Order and Savings Bank business will not be transacted at present.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business or exceptional Hours.
Boyton Camp, Wilts.	Already opened	Salisbury	Codford St. Mary	O.H.M.S. telegrams dealt with at all hours.
Churn Camp, Oxford	" "	TS	Oxford and Didcot	—
Plessey Camp, Cramlington	" "	Newcastle-on-Tyne	Cramlington, Northumberland	Money Order and Savings Bank business is not transacted.
Prees Heath Camp, Whitechurch	" "	Shrewsbury	Whitechurch	8 a.m. to noon, and 4 p.m. to 8 p.m.
Sandling Camp, Shorncliffe, Kent	Re-opened	Hythe	Shorncliffe, Kent	—
Tadworth Camp, Epsom	Already opened	Via Epsom	Neither Telegraph nor Money Order & Savings Bank business is transacted. Telegrams are delivered from Tadworth.

Rosyth B.O.

The postal address is now Rosyth B.O., Dunfermline, and correspondence should circulate as for Dunfermline.

The notice in the Post Office Circular of the 18th November, 1913, is hereby cancelled.

Circulation of Postal Packets for Canadian Troops in the vicinity of Folkestone and Hythe.

All letters and parcels addressed to Canadian Troops at Folkestone, Hythe, Sandgate, Sandling, Shorncliffe, St. Martin's Plain, Dibgate, Westenhanger and Otterpool should circulate on Shorncliffe, Kent.

Corton Camp, Wilts.

Correspondence and telegrams for this Camp should circulate as for Boyton Camp.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.		NAME.	NUMBER.
H. Gosling	E. 10134.		W. S. Salter	E. 1257.
W. E. Ireland	E. 2829.			

ARMY AND NAVY ALLOWANCES.

To POSTMASTERS AND SUB-POSTMASTERS IN ENGLAND AND WALES AND IN IRELAND.

Postal draft business will not be transacted on Whit-Monday, May the 24th. Army Drafts due on that date cannot therefore be paid until Tuesday, May the 25th.

A printed Notice to this effect is distributed with this Circular. The Notice should be exhibited in a conspicuous position in every Office, and attention should be directed to it when Army Allowances are paid on the 17th of May.

Head Postmasters should of course make suitable provision for any pressure which may be anticipated on Whit-Tuesday.

Postal Drafts (Army Allowance Forms) issued by the High Commissioner for New Zealand.

Postal Drafts (Army Allowance Forms) are being issued by the High Commissioner for New Zealand for payment of Allotments to dependants of members of the New Zealand Expeditionary Force. The forms, which are specially stamped with the words "New Zealand Expeditionary Force," should be dealt with in the same manner as other Army Allowance Forms. Any books of Forms recalled by the Issuing Office should be sent to the Secretary to the High Commissioner for New Zealand, 13, Victoria Street, London, S.W.

Pay of Post Office Servants serving in H.M. Forces who are reported as "Missing."

With reference to the notice on page 579 of the Post Office Circular of 3rd November last relating to "other Ranks" it has been decided that the salary of a Post Office Servant reported missing should cease to be payable at the end of six months **from the date on which the casualty is believed to have occurred.**

When an unestablished Officer of at least 15 years' service has been missing six months an application for a gratuity should be submitted through the Accountant General, or Accountant in Dublin or Edinburgh, on the usual Superannuation Form. A special report should be made to the Secretary.

Where the legal personal representatives of an Established Post Office Servant would be eligible, if death had occurred at the probable date of the casualty, for a gratuity under the Superannuation Act, 1909, payments of the balance of civil pay previously allowed will continue for a **second** period of six months; but such payments will be deducted from any death gratuity which may eventually be awarded on proof of death. **Postmasters should submit at the end of the first period of 6 months every case in which an established officer had at least 5 years' service altogether at the date when he was missing.** The usual Superannuation Forms should be forwarded to the Accountant General, &c., for check, and it should be stated to whom the balance of civil pay has been paid for the six months from the date of the casualty.

Separation Allowances.

The attention of Postmasters, &c., is directed to the following recent changes affecting the deductions to be made from Post Office Salaries:—

Separation Allowances, at the rates allowed for Quartermaster Sergeants, are now given as from 29th January, 1915, to Squadron Corporal Majors, and Squadron, Battery, Troop and Company Sergeant Majors.

Army and Navy Allowances and Pensions.—Payment to an agent during permanent or prolonged illness of payee.

Special arrangements have been made to facilitate the payment of Army and Navy Allowances to persons who are more or less permanently incapacitated from attending in person at the Post Office, and a new form—Postmasters No. 539—has been introduced to serve as a standing authority for payment to be made to the signature of a person nominated by the payee to act as his or her agent.

A small supply of this form is being sent to all Head Offices, and a copy should be given to any person who asks for it, on production of an identity certificate. It is not anticipated that the demand for the forms will be sufficient to warrant their supply to Sub-Offices, but if enquiry is made at any Sub-Office application should at once be made to the Head Office for copies of the form.

When payment is claimed under this arrangement the Agent must produce both the payee's identity certificate and the form of authority duly filled up. Before handing the Allowance Form to the applicant the counter officer must see that the signature on the form of authority corresponds with the name on the cover of the book, that the number of the identity certificate is correctly stated on the form, that the medical certificate is properly signed and has not expired, and that the form has been signed by the payee in the appropriate space.

If the alternative form of Medical Certificate **B** has been used the payee's signature is not required on the form, and the upper portion of page 1 of the form (Authority to the Postmaster) need not be completed.

If the form appears to be in order the counter officer should ask the applicant to sign the third column on page 1 of the form of authority (certifying that the payee is still alive) and should hand to him for signature the Allowance Form due for payment. If the signature corresponds with the name given on the form of authority, he should pay the amount due, date stamp the form of authority in the appropriate space (as well as the Identity certificate, Allowance Form and counterfoil) and return the Identity certificate and the form of authority to the applicant. The form and certificate on the back of the Allowance Forms are not required to be filled up when the new form of authority is used, but a note should be made and initialled by the counter officer on the paid Allowance Form, under the signature, "Paid to Agent. Authority examined and in order."

Care must be taken that no Allowance is paid before the correct due date and that the form of authority is not used after the period covered by the medical certificate has expired. The medical certificate is in no case valid for more than thirteen weeks, and a fresh certificate must be obtained if the payee is incapacitated for a longer period. If the certificate mentions a shorter period it may be found convenient when the form of authority is first presented to strike out the spaces which will not be required. When the form is used up it should be retained by the counter officer, attached to the relative paid Allowance Form, and sent in ordinary course to the Metropolitan Office of Account or to the Head Postmaster.

Loss of Armlet.

A blue and white armlet bearing the mark "G.P.O. 2590" has been lost. If it be found by a member of the public and presented at any Post Office it should be accepted and sent with the name and address of the finder to the Superintending Engineer, Post Office Telegraphs, Reading.

FOREIGN AND COLONIAL MAILS.

Mail Service to Egypt.

The following alterations should be made in working copies of the Post Office Guide:—

Page 728. EGYPT. By French Packet. Column 4.—Delete under "May" the dates "12" "26," under "June" the dates "9" and "23." Insert in their order the dates, May 5, 19, June 2, 16, 30.

Magazine Post to Canada and Newfoundland.

It has been observed that a large number of packets intended for transmission by Magazine Post are still being prepaid at the old rate of 1d. per lb. which was superseded on the 1st of January last by the following scale (see page 58 of the Post Office Guide):—

For each packet over 2 oz. but <u>not over 6 oz. in weight</u>						1d.
"	"	6 oz.	"	1½ lb.	"	1½d.
"	"	1½ lb.	"	2 lb.	"	2d.
"	"	2 lb.	"	2½ lb.	"	2½d.
"	"	2½ lb.	"	3 lb.	"	3d.
"	"	3 lb.	"	3½ lb.	"	3½d.
"	"	3½ lb.	"	4 lb.	"	4d.
"	"	4 lb.	"	4½ lb.	"	4½d.
"	"	4½ lb.	"	5 lb.	"	5d.

Packets not exceeding 2 oz. in weight are transmissible for ½d. as ordinary printed papers.

Care should be taken that Magazine Post packets accepted over the counter are sufficiently prepaid.

Parcel Post for Places Abroad.—Customs Declaration Forms.

The special attention of Counter Officers should be drawn to the notice bearing the above heading which appeared in the Post Office Circular of the 9th of February, 1915, relative to the introduction of forms of Customs Declaration of a new type for use in connexion with parcels for places abroad. The forms of the new type contain a declaration, to be signed by the sender, that the parcel does not contain goods prohibited from exportation (except under licence) and also a statement as to the ultimate destination of the goods.

It is essential that parcels for places abroad should not be accepted unless the proper number of forms of the new type have been prepared by the senders; and Postmasters should take care that all the forms of the old type held at their Offices are put into store so that they cannot be used by inadvertence.

Whit Monday, 24th May, 1915.

SUPPLIES OF POSTAL ORDERS, STAMPS AND LICENCES.

No supplies of Postal Orders will be despatched to Postmasters on the 24th of May.

The supply of Stamps and Licences will be suspended in England and Wales on the 24th of May and in Ireland on the 24th and 25th of May.

REMITTANCES, &c.

can neither be received at nor despatched from the Chief Offices in London and Dublin on the 24th May. This does not apply to Accountable Receipts, which should be forwarded as usual.

Circulation of Postal Packets for Littledean S.O., Glos.

Postal packets for delivery by first post at Littledean S.O., Glos., should circulate as for Gloucester by all Mails reaching Gloucester not later than 3.57 a.m. and as for the South Wales Travelling Post Office North Mail going West by subsequent Mails. Postal packets for delivery by second post should circulate as for Newnham.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business or exceptional Hours.
Clandeboy Camp, Co. Down, Belfast	Already opened	Sunday hours now 8.55 a.m. to 10.25 a.m. only.
Clipstone Camp, Mansfield ...	" "	...	As for Nottingham...	Telegraph business is not transacted. Telegrams should circulate to Mansfield. No Sunday attendance.
North Camp, Scaford, Sussex ...	" "	Brighton	...	Open always, for telegraph business only.
Penkridge Bank Camp, Stafford ...	" "	...	Via Stafford...	Neither Telegraph nor Money Order & Savings Bank business is transacted. Telegrams are delivered from Hednesford. 9 a.m. to 12 noon and 4 to 7 p.m. Week-days.
Purfleet Camp, Purfleet, Essex ...	Re-opened	TS.	Purfleet, Essex	Sundays: 8 to 10 a.m. and 6 to 8 p.m.
Rushmoor Camp, Aldershot ...	Already opened	...	Via Aldershot	Telegraph business is not transacted. Telegrams are delivered from Aldershot.
Summerdown Camp, Eastbourne ...	" "	The hours of business on Week-days are now 8 a.m. to 10 a.m. and 2 p.m. to 7 p.m.
Whitebread Hole Camp, Eastbourne	" "	Neither Telegraph nor Money Order business is transacted. The hours of attendance are: 8 a.m. to 11.30 a.m., 3 p.m. to 7.30 p.m. Week-days. 8.30 a.m. to 10 a.m., 5 p.m. to 7 p.m., Sundays.

Richmond Park Camp.

The military Camp at Richmond Park (near Roehampton Gate) is in the delivery of Putney, London, S.W. Correspondence and parcels addressed to this Camp should therefore circulate as for Putney.

Parcels for the Indian Expeditionary Forces.

In spite of the notice on the subject which appeared in the Post Office Circular of the 30th of March, parcels for the Indian Expeditionary Forces continue to be missent in large numbers to the G.P.O. Parcel Office, London, with parcels for the British Expeditionary Force. The missending is evidently due to the addresses of the parcels being read in a casual manner without due regard to the distinction in the circulation of parcels for the British and Indian Expeditionary Forces.

Notice is again given that parcels for the **Indian Expeditionary Forces** should circulate to the **South Western Parcel Office, London:** and Postmasters are requested to see that this circulation is properly understood and carried out at their Offices.

Inland Parcel Post.—Book of Rules for Sub-Postmasters.

A Correction Slip (No. 5) to the above mentioned book is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the commencement of the book.

Post Licences issued by the War Trade Department authorizing the export by Parcel Post of prohibited or restricted goods.

Copies of Post Licences issued by the War Trade Department are at present being forwarded by the Secretary to the Offices of posting designated in the licences, accompanied by instructions in the following terms, among others:—

“The original licences, which should be presented by the senders at the time of posting, should, together with the copies, accompany the parcels to the despatching Office of Exchange, unless:—

(a) the parcels forming the consignment covered by the licence are not all posted in one batch. In such cases, the licence and the duplicate should accompany the last batch of the parcels to which it relates,

(b) the licence is a general one, authorizing the despatch of goods without specifying one particular consignment. In that case, a brief record should be maintained at the Office of posting of the parcels posted under the authority of the general licence; and the duplicate (and the general licence if obtainable from the holder) should be sent up to this Office at the expiration of three months from the date of its issue, together with the record maintained of the parcels despatched under its authority.”

It is desired to recover at once all copies of licences, whether general or particular licences, which were issued more than three months ago; and Postmasters are requested to return the copies of all such licences to the Secretary at once. In future, all copies of particular licences are to be returned to this Office, if they remain not acted upon 3 months after the date of issue. Instructions will be issued to this effect with every copy of a licence sent for attention.

No licence should be recognized as valid at any other Post Office than that named on it.

Loss of Armlets.

Blue and white armlets bearing the marks “G.P.O. 235,” “G.P.O. 892” and “G.P.O. 2637” respectively have been lost. If any one of these armlets be found by a member of the public and presented at a Post Office it should be accepted and sent with the name and address of the finder as follows:—

Armlet No. 235 to the Superintending Engineer, Post Office Telegraphs, Cambridge;
Armlet No. 892 to the Superintending Engineer, Post Office Telegraphs, Croydon;
Armlet No. 2637 to the Superintending Engineer, Post Office Telegraphs, Reading.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.
Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
J. Welham	E. 7564	T. J. Downes.....	E. 7593
A. Macdonald	E. 7570	(Unknown)	E. 11922
R. N. Webber.....	E. 7585	J. T. Hussey	E. 6167 (1915).
D. A. Ling	E. 7586		

FOREIGN AND COLONIAL MAILS.

Parcel Post to Russia.

Persons posting parcels for Russia should be informed that the Russian Administration requires certificates of origin with such parcels, that the British Post Office cannot give advice or information on the subject, but that the conditions are set forth in the issue of the Board of Trade Journal dated the 13th instant.

After giving this warning, counter officers may accept parcels for Russia at sender's risk without regard to the presence of a certificate or to its form, provided that in other respects the parcels comply with the regulations.

Cash on Delivery Service with certain Colonies.

In order to reduce the inconvenience resulting from the length of time during which undelivered Cash on Delivery parcels have to be retained pending instructions for their disposal from the senders in this Country, the following arrangements will in future apply to the service with the undernamed Colonies:—

Bahamas	British Honduras	St. Lucia
Barbados	Grenada	St. Vincent
Bermuda	Leeward Islands	Trinidad and Tobago.

Senders of Cash on Delivery parcels addressed to these Colonies should be required to indicate at the time of posting, whether, in the event of non-delivery within 28 days after its arrival at the Office of destination, they wish the parcel to be

- (1) treated as abandoned, or
- (2) returned at the sender's expense.

No third course is permissible.

The labels must be supplied by the senders; and no parcel should be accepted which does not bear a label with the necessary instructions.

The arrangement will apply to all Cash on Delivery parcels for the Colonies named posted on and after the 1st of June next; and Postmasters are requested to make the new conditions known in advance to the firms in their districts who use the Cash on Delivery system.

MONEY ORDERS.

Amendments to Post Office Guide.

Page 180 and 317. Holton, Barry, Glam. *Delete entries.*

„ 321. Under “Hull.” *Insert as a new Office “King Edward Street B.O. | M |,” and delete the entries Prospect Street | M | and Waterworks Street | M |.*

„ 418. Under “Portsmouth.” *Insert as a new Office “Milton Market | M |.”*

„ 484. Tloedrlhiwfuweh, Cardiff. *In 3rd column delete “Tirphil M” and add “M” after New Tredegar.*

„ 486. Under “Tunbridge Wells.” *Insert as a new Office “The Spa | M |.”*

Sub-Offices—Change of Control.

On the 30th instant the undermentioned Sub-Offices will be transferred from the control of the Postmaster of Burton-on-Trent to that of the Postmaster of Derby and the address changed:—

FROM	TO	Character of Office.
Milton, Burton-on-Trent.....	Milton, Derby.....	T. nS.
Repton, Burton-on-Trent	Repton, Derby	• Ex. M.T.

The circulation will be as for Derby by all Mails.

Sub-Offices—Changes of Address.

On the 1st June the designation of the undermentioned Sub-Office will be changed:—

FROM	TO
Glanaber, Carnarvon	Nantgwynant, Carnarvon.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Boston, Tubber, Co. Clare	Boston, Oranmore, Co. Galway.....	nS.
Island, Tubber, Co. Clare	Island, Oranmore, Co. Galway.....	—
Tubber, Co. Clare	Tubber, Oranmore, Co. Galway	M.T.

The circulation should be as for Oranmore by all Mails.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Curranroe, Oranmore, Co. Galway	Curranroe, Kinvara, Co. Galway	nS.

The circulation should be as for Kinvara, Co. Galway, by all Mails.

The address of the undermentioned Sub-Office will be changed on the 1st June:—

FROM	TO
Crayford, Kent	Crayford T.S.O., Dartford.

Correspondence for Crayford should circulate as for Dartford.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business or exceptional Hours.
Belhus Park Camp, Aveley, Purfleet, Essex	Re-opened	TS.	Purfleet, Essex	Money Order and Savings Bank business not transacted. Also open 5 p.m. to 8 p.m. Sundays.
*Lathom Park Camp, Ormskirk ..	Already opened	8 a.m. to 2 p.m. and 5 p.m. to 8 p.m. Sunday nil. Money Order business not transacted.

* Incorrectly spelt Latham in Post Office Circular of 4th instant.

Woodcote Park Camp, Epsom.

The Post Office at this Camp has been temporarily closed.

Army Post Offices No. 5, 6 and 8, Home Defence.

On and from the 27th May the Maresfield Park Camp Post Office will be taken over by the Army Postal Service and will be known as "Army Post Office No. 5, Home Defence."

Money Order and Savings Bank business will be transacted and the hours of attendance will remain as at present.

A Camp Post Office will be opened at Acreknowe Camp, Hawick, N.B., on the 31st May and will be designated "Army Post Office No. 6, Home Defence."

Money Order and Savings Bank business will not be transacted.

A Camp Post Office will be opened at Thoresby Park, Newark, on the 27th May and will be designated "Army Post Office No. 8, Home Defence."

Money Order and Savings Bank business will be transacted.

Communications regarding such business which it may be necessary to send to these Offices should be addressed "Army Post Office No. 5, 6 or 8, Home Defence," as the case may be, no other postal address being required for this purpose. (See page 204 of the Post Office Circular dated 11th May.)

Circuits of the Judges.

The following Judges will remain in Town:—The Lord Chief Justice of England and Lush, J., during the whole of the Circuits; the other Judges till their respective Commission Days.

SUMMER ASSIZES, 1915.	N. EASTERN.	S. EASTERN.	OXFORD.	MIDLAND.	S. WALES.	N. WALES.	WESTERN.	NORTHERN.
COMMISSION DAYS.	<i>Ridley, J.</i> <i>Rowlatt, J.</i>	<i>Darling, J.</i> <i>Low, J.</i> (1)	<i>Bray, J.</i> <i>Bailhache, J.</i> (1) (2)	<i>Horridge, J.</i> <i>Shearman, J.</i> (1) (2)	<i>A. T. Lawrence, J.</i>	<i>Scrutton, J.</i>	<i>Lord Coleridge</i> <i>J.</i> (1) <i>Avory, J.</i> (2)	<i>Atkin, J.</i> <i>Sankey, J.</i> (2) (1)
Wed'sday May 26		B.S. Edmunds			Haverf'dwest			
Thursday " 27						Dolgelley	Wells	
Friday " 28			Reading					
Saturday " 29		Norwich	Civil May 31	Aylesbury	Lampeter	Carnarvon		
Monday " 31							Bodmin	Appleby
Tuesday June 1					Carmarthen			
Wednesday " 2				Bedford		Beaumaris		
Thursday " 3			Oxford					Carlisle
Saturday " 5		Chelmsford		Northampton			Exeter 2	
Monday " 7					Brecon	Ruthin		
Tuesday " 8			Worcester					Lancaster
Wednesday " 9				Leicester	Presteign			
Thursday " 10						Mold		
Friday " 11							Winchester 2	
Saturday " 12			Gloucester					Liverpool 2
Monday " 14				Oakham				
Tuesday " 15				Lincoln				
Saturday " 19			Monmouth				Bristol 2	
Tuesday " 22				Nottingham				
Thursday " 24			Hereford					
Monday " 28	Newcastle 2		Shrewsbury	Derby				
Saturday July 3	Durham 2				Chester 2			Manchester 2
Saturday " 10	York 2				Swansea 2			
Thursday " 15	Leeds 2							
			Stafford not yet fixed					

POST OFFICE CIRCULAR.



TUESDAY, 1 JUNE, 1915.

No. 2229.

On resigning the office of Postmaster General I desire to thank the Officers of all grades in the Department, and particularly those with whom I have been brought in personal touch, for their assistance in conducting the affairs of the Post Office.

I have been especially interested in the arrangements for the safe and speedy delivery of correspondence for the troops at the Front, many of whom are members of the Post Office staff. Some of these have unfortunately fallen in defence of their country's honour and safety.

In taking leave of my colleagues I desire to place on record my own as well as their appreciation of the services thus rendered to our common Motherland by the brave men who have died on her behalf.

CHARLES HOBHOUSE.

Mr. Herbert Samuel, M.P., has been appointed to succeed Mr. Hobhouse as Postmaster General.

Mr. H. Pike Pease, M.P., has been appointed to succeed Captain Cecil Norton as Assistant Postmaster General.

OFFICIAL SECRECY.

Attention is drawn to the notice on this subject which appeared in the Post Office Circular of the 10th November, 1914, and Officers of the Post Office are again reminded that they must not divulge to any person whatsoever, whether in the service or not, the contents or purport of any message which may pass through their hands or any information which may come to their knowledge in the course of their official duties. In existing circumstances it is of the utmost importance that the secrecy of messages should be ensured; and the Postmaster General desires to impress upon the Staff the need for exercising all possible care to prevent any leakage of information. He has recently found it necessary to dismiss from the service an Officer who was proved to have divulged the contents of an official message contrary to his duty.

A notice to the foregoing effect will be issued for exhibition in every Instrument Room.

VACANCIES—(continued).

Temporary Assistants—(continued).

NORTH MIDLAND DISTRICT (Surveyor, Nottingham), Males and Females for Postal and Telegraph work.
 NORTH WALES DISTRICT (Surveyor, Shrewsbury), Males and Females for Postal and Telegraph work.
 NORTH WESTERN DISTRICT (Surveyor, Preston), Males and Females for Postal and Telegraph work at Blackpool, Fleetwood, Lytham, Morecambe and other offices.
 SOUTH EASTERN DISTRICT (Surveyor, Croydon), Males and Females for Postal and Telegraph work at Bexhill-on-Sea, Bognor, Canterbury (including Herne Bay S.O. (S) and Whitstable S.O. (S)), Deal, Dover, Eastbourne, Folkestone, Hastings, Hythe, Littlehampton, Margate (including Westgate-on-Sea S.O. (S)), Ramsgate, Seaford S.O. (S) (Lewes), Tonbridge, Tunbridge Wells (including Crowborough S.O. (S)), and Worthing.
 SOUTH WESTERN DISTRICT (Surveyor, Portsmouth), Males and Females for Postal and Telegraph work.
 WESTERN DISTRICT (Surveyor, Exeter), Males and Females for Postal and Telegraph work.

Special Notice to Farmers.

Preserve our Flocks and Herds. Maintain our Meat Supply.

TO POSTMASTERS AND COUNTRY SUB-POSTMASTERS IN ENGLAND AND WALES.

With the approval of the Postmaster General, two Notices issued by the Board of Agriculture and headed as above will shortly be sent out from the Stores Department.

The larger of the Notices is to be exhibited as prominently as circumstances allow at all Post Offices in England and Wales, except Offices in Central London and Town Sub-Offices generally, and the smaller Notice is for distribution by Postmen to Farmers.

Each Head Postmaster will receive one of the larger Notices and 25 of the smaller Notices for his own Office and for each Office under his control (except Branch Offices and Town Sub-Offices). The Notices should be distributed to the Sub-Offices by the next despatch after receipt at the Head Office.

In the meantime each country Sub-Postmaster should, with the assistance of the rural postmen, compile a list of the names of the Farmers served direct from his Office, and, where there are less or more than 25, he should communicate at once with the Head Postmaster in order that the distribution of Notices may be adjusted at the Head Office as far as practicable. Each Head Postmaster should compile a similar list for the Rural Posts starting from the Head Office.

On receipt of the Notices at the delivering office, the name of the Farmer should be written in each case at the top of the smaller Notice and these Notices should be sent out by the next delivery.

Completion of issue of George V. Embossed Postage Stamps.

The series of embossed postage stamps bearing the portrait of His Majesty King George has now been completed by the introduction of stamps at the following rates:—

1½d.		2½d.		3d.		4d.		6d.		10d.		1s.
------	--	------	--	-----	--	-----	--	-----	--	------	--	-----

The colour of each resembles that of the adhesive stamp of the same denomination.

The new stamps will not be used at present on any stationery issued for sale at Post Offices, but only on private stationery impressed with postage stamps by the Inland Revenue Department. Telegram forms bearing 6d. and 10d. stamps of the new pattern will be issued to Post Offices later.

Pay of Officers on Active Service reported "Missing."

With reference to the Notice on the above matter which appeared in the Circular of the 11th May it should be noted that **no payment of the balance of civil pay should be made beyond 6 months from the date on which the casualty is believed to have occurred without special instructions from Headquarters.** It will be well to submit cases of Established Officers reported as Missing **five months** after the apparent date of the casualty.

Mounted Postman's Cart for Sale.

Length of body	4 ft. 8 in.	} inside measurements.
Width at top	3 ft. 5 in.	
Width at bottom	2 ft. 9 in.	
Height	4 ft. 11 in.	
Height of Wheels	4 ft. 1 in.	
Weight	Between 4 and 5 cwt.	
Price	£5.	

Apply to Mrs. Ward, Post Office, Tutshill, Chepstow.

Army Post Offices No. 6 and No. 8, Home Defence.

With reference to the announcement on page 227 of last week's Circular it should be noted that Money Order and Savings Bank business is transacted at Army Post Office No. 6, which is being opened at Acreknowe Camp, Hawick, N.B.

Correspondence and parcels for Thoresby Park Camp, Army Post Office No. 8, Home Defence, should now circulate as for Worksop by all Mails.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
Belhus Park Camp, Aveley, Purfleet, Essex*	Already opened	Open continuously for Telegraph business.
Colsterdale Camp, Yorkshire	" "	Bedale	—
Halton Camp B.O. (Tring)*	" "	Telegraph Money Orders for troops at the Camp should be made payable at the Camp B.O. and not at Tring or Wendover Post Offices.
Sand Hill Camp, Longbridge Deverill, Warminster	" "	Bristol	From South-West England as for Warminster, and from other places as for Bath	—
Thoresby Park Camp, Worksop*	" "	As for Worksop by all Mails	—

* Amended notice.

West Lulworth Camp B.O., Poole.

The Post Office at this Camp has been closed.

Finner Camp, Ballyshannon, Donegal.

The Post Office at this Camp has been temporarily closed.

Sub-Offices—Changes of Address.

The address of the undermentioned Sub-Offices has been changed:—

FROM	TO
Creagorry, Isle of Benbecula	Creagorry, Lochboisdale, Isle of South Uist.
Nunton, Isle of Benbecula	Nunton, Lochboisdale, Isle of South Uist.

Alterations in Mail Steamer Services to the Western Islands of Scotland.

Special care should be taken to ensure that the circulation indicated in the Post Office Circular of the 4th May for certain places in the Outer Hebrides is strictly adhered to.

Method of Cleaning India Rubber Stamping Cushions.

The adoption of the method of cleaning india rubber stamping cushions which was described in the Circular of the 29th of September, 1914, has been attended with varying degrees of success. To ensure the best results considerable care must be exercised in the cleaning process, and where this is done the method in question should prove satisfactory.

Where, however, it is found difficult to use Kerosene with success the following alternative method of cleaning may be adopted:—

The rubber should first be freed from stains by scrubbing with soap. The surface of the pad should then be made wet with a damp cloth and the wet surface rubbed over with a bar of soap, the soap being evenly distributed by a wet (but not too wet) cloth. When this has been done French Chalk should be dusted uniformly over the soap, and a few minutes later the pad should be polished with a dry duster. A thin film of soap and chalk will be left behind, through which stamping ink will not readily pass. This film may be removed by means of a wet cloth at intervals (daily, if necessary) and the whole process repeated.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
T. Perkins	E. 2176	C. Donachie	E. 12269
E. W. J. Hargreave	E. 3730		

FOREIGN AND COLONIAL MAILS.

Letters Posted on board Ships.

Letters handed over as posted on board ship by the master of any ship coming to the United Kingdom from Holland, Denmark, Norway or Sweden should be put in a special bag and sent to the Superintendent, L.P.S., F.S., with a note stating from what ship they come and from which of these countries the ship sailed. This applies also to ships which have touched at a port in one of these countries on their voyage from another country.

Postmasters should report if they have any difficulty in ascertaining whether ships have touched at one of these countries, mentioning the reference No. 116312/15.

They should also report if they are receiving correspondence posted on board ships touching at other European countries, though the correspondence should be treated in ordinary course unless instructions are received to the contrary.

Cash on Delivery Service with Egypt.

The following alterations should be made in working copies of the Post Office Guide:—

Page 868. Entry "EGYPT." Footnote A.—Delete "Erkowit."

Cash on Delivery Service with certain Colonies.

To the list of Colonies mentioned on page 218 of the Circular of the 18th of May last, as participating in the arrangement for the more expeditious disposal of undelivered Cash on Delivery parcels, should be added the Cayman Islands.

Documents relating to Foreign Parcels.—Method of Transmission.

Much inconvenience is being caused at present by the continued failure at many Offices to observe the regulations contained in the notice under the above heading which appeared in the Post Office Circular of the 2nd of June, 1914.

The Notice is therefore repeated below; and the attention of all Officers concerned should be specially drawn to it:—

It is essential that Despatch Notes, non-adhesive Forms of Customs Declaration, Forms of Undertaking, Certificates of Origin, and other similar documents accompanying Foreign Parcels should be attached to the parcel to which they refer by means of its string, or of string used for the purpose, so as to avoid loss or damage in transmission (see Rule 29 of the Foreign and Colonial Parcel Post Rules).

At all Offices to which wire clips are supplied the papers should be folded once only over the string, and should then be secured by the wire clips. Any further folding of the papers should be avoided; and pins should not be used.

At Sub-Offices, which are not supplied with wire clips, the documents should simply be folded under the string (without pinning); but when the parcels reach the Head Office, or, in London, the Sorting Office, the documents should be secured with wire clips as described above.

Any Head Office which has not obtained a supply of wire clips should at once apply to the Stores Department.

Parcels for the Belgian Army.

It has been brought under notice that parcels for members of the Belgian Army are frequently accepted without Despatch Notes and Customs Declarations. As this causes considerable inconvenience and loss of time in London, renewed attention is drawn to the regulations set forth in Section J, paragraphs 3 and 4 of the Special Instructions issued with the Post Office Circular of the 20th of April last.

Parcels of Tobacco for British Officers and Men on Active Service in Serbia.

Arrangements have been made whereby the regulation prohibiting the importation of tobacco into Serbia has been modified to permit the entry of parcels containing tobacco and cigarettes intended for British Officers and men on active service in that country. In order to secure admission such parcels should be sent direct to the Serbian Autonomous Administration of State Monopolies, Serbia, who will forward them, free of all Customs charges, to the addressees.

Parcel Post to Italy and Countries beyond.

The Parcel Post to Benadir, Erithrea, Italy and Libya is temporarily suspended.

For the present, parcels cannot be sent through Italy to Bulgaria, Roumania, Serbia and Greece; but parcels can still be sent to those countries by way of France.

Parcels for transmission to Greece (including Crete) viâ France should be prepaid at the rates of postage shown in the Post Office Guide for the service to Greece viâ Italy.

Parcel Post to Russia.

The regulation notified in the Post Office Circular of the 6th of April last that separate Despatch Notes and two forms of Customs Declaration must be prepared in respect of each parcel for Russia is not being carried out in all cases.

Renewed attention is accordingly directed to this regulation, and to the instruction for the amendment of the Post Office Guide contained in the Post Office Circular in question.

MONEY ORDERS.

According to a telegram which has been received from Melbourne a book of **South Australian** Money Order forms numbered 43 to 100 headed "**Military Camp No. 2**" has been lost.

If any of the lost forms are presented for payment, Postmasters should act on No. 134 (f) of the Rules for Money Order Business.

Rules for Money Order business.

A Correction Slip (No. 2) to the Book of Rules for Money Order Business was issued during the course of last week. Copies of the book should be amended accordingly, the Officer responsible making the necessary entries in and initialling the table at the commencement of the book.

Remittances of Money to French and Belgian Troops.

Arrangements have now been made for the remittance of money by Money Order to members of the French and Belgian Armies in the same way as to the British Expeditionary Force. The following paragraph should accordingly be added to Section J of the Special Instructions issued with the Post Office Circular of the 20th of April last:—

5. **MONEY ORDERS FOR FRENCH AND BELGIAN ARMIES.**—The procedure laid down in Section D, paragraph 7 (a) applies also to Money Orders for the French and Belgian Armies in France, with the exception that the words "French Army," or "Belgian Army," as the case may be, instead of the word "Troops," should be written across the Requisition Form No. 9A and in the margin of the Money Order Account against the entry of the Order.

Postal Orders should not be sent.

POSTAL ORDERS.

Orders issued prior to 4th February not to be paid after 31st May.

With reference to the notices which appeared in the Post Office Circulars of the 1st February and the 9th March respecting the withdrawal of Postal Orders from currency, Postmasters and other officers concerned are reminded that the period during which Postal Orders issued prior to the 4th February may be cashed expired on the 31st ultimo.

On and from the 1st instant payment should be refused of any Postal Orders **issued in the United Kingdom** prior to the 4th February, and persons presenting such Orders should be advised to apply to the Controller, Money Order Department.

Postal Orders **issued abroad** prior to the 4th February should be dealt with in accordance with the ordinary regulations.

VACANCIES—(continued).**Temporary Assistants—(continued).**

EDINBURGH (Controller of Telegraphs, Edinburgh), Males and Females for Telegraph work.
 IPSWICH (Surveyor, Ipswich), Males for Postal or Telegraph work.
 LIVERPOOL DISTRICT (Postmaster-Surveyor, Liverpool), Males and Females for Postal and Telegraph work at Douglas and Ramsey, Isle of Man.
 LONDON (Controller, London Postal Service), Males and Females for Counter and Telegraph work.
 NEWMARKET (Surveyor, Ipswich), Males for Telegraph work from the present time until the 27th of November.
 NORTH MIDLAND DISTRICT (Surveyor, Nottingham), Males and Females for Postal and Telegraph work.
 NORTH WALES DISTRICT (Surveyor, Shrewsbury), Males and Females for Postal and Telegraph work.
 NORTH WESTERN DISTRICT (Surveyor, Preston), Males and Females for Postal and Telegraph work at Blackpool, Fleetwood, Lytham, Morecambe and other offices.
 SOUTH EASTERN DISTRICT (Surveyor, Croydon), Males and Females for Postal and Telegraph work at Bexhill-on-Sea, Bognor, Canterbury (including Herne Bay S.O. (S) and Whitstable S.O. (S)), Deal, Dover, Eastbourne, Folkestone, Hastings, Hythe, Littlehampton, Margate (including Westgate-on-Sea S.O. (S)), Ramsgate, Seaford S.O. (S) (Lewes), Tonbridge, Tunbridge Wells (including Crowborough S.O. (S)), and Worthing.
 SOUTH WALES DISTRICT (Surveyor, Cardiff), Males and Females for Postal and Telegraph work.
 SOUTH WESTERN DISTRICT (Surveyor, Portsmouth), Males and Females for Postal and Telegraph work.
 WESTERN DISTRICT (Surveyor, Exeter), Males and Females for Postal and Telegraph work.

POST OFFICE RELIEF FUND.

In the parcels of food which are sent once a fortnight to Post Office Prisoners of War on the Continent there is surplus space for a small article, such as a pair of socks, handkerchief, a packet of tobacco, &c.; and contributions of that nature will be gratefully received by Miss Loch, Lady Superintendent, Money Order Department, Manor Gardens, Holloway, N. Articles of clothing should, of course, be new.

The number of prisoners now on the list exceeds 400.

Temporary Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
Dibgate Camp, Shorncliffe, Kent ...	Already opened	Via Shorncliffe Camp, Kent.	Telegraph business is not transacted. Telegrams are delivered from Shorncliffe Camp, Kent.
Heytesbury Camp, Wilts. ...	" "	Codford St. Mary ...	As for Heytesbury, Wilts.	Money Order and Savings Bank business is not transacted.
Kinmel Park Camp, Rhyl ...	" "	Rhyl. (Correspondence misdirected to Abergele or Rhuddlan should be diverted).	Hours of business are:— 9 a.m. to 12 noon 4 p.m. to 7 p.m. No Sunday attendance. Money Order and Telegraph business is not transacted. Telegrams should circulate to Rhyl.
Mornhill Camp, Winchester ...	16th instant ...	Southampton ...	Winchester ...	Sunday nil.

Hatton Garden Branch Office, London, E.C.

The work of the Hatton Garden Branch Office, now carried on at No. 110, Hatton Garden, E.C., will be transferred to fresh premises at No. 7, Hatton Garden, E.C., on Monday, the 21st instant.

Mounted Postman's Cart for Sale.

Length of body	5 ft. 3 in.	} inside measurements.
Width of body at top	3 ft. 6 in.	
Width of body at bottom	3 ft. 0 in.	
Height	5 ft. 0 in.	
Height of Wheels	4 ft. 3 in.	
Weight	About 6 cwt.	
Price	£8 or offer.	

Apply to Mrs. A. Thorne, 17 South Street, Torre, Torquay.

Leenane (Galway) and Letterfrack (Galway).

A Season Day Mail Service from Clifden S.O., Co. Galway, to Leenane (Galway) and Letterfrack (Galway) has been authorized, and correspondence addressed to these offices should circulate as for Clifden S.O., Co. Galway, by all Mails during the period 12th June to 11th September.

To Postmasters in Scotland.

Stamps and Licences will not be issued from the Inland Revenue Office, Edinburgh, on Thursday, the 1st of July. Requisitions should be regulated accordingly.

Pamphlet.—How to Join the Royal Navy.

The Admiralty have prepared a revised edition of the above-mentioned pamphlet, and a supply will be sent to all Head Postmasters in the course of a few days. The previous edition of the pamphlet is obsolete, and care should be taken that all copies of old prints on hand at the Head Office and at Branch, Sub and Town Sub-Offices are made waste forthwith, and that copies of the new edition are available at every Post Office.

Inland Post.—Supply of form O. E.—No. 19 to all Postmasters in receipt of Salaries of £500 a year and over for the payment of Claims for Compensation in respect of Inland Postal Packets.

With reference to the second paragraph of the Notice in the Post Office Circular of the 21st of March, 1911, concerning the use of Orders, in certain cases, for the payment of compensation in respect of Foreign and Colonial parcels, it has been decided to supply the Order forms—O.E. No. 19—to all Postmasters in receipt of salaries of £500 a year and over (including the Assistant Controllers E.C. and I.S., the Postmasters of the London Districts, the Assistant Postmasters Battersea and Norwood, and the Controllers of the Dublin and Edinburgh Postal Districts) for use, when convenient, for the payment of compensation not exceeding £2 (or £2 2s. including postage refunded) in respect of the loss or damage of inland unregistered parcels, the damage of inland registered postal packets, and, subject to the Secretary's authority in each case, the loss of inland registered packets or their contents. A distribution of the forms will shortly be made by the Controller, Stores Department, to such of the Postmasters and others referred to who have not already been supplied in connection with the Notice of the 21st March, 1911.

The forms bear serial numbers and are provided with counterfoils. They should be kept in the custody of the Postmaster or other responsible Officer. The Orders issued must be signed by the Postmaster or other Officer authorized to make payments on Post Office account and impressed with the Office Date Stamp: they must contain no alteration or erasure. The particulars indicated must be entered on the counterfoils which must be detached and preserved for two years. If an Order form is spoilt or cancelled the word "Spoilt" or "Cancelled" should be written across both it and the counterfoil, and the Order form should be forwarded to the Chief Office of Account in the Brown Paper Envelope. The serial number and other particulars of each Order issued must be recorded in the papers relating to the case.

The Orders should be used in every case in which there is no doubt as to the amount of compensation to be paid and, whenever possible, should be sent to the payees by post, accompanied by a form 318, "with the Postmaster's compliments," or a suitable letter (if necessary). When the amount of the Order is over 10s. the letter containing it should be registered. When an Order is issued it will not be necessary also to obtain a receipt for the amount of compensation on form Postmasters, No. 61.

Before cashing an Order the Counter Officer to whom it is tendered should see (a) that no erasure or alteration appears on the form, (b) that it bears the signature of the issuing Officer and an impression of the Date Stamp (unless issued from the Secretary's Office in which case the date is inserted in manuscript). Instructions as to claiming paid Orders are given on the form.

FOREIGN AND COLONIAL MAILS.

Magazine Post to Canada and Newfoundland.

The following alterations should be made in the printed list of periodicals placed on the Register:—

- Erase* Britannic Review, 15 Dartmouth Street, Westminster, S.W.
Enter Home Messenger, Temple House, Temple Avenue, E.C.
Alter Young Man to Young Man and Woman, Temple House, Temple Avenue, E.C.
Erase Young Woman, Temple House, Temple Avenue, E.C.

Parcel Post to Italy.

The Parcel Post to Italy has been resumed; but the services to Benadir, Erithrea and Libya, and through Italy to Bulgaria, Roumania, Serbia and Greece are still suspended.

MONEY ORDERS.

Post Office Guide.—Additions and Amendments.

- Page 158. Under "Abergavenny" insert new entry "Cross Street | M |" and delete "Brecon Road | M |."
 " 192. Blackhall Colliery, Castle Eden, Co. Durham. Add | M | in 2nd column.
 " 291. Under "Glossop" insert new entry "Old Glossop | M |" and delete "Wellgate | M |."
 " 315. Insert as a new entry "Hipswell, Richmond, Yorks. | M |."
 " 368. Under "Maesteg, Bridgend" insert new entry "Bethania Street | M |" and delete "Station Street | M |."
 " 499. Under "West Hartlepool" delete "Brunswick Street | M |."
 " 624. Alter designation New Cross Road, 177, S.E. to New Cross Road, 120, S.E.
 " 624. " " New Street, Vincent Square, S.W. to Regency Street (32), Vincent Square, S.W.
 " 626. " " Peckham, Rye Lane, S.E. to Peckham, Rye Lane, 103, S.E.
 " 626. " " Peckham Rye, S.E. to Peckham, Rye Lane, 208, S.E.
 " 628. " " Stamford Hill, near Stoke Newington Station, N. to Stamford Hill (34), near Stoke Newington Station, N.

POST OFFICE



CIRCULAR.

TUESDAY, 22 JUNE, 1915.

No. 2233.

ENLISTMENT IN ARMY.

Owing to the satisfactory response that has followed the appeals for recruits for the Postal Section of the Royal Engineers, an adequate supply of qualified staff for that Section is now assured, the number of applicants being in excess of the number of vacancies that, so far as can at present be foreseen, is likely to arise.

The Postmaster General is glad, therefore, to be able to withdraw the general prohibition placed on the enlistment, in combatant units of the army, of Sorters and Sorting Clerks and Telegraphists on the Postal Side of Divided Offices. Every effort will be made to release any member of these classes who wishes to enlist in one of these units, but it should be understood that at some offices where the conditions are abnormal it may still be necessary to withhold permission. Permission cannot be granted to any man with telegraphic qualifications.

Mr. Herbert Samuel, the Postmaster General, accompanied by Mr. Pike Pease, Assistant Postmaster General, and Sir John Barran, Parliamentary Private Secretary, has returned from an inspection of the Army Post Offices at the bases in France and at the front.

The Postmaster General was impressed with the efficiency of the organization established by Col. Price, C.M.G., the Director, and his able staff, and heard with much satisfaction expressions of appreciation from the Commander-in-Chief, from other General Officers and from many officers and men, of the value of the services rendered by the Post Office to the Army.

A visit was also paid at the front to the 1st Battalion of the Post Office Rifles who have recently rendered distinguished service in the campaign.

ARMY AND NAVY ALLOWANCES.

Relief Committees, Charitable Societies, Boards of Guardians, and Pension Officers furnished with particulars.

Navy drafts are now issued in respect of allotments as well as separation allowances. Postmasters before issuing Form No. 440 should delete the second paragraph in manuscript. The form will be amended on a reprint.

To Postmasters in Scotland.

Stamps and Licences will not be issued from the Inland Revenue Office, Edinburgh, on Thursday, the 1st of July. Requisitions should be regulated accordingly.

Introduction of 1s. Postage Due Label.

Postage Due Labels of 1s. denomination, printed in blue in a design similar to that of the denominations already in use, are now ready for distribution. They will be found useful chiefly for collecting charges on parcels returned from abroad and on batches of charged packets (such as undelivered halfpenny packets to be returned to one address) as to which instructions were issued in the Post Office Circular of the 29th September, 1914.

Each Head Postmaster should requisition a suitable initial supply of 1s. labels for his own Office and any Sub-Offices in his district at which they are likely to be required. The minimum number sent to any Head Postmaster will be 60 ($\frac{1}{4}$ sheet), but, subject to this, requisitions of 1s. labels should be small until the consumption can be gauged.

Demonetisation of Queen Victoria Stamps.

On and after the 1st July the adhesive postage stamps of the last issue of Queen Victoria's reign, and any impressed stamps issued during that reign which have hitherto been available for payment of postage, will no longer be valid. The stamps bearing the effigy of King Edward VII. may still be used, as well as those of the current issue.

If any of the stamps which now cease to be valid are presented to be exchanged for current stamps of the same value, or if any enquiry is made regarding the disposal of the old stamps, the applicant should be referred to the Commissioners of Inland Revenue, who will give current stamps in exchange if application is made before the end of this year.

Rules for Sub-Postmasters.

A Correction Slip (No. 32) to the Book of Rules for Sub-Postmasters is issued with this Circular. Copies of the book should be amended accordingly, the Officer responsible making the necessary entries in and initialling the table at the commencement of the book.

Letter Bill (Postmasters No. 430).

The colour of this Bill has been changed from Pink to Green; Bills of the new colour will be supplied in response to requisitions, as soon as the supply of the Pink Bill is exhausted.

Instructions for Boy Messengers (Outdoor) in London and Provinces.

Attention is drawn to the correction slip, issued this year, to the above-mentioned book. Any office concerned which has not received a supply of the slip should apply to the Controller, Stores Department.

Army Post Offices No. 3 and No. 7, Home Defence.

Arrangements have been made for Letter Mails from the Inland Section, and Parcel Mails from the S.E.D.O., to be forwarded direct to Army Post Office No. 3 at Balmer Camp, Falmer, Sussex; and, **except in cases where direct Mails are warranted**, all letters for the troops at Balmer Camp should be forwarded to the Inland Section, and parcels to the S.E.D.O., respectively.

A Camp Post Office was opened at Fort George on 2nd June and is designated Army Post Office No. 7, Home Defence.

Money Order and Savings Bank business is being transacted.

Temporary Post and Telegraph Offices at the Royal Agricultural Society's Show Ground, Nottingham.

The Branch Office which is designated "Royal Show B.O., Nottingham," will be open each week-day from 8 a.m. to 8 p.m. from the 21st June to the 10th July, inclusive.

On Sundays, the 27th June and the 4th July, the Office will be open from 8.30 a.m. to 10 a.m.

For telegraphic purposes Nottingham will be the Transmitting Office. From June 28th to July 3rd inclusive Central Telegraph Office will also transmit for the Royal Show B.O.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
*Mornhill Camp, Winchester ...	Already opened ...	Southampton ...	Winchester ...	Sunday 8.30 to 10 a.m.
Remount Depot, Romsey ...	" " ...	" ...	Via Romsey ...	—
Woodcote Park Camp, Epsom ...	" " ...	T.S. ...	Epsom ...	Money Order and Savings Bank business is not transacted.

* Amended notice.

Sub-Office—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Iden, Playden, Sussex.....	Iden, Rye.....	nS.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing. Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
H. J. Lineham.....	E. 1199	J. F. Thomas	E. 3857

Loss of Armlets.

Blue and white armlets bearing the marks "G.P.O. 548" and "G.P.O. 2564" have been lost. If they be found by a member of the public and presented at any Post Office they should be accepted and sent with the name and address of the finder to the Post Office Superintending Engineer, Cambridge, and to the Post Office Superintending Engineer, Reading, respectively.

FOREIGN AND COLONIAL MAILS.

Prisoners of War.

Parcels for Prisoners of War and Civilians interned in Austria-Hungary may be insured on the same conditions as similar parcels addressed to Germany. The words "and Austria-Hungary" should accordingly be inserted after "Germany" in line 3 of Section K, paragraph 6, of the Special Instructions issued with the Post Office Circular of the 20th of April.

Packing of Parcels for the Expeditionary Force.

The attention of all Counter Officers is drawn to the necessity of ensuring that all parcels for the Expeditionary Force are securely and strongly packed.

The following addition should be made to Section D, paragraph 2, of the Special Instructions issued with the Post Office Circular of the 20th of April last:—

Senders should be informed that the conditions of transport in the field are such that parcels which are inadequately packed run great risk of damage or of loss of contents, and that a higher standard of packing is necessary than in the Inland Parcel Post service.

Thin cardboard boxes, such as shoe boxes, and ordinary brown paper are inadequate, and parcels so packed should be refused. Parcels should be packed in boxes of tin, wood, or stout cardboard, in canvas wrappers, or in several folds of stout brown paper.

Tie-on labels alone are insufficient; the address should be written, preferably in two places, on the cover of the parcel.

Magazine Post to Canada and Newfoundland.

The following alteration should be made in the printed list of periodicals placed on the Register:—

Enter Family Favourite, The Fleetway House, Farringdon Street, E.C.

Suspension of Cash on Delivery Service with Nigeria.

Attention is drawn to the notice on this subject which appeared in the Post Office Circular of the 4th of May. No packets or parcels bearing Trade Charges should be accepted for transmission to Nigeria after Monday, the 28th instant.

Parcel Post with the Canary Islands.

Arrangements have been made for the establishment on the 1st of July next of a direct Parcel Post to the Canary Islands by Steamships of the African Steamship Co. and the British and African Steam Navigation Co. sailing from Liverpool.

Full particulars of the new service will appear in the July edition of the Post Office Guide.

All parcels for the Canary Islands should circulate to Liverpool.

Army Allowance Drafts.

Postmasters were instructed in the Post Office Circulars of the 3rd November, 9th February, and 20th April to bring to the notice of the Paymaster concerned cases in which two books of postal drafts have been issued in favour of the same person. The War Office now ask that Postmasters should take special care to bring to the notice of the Paymaster any case in which a woman is drawing both separation allowance in respect of a husband and dependent's allowance in respect of a son.

The best way of insuring that these cases are reported to Paymasters would of course be for every office to examine all books of drafts in hand, and where this course is practicable and appears to be specially called for it may be adopted. In any case new books as they are received should be compared with the books already on hand.

Sub-Offices—Change of Control.

On the 4th July, 1915, the undermentioned Sub-Offices will be transferred from the control of the Postmaster of Portadown to that of the Postmaster of Armagh. The postal addresses remain unaltered:—

Augher, Portadown	M.T.
Aughintain, Portadown	nS.
Aughnacloy, Portadown	M.T.
Carnteel, Portadown	nS.
Carrickroe, Emyvale, Co. Monaghan	nS.
Clabby, Fivemiletown, Co. Tyrone	nS.
Clogher, Portadown	M.T.
Cooneen, Fivemiletown, Co. Tyrone	nS.
Corbo, Portadown	—
Crilly, Portadown	nS.
Derrygorry, Portadown	nS.
Emyvale, Co. Monaghan	M.T.
Favor Royal, Portadown	nS.
Fivemiletown, Co. Tyrone	M.T.
Mullin, Emyvale, Co. Monaghan	nS.
Sciencien, Fivemiletown, Co. Tyrone	nS.

There will be no change in the circulation.

On the 1st August, 1915, the Sub-Office at Aldbourne, Wilts., will be transferred from the control of the Postmaster, Newbury, to that of the Postmaster, Hungerford.

Redcar.—Alteration of Status.

On the 1st July, 1915, Redcar will be converted to Salaried Sub-Office rank and, together with the Offices subordinate to it, will be placed under the control of the Postmaster of Middlesbrough.

The postal addresses will be changed as follows:—

FROM	TO
Redcar	Redcar, Yorks.
Coatham T.S.O., Redcar	Coatham T.S.O., Redcar, Yorks.
High Street T.S.O., Redcar	High Street T.S.O., Redcar, Yorks.
Marske-by-the-Sea, Yorks.	No change.
New Marske, Marske-by-the-Sea, Yorks.	No change.
Upleatham, Marske-by-the-Sea, Yorks.	No change.
Warrenby, Redcar	Warrenby, Redcar, Yorks.

The circulation will not be affected and the character of the Offices remains unchanged.

Circulation for Horncastle and Woodhall Spa, Lincolnshire.

On and from the morning of the 1st of July, Horncastle and Woodhall Spa, Lincolnshire, will cease to be served from the Peterborough-Grimsby Sorting Carriage and will be served from the Tamworth-Lincoln Sorting Carriage. On and from the night of the 30th of June therefore letters and parcels should circulate as for the latter Sorting Carriage.

Army Post Office No. 10, Home Defence.

A Camp Post Office will be opened at Thetford on the 1st July and will be designated Army Post Office No. 10, Home Defence.

Money Order and Savings Bank business will be transacted.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
Finner Camp, Ballyshannon (Donegal)	Already opened	... Enniskillen	The hours of business will vary according to circumstances.

Churn Camp B.O., Oxford.

The temporary Branch Post Office at this Camp has now been closed.

NATIONAL HEALTH INSURANCE.**Contribution Cards Improperly Surrendered at Post Offices.**

A considerable number of bundles of contribution cards is still being received by the National Health Insurance Commission from Post Offices, and the attention of Postmasters and Sub-Postmasters is specially directed to the instructions contained in Part V. of the Rules for the Transaction of National Health Insurance business. If a contributor wishes to surrender a stamped card at a Post Office, and states that he is not a member of an Approved Society, he should be given an envelope M.H. 20 in which to post it to the Insurance Commissioners.

Cards should in no circumstances be accepted by the Counter Officer for transmission by him to the Commissioners.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting either card or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
P. S. Braine.....	E. 431	A. Lacey	E. 3883

Loss of Armlets.

Blue and white armlets bearing the marks "G.P.O. 106," "G.P.O. 1396" and "G.P.O. 1398" have been lost. If found by a member of the public they should be accepted and sent with the name and address of the finder to the Post Office Superintending Engineer, Leeds.

FOREIGN AND COLONIAL MAILS.**Customs Declarations relative to Parcels sent by Post to France.**

The French Post Office states that the senders of parcels by post to France would avoid much delay to their parcels if they furnished on the Customs Declarations a full description of the goods, and particularly if the descriptions used were those of the French Customs tariff. It is also required that, when the goods are not of British manufacture, the name of the country of origin should be given on the Customs Declaration; and it is recommended that any private marks of the sender which appear on the parcels themselves should be repeated on the Customs Declaration.

Leaflets bearing this information may be obtained from the Controller, Stores Department; and Postmasters at Offices where large numbers of parcels for France are posted should take steps to obtain a supply and send them to the firms which post the parcels.

Mails for Cape Verd Islands.

Working copies of the July edition of the Post Office Guide should be amended as follows:—

- Page 722. CAPE VERD ISLANDS, by Royal Mail Line.—
 Column 4. Substitute for present entry—E., July 1, 29; Aug. 26; Sept. 9.
 Column 5. Substitute for present entry—July 10; Aug. 7, 21; Sept. 18.

Insurance Service to the Malay States.

The following alterations should be made in working copies of the July issue of the Post Office Guide:—

- Page 745. MALAY STATES. Column 9.—In paragraph 2, insert "Perlis" after "Parit Buntar."
 " 813. MALAY STATES. Column 8. *Observations*.—Paragraph 3. After "Alor Star" insert
 "Kuala Muda, Kulim, Lunas, Semiling and Sungei Patani."

Parcel Post to the Sudan.

The following alterations should be made in working copies of the July issue of the Post Office Guide:—

- Page 797. EGYPT. Column 8. *Observations*.—*Sudan*. Under the heading "(a) All the year round" insert "Tayiba" before "Tonga."
 Page 868. Cash on Delivery Service.—Footnote A. Delete "Sennar Convict Camp."

Parcel Post to Benadir, &c.

The Parcel Post to Benadir, Erithrea and Libya has been resumed.

Parcels for the French Army.

The French Post Office has intimated that it is unable to effect delivery, to members of the French Army, of parcels containing tobacco, cigars and cigarettes, because it is impracticable to collect from the addressees the French Customs charges, which are now due on all such parcels.

The following correction should be made in the Special Instructions issued with the Post Office Circular of the 20th of April:—

Section J, paragraph 3. Add—

Parcels containing tobacco, cigars or cigarettes must not be accepted.

Despatch Notes and Customs Declarations for Parcels for Places Abroad.

Under present circumstances it is found necessary to require that a separate Despatch Note and set of Customs Declarations should be made out by the sender in respect of each parcel, whether insured or uninsured, for all countries for which non-adhesive forms of Customs Declarations are used. The regulation will come into force on the 30th of June.

The paragraph at the head of the table on page 729 of the Post Office Guide is cancelled.

The special attention of counter officers should be drawn to this notice; and Postmasters at Offices at which large numbers of parcels for places abroad are posted should take every opportunity of drawing the attention of the public to it.

Foreign and Colonial Parcel Post.

Form Postmasters—No. 416, late F. & C.P.P.—No. 41, the form of Undertaking signed by the sender of a Foreign or Colonial parcel who desires to pay the Customs and other charges ordinarily payable by the addressee, has been revised. It no longer includes a receipt to be torn off and given to the sender.

Space for the insertion of particulars of the deposit and fee paid in respect of parcels intended for delivery to the addressees free of charge is now provided on the ordinary certificate of posting used in connexion with Foreign and Colonial parcels; and a certificate of posting showing those particulars must be handed to the sender whenever form Postmasters—No. 416 is used. Supplies of the revised form can now be obtained from the Controller, Stores Department; and the stock of old forms on hand should be made waste.

Rule 40 (i.) of the Books of Rules for Head Postmasters and for Sub-Postmasters, Foreign and Colonial Parcel Post, should be amended to read as follows:—

“Receipt.—When a deposit has been collected, the ordinary certificate in the Record Book, which is also a receipt for the deposit and fee paid, must be filled up and handed to the sender.”

A copy of the revised form Postmasters—No. 416 should be substituted for the form F. & C.P.P.—No. 41 shown in the Books of Rules.

“Blind Literature” for British Dominions and Colonies and for the United States of America.

On and after the 1st July the limit of weight for packets containing embossed literature for the use of the blind, addressed to British Dominions, Colonies and Protectorates, and to the United States of America, will be raised to 6 lb., and the rates of postage to be prepaid on these packets will be:—

On packets up to 18 oz. ½d. per 2 oz.

On packets over 18 oz. but not over 6 lb... A fixed charge of 5d. irrespective of weight.

In other respects the ordinary regulations as to Printed Papers will continue to apply.

MONEY ORDERS.

Increased Limit of Amount in the Service with Portuguese Colonies.

The limit of amount for which a single Money Order may be issued for payment in Portuguese Colonies is now £40.

The following alterations should be made in the Alphabetical List of Money Order Offices in British Colonies and Foreign Countries:—

Page 1.	Angola.	} Delete “ (£10) ” in each case.
” 2.	Cape Verde Islands.	
” 7.	Portuguese Colonies.	
” 7.	Portuguese Guinea.	
” 8.	Portuguese Timor.	
” 8.	St. Thomas & Principe.	

Money Orders for New Caledonia.

With reference to the notice on this subject which appeared in the Post Office Circular of the 2nd of March last, the service, which was restricted to Nouméa, has now been extended to other places in New Caledonia.

The following alterations should be made in the Alphabetical List of Money Order Offices in British Colonies and Foreign Countries:—

- Page 7. NEW CALEDONIA.—After “Nouméa” insert “Bouloupari, Bourail, Canala, Houailou, Hyenghene, Kone, La Foa, Pagoumene, Thio and Voh.”
- „ 120. FRENCH COLONIES, NEW CALEDONIA.—Cancel the word “Nouméa.”

Revised Pamphlet concerning Recruiting of Soldiers.

Army Form B. 218 M. referred to on page 17 of the Post Office Circular of the 12th January last has been superseded by a revised Pamphlet, Army Form B. 218 P. Supplies of the revised Form have been sent to all Head Postmasters for distribution to all Sub-Offices under their control. Postmasters and Sub-Postmasters should treat their stocks of the superseded Pamphlet as waste.

Early Closing Notices for Exhibition at Sub-Offices.

The Notice, Postmasters No. 99, has been replaced by two new Notices, Postmasters No. 446 and 447, for exhibition at Town Sub-Offices and at Country Sub-Offices respectively.

The new notices are gummed at the back in order that they may be affixed to millboards. Supplies of the notices and of suitable millboards may be obtained by Postmasters on requisition in the usual way. The notices at present exhibited should not be withdrawn until they require renewal.

NATIONAL HEALTH INSURANCE.

Contribution Cards Improperly Surrendered at Post Offices.

A considerable number of bundles of contribution cards is still being received by the National Health Insurance Commission from Post Offices, and the attention of Postmasters and Sub-Postmasters is specially directed to the instructions contained in Part V. of the Rules for the Transaction of National Health Insurance business. If a contributor wishes to surrender a stamped card at a Post Office, and states that he is not a member of an Approved Society, he should be given an envelope M.H. 20 in which to post it to the Insurance Commissioners.

Cards should in no circumstances be accepted by the Counter Officer for transmission by him to the Commissioners.

Army Post Office No. 13, Home Defence.

A Camp Post Office will be opened at Peas Pottage, Crawley, on the 8th July and will be designated Army Post Office No. 13, Home Defence.

Money Order and Savings Bank business will not be transacted.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
Bowood Park, Calne, Wilts.....	Already opened	Bristol	Calne	Money Order and Savings Bank business is not transacted.
Convamore Camp, Mallow	" "	"	Mallow	Telegraph business is not transacted. Telegrams should circulate to Ballyhooley, Mallow.

Circulation for Ripon Camp, Yorkshire.

Letters and parcels for the camps at Ripon should not be circulated in labelled bundles or mails for Ripon Head Office, nor be sent to the Great Northern T.P.O. Mid-day Down. Direct mails or labelled bundles should be made up when warranted.

Otherwise letters and parcels should circulate to Leeds or York, preferably the former. This instruction applies to the North, South, Lindrick and Studley Royal Camps, Ripon, but not to Masham Camp or Colsterdale Camp neither of which is served from Ripon at all.

Correspondence for Headquarters Officers addressed "6 Park Street" or "3 Princess Terrace" Ripon should continue to circulate to Ripon Head Office.

Moore Park Camp, Fermoy.

On and from the 14th instant, Moore Park Camp, S.O. will be converted into an Independent Sub-Office. By Down Irish Night Mail (Day Mail from England) the circulation of letters and parcels should be as for Mallow, and by Down Irish Day Mail (Night Mail from England) letters should circulate to the G. S. & W. Down Day T.P.O. and parcels to Fermoy. Labelled bundles should be made up where warranted.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
W. Bebbington	E. 6744	F. C. Piller.....	E. 10124
S. Gisby	E. 6750	D. Grant.....	E. 12652
J. Roger	E. 6768	J. J. Morris	E. 8153

Loss of Armlets.

Blue and white armlets bearing the marks "G.P.O. 2341," "G.P.O. 3040," "G.P.O. 3043," "G.P.O. 3047" and "G.P.O. 262" have been lost. If found by a member of the public they should be accepted and sent with the name and address of the finder as follows:—

G.P.O. 2341 to the Post Office Superintending Engineer, Newcastle-on-Tyne.
 G.P.O. 3040, 3043, 3047 to the Post Office Superintending Engineer, Reading.
 G.P.O. 262 to the Post Office Superintending Engineer, Cambridge.

FOREIGN AND COLONIAL MAILS.

Despatch Notes and Customs Declarations for Parcels for Places Abroad.

Under present circumstances it is found necessary to require that a separate Despatch Note and set of Customs Declarations should be made out by the sender in respect of each parcel, whether insured or uninsured, for all countries for which non-adhesive forms of Customs Declarations are used.

The paragraph at the head of the table on page 779 of the Post Office Guide is cancelled.

The special attention of counter officers should be drawn to this notice; and Postmasters at Offices at which large numbers of parcels for places abroad are posted should take every opportunity of drawing the attention of the public to it.

Mails for Dutch Guiana and Dutch West Indies.

The dates of despatch to Dutch Guiana and the Dutch West Indies via Amsterdam given in column 4 on page 728 of the Post Office Guide should be altered to the following:—

"E. July 14, 28; August 11, 25; September 8, 22."

Postage of Newspapers for the British and Indian Expeditionary Forces.

Attention is directed to the fact that the rate of postage to be prepaid on newspapers for the Expeditionary Forces, **whether addressed c/o General Post Office or c/o India Office or not**, is that for printed papers in the foreign post, viz., $\frac{1}{2}$ d. for every 2 oz. There is reason to believe that many newspapers for the Expeditionary Forces are being posted prepaid at inland rates, and as regards these the following procedure should be instituted:—

On the first occasion on which they are observed the sender should be communicated with, informed of the correct postage, and asked to prepay such packets properly in future, as otherwise it will be necessary to detain them until the correct postage is paid.

If, after this notice has had time to have effect, short-paid newspapers from the same sender still come under observation, the packets should be stopped and a notice sent without delay to the sender referring to the previous notice, informing him that the packets have been detained and asking for the extra postage required.

Parcel Post to Roumania.

The rates of postage to be prepaid on parcels addressed to Roumania are now as follows:—

	s.	d.	s.	d.	s.	d.
Viâ France.....	2	7	2	11	3	3
Viâ France and Italy (at present suspended)	3	0	3	4	3	8

The necessary alterations should be made in the relative entry in column 4, page 826, of the Post Office Guide.

POST OFFICE SAVINGS BANK.

Return of Savings Bank Advices, &c.

In accordance with No. 72 of the Rules for Postmasters and Sub-Postmasters engaged in Savings Bank business, all advices and instructions (**including forms S.B. No. 71c**) relating to the payment of warrants which were issued before the 1st April, 1915, and which remain unpaid, should now be returned to the Controller of the Savings Bank Department. Payment of any warrant issued before that date should be withheld and the warrant should be forwarded to the Controller with a report.

When warrants, advices, or forms are returned in accordance with these instructions, a note as to the contents should be made in the left-hand top corner of the cover.

Post Office Branch of the National Association for the Establishment and Maintenance of Sanatoria for Workers suffering from Tuberculosis.

Arrangements have been made for the half-yearly subscriptions due in July to be made by deduction on the 31st July in respect of monthly salaries, and on the 30th or 31st July, as the case may be, in respect of weekly wages.

The amounts collected should be shown in **red ink** on the Salary or Wages Sheets, and the total amount charged to Life Insurance should appear in the Summary, thus:—

Ordinary Life Insurance	£	:	:
Sanatoria Fund	£	:	:
<hr/>			
Total.....	£	:	:
<hr/>			

Attention is drawn to the importance of filling in the Schedule attached to Form M. 127, and Postmasters are reminded that, when an Officer who is a subscriber to the funds of the Association is transferred, the fact should be notified at once to the Secretary of the Post Office Branch of the Association (Mr. F. E. Durrant, 153, Barking Road, London, E.). The notification, which is intended to be quite independent of that contained in the Schedule attached to Form M. 127, should state the name and rank of the Officer concerned and the Offices from and to which he is being transferred.

Army and Navy Allowance Forms.—Return of Books of Counterfoils to Issuing Offices.

Postmasters and Sub-Postmasters are reminded that books of counterfoils of Army and Navy Allowance Forms should be returned to the Issuing Authority immediately after payment of the last form in the book. It is reported that many books, the last payment from which was due to be made on 5th April, 1915, have not yet been returned.

Sub-Office—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Dormans Land, East Grinstead.....	Dormans Land, Lingfield, Surrey	T. Ex. M.T.

Richmond Park Camp.

Correspondence for this Camp, which is in the delivery of Putney, London, S.W., is still being mis-sent. Attention is drawn to the notice on this subject which appeared in the Post Office Circular of the 18th May last. Sorting Officers should take care that correspondence circulates in all cases in accordance with that notice.

Army Post Offices No. 6, 11 and 13, Home Defence.

The Army Post Office No. 6 was closed on the 8th instant.

A Camp Post Office will be opened at Rumbling Bridge on the 13th instant and will be designated Army Post Office No. 11, Home Defence.

Money Order and Savings Bank business will not be transacted.

Arrangements have been made for Letter Mails from the Inland Section and Parcel Mails from the S.E.P.O. to be forwarded direct to Army Post Office No. 13 at Peas Pottage, and, except in cases where direct Mails are warranted, all letters for the troops at Peas Pottage should be forwarded to the Inland Section and parcels to the S.E.P.O.

Ballykinlar Camp, Downpatrick.

The temporary Post Office at the above-named Camp has been closed.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
Ripon Camp, Yorks.....	July 15th	Leeds	Leeds, York, Manchester, Newcastle-on-Tyne or London	Open for letter delivery only on Sundays. Telegrams delivered from Ripon Head Office on Sundays. (Transmitting Office—Leeds.)
Rochampton Camp	Already opened ...	TS	As for Putney for all Mails	Sundays 9 a.m. to 10 a.m. and 5 p.m. to 6 p.m.

Wireless Telegraph Apparatus.

With reference to the notice which appeared in the Post Office Circular of the 8th of September last, attention is drawn to the fact that under the amended Defence of the Realm Regulations no person may, without the written permission of the Postmaster General, make, buy, sell, or have in his possession or under his control any wireless apparatus, or component parts; and any person who has such apparatus must on demand deliver it up as the Postmaster General may direct.

Any person contravening this regulation is liable to penalties; and officers of the Post Office having any wireless apparatus under their control, or knowing of the possession of such apparatus by any other person, should at once report the matter to the district Superintending Engineer.

All wireless apparatus is being taken into Post Office custody for the period of the War, except in certain special cases where its retention may be authorised on public grounds. An experimental licence issued before the War is not sufficient authority for the retention of wireless apparatus under present conditions.

Inland Parcel Post.—Procedure when Mails are not received in due course.

It is the practice at many Offices to report to the Secretary and to make numerous enquiries by telegraph when a Parcel receptacle is not recorded as having arrived in due course, although frequently the receptacle supposed to be missing is satisfactorily accounted for after a short interval. In the existing exceptional circumstances the difficulty of securing punctual transfer of Parcel Mails at the railway stations is increased, with the result that some receptacles are delayed. It is also found that receptacles are occasionally received and opened without immediate record as the result of inexperience on the part of the staff.

Pending further instructions the existing procedure in regard to parcel receptacles reported as not received in due course may be modified as shewn below:—

(1) No report should be made to the Secretary unless—

- (a) the receptacle contains Registered, Insured, Valuable or Cash on Delivery Parcels, or
- (b) there is a definite reason for suspecting that the receptacle has been stolen.

(2) The use of the telegraph should be confined to a notification to the Office of Despatch that the receptacle has not arrived. This notification need not be despatched until after the arrival of the train following that by which the receptacle should in due course have been received.

(3) Any subsequent enquiry should be made by means of Forms Postmasters No. 21 and No. 102, but if experience suggests that there may have been a failure of connexion between one train and another the Forms need not be prepared until after the lapse of a reasonable period.

Currency Notes.

The attention of Counter Officers and others whose duty it is to receive moneys on behalf of the Post Office is again directed to the fact that a number of forged Currency Notes are still in circulation. Care must be taken to scrutinize as closely as possible Currency Notes of both denominations tendered for acceptance before completing a transaction. Some of the indications by which counterfeits may be detected have already been described in the notices published in the Post Office Circular of the 22nd of September and the 17th of November last, and attention is now directed to the following further points:—

(1) **Watermark.** In the genuine note the watermarks are formed by variations in the thickness of the paper through the paper itself being thinner or thicker, according to the nature of the watermark, in the watermarked portion than in the rest of the note. In forged notes the watermarks are usually imitated either by bruising the paper by pressure, or by grease marks. The former can readily be detected by inspection, the spurious work being seen to be merely an impression on the surface of the paper, and not actually in the substance of the paper itself.

The grease mark imitations are usually impressed on the back of the note, and the glossy lines of the grease or wax can usually be seen by holding the paper at the proper angle slantwise against the light.

In some cases the paper of the note is plain but in order to conceal the absence of a watermark the note is much crumpled. In these notes the print of the King's head is somewhat blurred.

(2) **Paper.** There is also frequently a noticeable difference between the paper of the genuine notes and that of forged notes. This is particularly so in the case of the Treasury Notes of the new issue. The paper of a genuine note is usually thinner and crisper to the touch than the paper of a forged note.

Sub-Office—Change of Control.

On the 1st proximo, Baydon, Wilts., will be transferred from the control of the Postmaster, Newbury, to that of the Postmaster, Hungerford.

Sub-Offices—Change of Address.

On the 1st proximo the address of the undermentioned Sub-Office will be changed:—

FROM	TO	Character of Office.
Ramsbury, Hungerford.....	Ramsbury, Wilts.	T. Ex. M.T.

and the Night Mail circulation will be as for Swindon.

No change in Day Mail circulation or control.

On the 2nd proximo the address of the undermentioned Sub-Offices will be changed:—

FROM	TO
Ardlui, Dumbartonshire	Ardlui, Glasgow.
Arrochar, Dumbartonshire	Arrochar, Glasgow.
Luss, Dumbartonshire.....	Luss, Glasgow.
Tarbet (Loch Lomond), Dumbartonshire	Tarbet (Loch Lomond), Glasgow.

There will be no alteration in the circulation and Helensburgh will continue to be the Office of control.

Army Post Offices No. 12 and 14, Home Defence.

The following Camp Post Offices will be opened on the 20th July:—

Army Post Office No. 12, Home Defence, at Peebles.
“ “ No. 14, “ at Hatfield Broad Oak.

Money Order and Savings Bank business will be transacted at Army Post Office No. 12 and Postal Order business only at No. 14.

Correspondence including parcels for troops at Peebles should circulate to Edinburgh by all Mails.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
*Beyton Camp, Wilts	Already opened	Money Order and Savings Bank business is not transacted.
*Chyngton (or South) Camp, Scaford	" "	... Brighton ...	Where direct mails are not warranted— Letters (London I.S.) Parcels (London, S.E.P.O.)	Telegrams are delivered from North Camp.
*North Camp, Scaford.....	" "	... " ...	To Chyngton Camp, as above	Telegraph business only transacted. Continuous service provided.
Park Hall Camp, Oswestry.....	20th July Liverpool ...	Oswestry or Crewe	Money Order and Savings Bank business not transacted at present. No Sunday attendance. Telegrams delivered from Oswestry on Sundays.
*Sand Hill Camp, Longbridge Deverill, Warminster	Already opened	Money Order and Savings Bank business is not transacted.

* Amending notice.

Licences.

Applications for Gun and Game Licences will be received after the end of this month, when existing Licences expire. Counter Officers should make themselves conversant with the rules on the subject, especially Rules 90 to 93 in the Book of Rules for Head Post Offices, Part II., and Rules 350 and 353 to 355 in the Book of Rules for Sub-Postmasters.

Climax Daters.—Year Bands for 1916.

Every Sub-Postmaster supplied with an India Rubber Date Stamp with revolving bands should examine the year-band, and, unless it already contains type for the year 1916, he should at once inform his Head Postmaster that a new year-band will be required for 1916.

The Head Postmaster should then requisition from the Controller, Post Office Stores Department, London, Dublin, or Edinburgh, on form Postmasters No. 16, the number of bands required for the Sub-Offices under his control.

The new bands will contain type for 1915 and onwards, so that they may be fitted and used before the end of the present year. Instructions as to the method of fixing will be sent with the bands, and it should be arranged for this work to be done either at the Head Office or, as opportunity offers, by some Officer from the Head Office who has occasion to visit the Sub-Office. The Dater should not be withdrawn from the Sub-Office during any period when it may be needed for use.

If, in addition to year-bands, a Climax Dater is found to need repair, separate application in respect of such stamp should be made, as hitherto, on form Postmasters No. 16.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
C. J. Kiddle	E. 12260	O. G. Stentiford	E. 10565
J. Cartledge	E. 6205		

Loss of Armlets.

Blue and white armlets bearing the marks "G.P.O. 89," "G.P.O. 115," "G.P.O. 1544," "G.P.O. 2052" and "G.P.O. 2131" have been lost. If found by a member of the public they should be accepted and sent with the name and address of the finder as follows:—

G.P.O. 89 and 115 to the Post Office Superintending Engineer, Leeds.

G.P.O. 1544 to the Post Office Superintending Engineer, Croydon.

G.P.O. 2052 and 2131 to the Post Office Superintending Engineer, Newcastle-on-Tyne.

FOREIGN AND COLONIAL MAILS.

Late-fee Posting for the Continent of Europe.

It has been found necessary to discontinue for the present the late-fee posting of correspondence for the Continent of Europe.

The necessary arrangements should be made, and notice given at Offices at which such late-fee posting is still in operation.

Magazine Post to Canada and Newfoundland.

The following alterations should be made in the printed list of periodicals placed on the Register:—

Erase Children's Magazine, The Fleetway House, Farringdon Street, E.C.

Enter My Magazine, The Fleetway House, Farringdon Street, E.C.

Parcels for the French Army.

The French Post Office announces that, while parcels containing tobacco, cigars or cigarettes cannot be accepted for delivery to individual French soldiers, parcels containing tobacco, &c., intended for general distribution among the French Military Hospitals or Ambulances will be accepted and admitted into France free of Customs charges if addressed to the Ministry of War, Paris.

Parcels containing dutiable articles addressed to individual members of the British and Belgian Armies operating in France will continue to be admitted free of Customs charges.

The following correction should be made in the Special Instructions issued with the Post Office Circular of the 20th of April last:—

Section J, Paragraph 3. Delete the last two sentences, and substitute:—

The usual Despatch Notes and Customs Declarations must be prepared.

Parcels containing tobacco, cigars or cigarettes addressed to individual French soldiers must not be accepted; but parcels containing tobacco, &c., intended for general distribution among the French troops or French Military Hospitals or Ambulances may be accepted, and will be admitted into France free of Customs charges, if addressed to the Ministry of War, Paris.

Despatch Notes and Customs Declarations for Parcels for Places Abroad.

Under present circumstances it is found necessary to require that a separate Despatch Note and set of Customs Declarations should be made out by the sender in respect of each parcel, whether insured or uninsured, for all countries for which non-adhesive forms of Customs Declarations are used.

The paragraph at the head of the table on page 779 of the Post Office Guide is cancelled.

The special attention of counter officers should be drawn to this notice; and Postmasters at Offices at which large numbers of parcels for places abroad are posted should take every opportunity of drawing the attention of the public to it.

Licence Business.—Rules for Sub-Postmasters.

The rules relating to Licence business at Sub-Post Offices have been revised and reprinted in the form of an Appendix to the Rules for Sub-Postmasters, and copies will be supplied shortly to Head Postmasters for distribution to the Money Order Offices under their control. London Sub-Postmasters will receive copies through their District Office or Postmen's Sorting Office as the case may be. Any Sub-Postmaster in charge of a Money Order Office who has not received a copy by the 31st instant should report to his Head Postmaster.

The present Rules 348 to 371 must be cancelled.

The revised Rules must be read carefully by all Officers concerned. Special attention is directed to Rule 434, which relates to the descriptions of Licences to be stocked at all Money Order Offices in England and Wales, and to Rules 458 and 459 which relate to (a) the exchange of Licences and (b) applications for the refundment of the value of Licences respectively.

Gun and Game Licences.

Applications for Gun and Game Licences will be received after the end of this month, when existing Licences expire. Counter Officers should make themselves conversant with the rules on the subject, especially Rules 90 to 93 in the Book of Rules for Head Post Offices, Part II., and Rules 350 and 353 to 355 in the Book of Rules for Sub-Postmasters.

Army and Navy Allowances.

TO POSTMASTERS AND SUB-POSTMASTERS IN ENGLAND AND WALES AND IN IRELAND.

Army draft business will not be transacted on Bank Holiday, August the 2nd. Army Drafts due on that date cannot therefore be paid until Tuesday, August the 3rd.

A printed Notice to this effect is distributed with this Circular. The Notice should be exhibited in a conspicuous position in every Office.

Head Postmasters should of course make suitable provision beforehand for any pressure which may be anticipated on the Tuesday.

French Coin and Notes exchanged for Soldiers in the United Kingdom.

On and from 1st August the rate of exchange for French coin and notes presented by soldiers at Post Offices in the United Kingdom will be reduced from 9½d. to 9d. per franc, and Postmasters should take care that the exchange is made at the lower rate.

Miscirculation of Official Papers for Morecambe S.O., Lancaster.

Cases have frequently come under notice in which official papers relating to matters affecting Morecambe S.O. and the T.S.O.'s in that district have been referred from Headquarters Departments and other Offices direct to Morecambe instead of to the Postmaster of Lancaster. Considerable inconvenience is thus caused and special care should be taken to adopt the correct procedure in future.

Correspondence for Troops at Blair-Athol.

Direct Mails for the Camp Post Office at Blair-Athol have been established and correspondence and parcels for the Troops at that place should circulate to Perth by all Mails except the Down Night Mail when the circulation should be to Highland Sorting Carriage Night Down.

Army Post Office No. 15, Home Defence.

A Camp Post Office will be opened at Willingdon on the 29th instant, and will be designated Army Post Office No. 15, Home Defence.

Money Order and Savings Bank business will not be transacted.

Letter mails will be forwarded direct from the Inland Section, and Parcel mails from the S.E.P.O., and, except in cases where direct mails are warranted, letters for the troops at Willingdon Camp should be forwarded to the Inland Section and parcels to the S.E.P.O. At certain times letters from London Offices and Travelling Post Offices should be sent to the S.E.D.O., and the Controller, L.P.S., will issue the necessary instructions regarding this circulation.

Correspondence for Playden (Rye), Sussex.

Correspondence for Playden should circulate the same as for Rye.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
Churn Camp, Oxford	Already opened	TS	Oxford and Didcot...	
*Kiumel Park Camp, Rhyl... ..	" "	Rhyl... ..	Rhyl	Money Order and Savings Bank and Telegraph business is now transacted, and the hours of business on Week-days and Sundays are now normal.
Otterpool, Shorncliffe Camp, Kent..	" "	Shorncliffe Camp, Kent.	Telegraph business is not transacted. Telegrams are delivered from Shorncliffe Camp, Kent.
*Ripon Camp, Yorks.	" "	Leeds	Leeds, York, Manchester, Newcastle-on-Tyne or London.	Continuous Telegraph service is provided.

* Amending notice.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
R. Mason	E. 11403	N. F. Bird	E. 7823
A. Choune	E. 11407	H. H. Eagle	E. 3159
A. Briscoe	E. 9491	C. Satchell	E. 1971

NATIONAL REGISTRATION.

When filling up the forms that will be issued under the National Registration Act, full-time Post Office servants should state that their employer is the Postmaster General, General Post Office, E.C., and they should leave blank the entry as to the nature of the employer's business.

Part-time employees should state the Postmaster General to be their employer in respect of their Post Office employment.

Scale-payment Sub-Postmasters should state their private business, if any, and add that, in addition, they conduct Post Office business on behalf of the Postmaster General.

As regards the final question, if any Post Office servant has any special skill that he considers might be of value to the State and is willing to place such skill at the disposal of the State, he should give the necessary information in the answer to this question and should add that he is willing to perform such work provided that he can obtain release from his Post Office duties for the purpose.

Postmasters and other supervising officers should note that the Registration Authorities are empowered by the Act to require any employer to supply such information as may be prescribed in respect of persons in his employment who are registered under the Act, and information should accordingly be supplied to the local Registration Authority respecting the Post Office servants under their control.

Compensation for prolonged wear of Uniform.

In connexion with the notice which appeared in the Post Office Circular of the 27th April last, the list of Officers to whom compensation for prolonged wear of summer uniform will be due, should be forwarded to the Controller, Post Office Stores Department, Studd Street Depôt, N., or Aldborough House Depôt, Dublin, as the case may be, on the 1st September next, or as soon after as possible. Forms for listing the names and amounts will be distributed to all Postmasters in due course.

After the lists have been returned certified, Postmasters should pay and claim the authorized amount in the Revenue and Voted Service Account under a manuscript entry on Page 1, as follows:—

“G. 2. A. Allowances in lieu of Uniform Clothing.”

Prisoners of War Help Committee.

With reference to the notice which appeared under this heading in the Post Office Circular of the 20th ultimo, the address of the Prisoners of War Help Committee should read:—

5-7, Southampton Street,
Strand, London, W.C.

Romsey Camp, Romsey.

The temporary Post Office at this Camp has been closed.

Enfield (Ireland).—Reduction to Sub-Office Rank.

Enfield (Ireland) has been reduced to the rank of Sub-Office, and placed with the following Sub-Offices under the control of the Postmaster of Mullingar, vizt.:—Agher, Broadford, Cadamstown, Carbury, Castlerickard, Edenderry, Fahy, Johnstown Bridge, Longwood, Moyvalley, Rathcore, Rathmolyon, Rhode and Summerhill.

The remaining Sub-Offices at Coolcarrigan, Donadea, Garadice, Kilcock and Kilmore, have been transferred to the Dublin Postal District.

The only alterations in the postal addresses are as follows:—

FROM	TO
Enfield (Ireland).....	Enfield, Co. Meath.
Agher, Enfield, Ireland.....	Agher, Enfield, Co. Meath.
Johnstown Bridge, Enfield, Ireland.....	Johnstown Bridge, Enfield, Co. Meath.
Rathcore, Enfield, Ireland.....	Rathcore, Enfield, Co. Meath.
Rathmolyon, Enfield, Ireland.....	Rathmolyon, Enfield, Co. Meath.
Summerhill, Enfield, Ireland.....	Summerhill, Enfield, Co. Meath.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
Hazeley Camp, Winchester.....	Already opened ...	Southampton ...	Viâ Winchester ...	—

Postage on Letters and other Postal Packets sent by or to Belgian Refugees in the United Kingdom.

The usual rules apply in the case of Inland packets. Postage should be prepaid, and any letter or packet not prepaid or insufficiently prepaid should be charged on delivery at the double rate.

The following sentence should be added to Section J, paragraph 2, of the Special Instructions issued with the Post Office Circular of the 20th April last:—

Inland letters and other postal packets sent by or addressed to Belgian Refugees in the United Kingdom are subject to the usual rules, and if unpaid or insufficiently paid should be charged on delivery with double the amount of the deficiency.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting either of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
P. Hickey	E. 13150	W. Jarman	E. 500

FOREIGN AND COLONIAL MAILS.

Cash on Delivery Service with Egypt.

The following alterations should be made in working copies of the Post Office Guide:—

Page 868. Entry EGYPT. Footnote A.—Insert in Alphabetical order “Erkowit” and “Gelat el Nahl.”

Parcels for Prisoners of War.

The preparation of Customs Declarations for parcels addressed to Prisoners of War in Germany and Austria-Hungary is no longer necessary. Customs Declarations must however still be prepared for parcels addressed to Prisoners of War in Holland and in Turkey, and Despatch Notes must accompany all parcels for Prisoners of War.

The Special Instructions issued with the Post Office Circular of the 20th of April should be amended as follows:—

Cancel Section K, paragraph 4 (b), and substitute:—

(b) **Despatch Notes** must accompany all parcels, but **Customs Declarations** need only be prepared for parcels addressed to Holland or Turkey. The name and address of the sender should be stated on the Despatch Notes.

Limited Competition for Appointments—(continued).

The following directions may guide the candidate to increased legibility. They are, however, only to be looked on as aids to legibility and not as commands; equal legibility will receive equal marks whether attained by observance of these directions or otherwise:—

(1) Each letter and each figure should be clearly and completely formed, so as to avoid the possibility of one letter or figure being mistaken for another. Flourishes and superfluous strokes should be avoided. The slope from the vertical should be even and not too great; back-sloping tends to reduce legibility.

The capital letters T F L S and the numerals 3 and 5 require particular care. The cursive form ~ of the small letter r is better than the semi-printed form *re*.

(2) The characters should be of moderate and even size. The height of the short letters should not be more than three millimetres, and the projection of the longest letters above the short letters and below the line should be one and a half times the height of the short letters.

(3) The pen should be raised at the end of a word in order that the word may not be connected by a stroke with the following word. In the customary handwriting the letters of a word should be united by strokes, but the style in which they are not united is capable of giving good results.

(4) The writing should be in straight lines, running parallel with the top of the page. The intervals between lines should be even and sufficient to prevent the intersection of loops and tails. Handwriting is taken into account in all subjects.

Royal Engineers, Special Reserve, Postal Section.

The demand for Pioneers of the Royal Engineers, Special Reserve, Postal Section, is proving greater than was at first anticipated, and the Postmaster General makes a further appeal for volunteers for the Postal Section.

Applications for enlistment as Pioneers in the Royal Engineers, Special Reserve, Postal Section, should be addressed to:—

The Officer Commanding,
Royal Engineers, Special Reserve, Postal Section,
Home Depot,

and forwarded through the ordinary official channels.

Applications are only invited from Postmen qualified to perform Primary Sorting Duties.

All men in the Royal Engineers, Special Reserve, Postal Section, are liable for foreign service.

Limits of age for enlistment, 18—45.

Pioneers in the Royal Engineers, Special Reserve, Postal Section, receive full civil pay in addition to military pay.

NATIONAL REGISTRATION.

When filling up the forms that will be issued under the National Registration Act, full-time Post Office servants should state that their employer is the Postmaster General, General Post Office, E.C., and they should leave blank the entry as to the nature of the employer's business.

Part-time employees should state the Postmaster General to be their employer in respect of their Post Office employment.

Scale-payment Sub-Postmasters should state their private business, if any, and add that, in addition, they conduct Post Office business on behalf of the Postmaster General.

As regards the final question, if any Post Office servant has any special skill that he considers might be of value to the State and is willing to place such skill at the disposal of the State, he should give the necessary information in the answer to this question and should add that he is willing to perform such work provided that he can obtain release from his Post Office duties for the purpose.

Postmasters and other supervising officers should note that the Registration Authorities are empowered by the Act to require any employer to supply such information as may be prescribed in respect of persons in his employment who are registered under the Act, and information should accordingly be supplied to the local Registration Authority respecting the Post Office servants under their control.

Books and Magazines for Soldiers and Sailors.

With reference to the Public Notice on this subject issued with the Post Office Circular of July 6th, experience has shown that certain restrictions need not be maintained. The instructions on the subject have been revised and a new Notice is issued with this Circular for exhibition in place of the previous Notice, which must be taken down.

All books and magazines handed in may be accepted, irrespective of age, or appearance, or contents. Only daily and unillustrated weekly newspapers need be excluded.

Post Office (Ireland) Convalescent Homes and Sanatoria Fund.

Arrangements have been made for the half-yearly subscriptions due in August to be made by deduction on the 31st August in respect of monthly salaries, and on the 13th or 14th August, as the case may be, in respect of weekly wages.

The amounts collected should be shown in **red ink** on the Salary or Wages Sheets, and the total amount charged to "Life Insurance, &c.," should appear in the Summary, thus:—

Ordinary Life Insurance	£	:	:
Sanatoria Fund	£	:	:
Total.....	£	:	:

Form M. 127A, giving particulars of the subscriptions collected, should be forwarded to the Accountant with the relative Revenue and Voted Service Account. Postmasters should make early application to the Controller of Stores (Dublin) for a supply of the form.

Attention is drawn to the importance of forwarding a List of Subscribers with Form M. 127A.

Postmasters are also reminded that when an officer, who is a subscriber to the Fund, has been transferred, the fact should be notified at once to the Hon. Secretary (Mr. C. Lynch, G.P.O., Dublin). This notification, which is intended to be independent of that contained in the Schedule attached to Form M. 127A, should state the name and rank of the officer concerned, and the Offices from, and to, which he, or she, has been transferred.

Year Type for Date-Stamps.

At every office provided with a date-stamp with loose type, the box of type should forthwith be **examined** to ascertain whether year type for 1916 is required.

Year type for several years in advance is supplied with all new and recut stamps, and in these circumstances and in view of the supplies issued in 1912 (*see* Notice in Post Office Circular of the 15th October, 1912), **fresh year type for 1916 should only be required in exceptional cases.** Postmasters and Sub-Postmasters should, therefore, satisfy themselves, before asking for 1916 type, that the necessary type is not already in their possession.

If type is actually required, requisitions should at once be put forward together with a piece of type to serve as a pattern. Sub-Postmasters should send their requisitions to Head Postmasters, who should as far as possible combine the requirements in one requisition, taking care to see that each pattern piece of type is properly labelled with the name of the Office.

Year type for metal and rubber stamps should not be asked for on the same form.

Army Post Offices No. 16 and 17, Home Defence.

A Camp Post Office was opened at Epping on the 4th August and is known as Army Post Office No. 16, Home Defence.

Money Order and Savings Bank business is not being transacted.

A Camp Post Office will be opened at Narford Hall, Narborough, Norfolk, on the 12th August and will be designated Army Post Office No. 17, Home Defence.

Money Order and Savings Bank business will not be transacted.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
Magilligan Camp, Bellarena, Co. Londonderry	Already opened ...	Londonderry	The hours of business will vary according to circumstances.

Division of Correspondence for Expeditionary Force.

In view of the growth of correspondence for the Expeditionary Force it is essential that further assistance should be given to the Home Depot by forwarding Offices in the division of correspondence.

Letters, &c.—Correspondence (Letters and Newspapers) should be divided into three groups:—

- (1) Mediterranean Expeditionary Force,
- (2) British Expeditionary Force, Infantry Units,
- (3) British Expeditionary Force, Miscellaneous (i.e., all other Units).

In those cases in which separate bags are not justified enclosure bags or labelled bundles should be made up. The letters and newspapers for the same group can be placed together in one receptacle. The circulation should be as hitherto but the bags should be plainly labelled:—

- “Mediterranean Expeditionary Force,”
 “British Expeditionary Force (Infantry Units),”
 “British Expeditionary Force (Miscellaneous),”

as the case may be.

Parcels.—Renewed attention is called to the instruction that when the number of parcels would justify the making up of separate parcel bags for (a) the British Expeditionary Force and (b) the Mediterranean Force that course should invariably be followed, as the parcels for the two Forces are dealt with in separate buildings. Sufficient attention has not been paid to this instruction in the past and Postmasters and Superintending Officers should see that it is complied with.

General.—It is also necessary to draw attention to the following points:—

(a) A very large quantity of correspondence proper to the Foreign Section is mis sent with the Expeditionary Force correspondence daily, and the special attention of despatching Officers should be drawn to the matter.

(b) Many bundles of letters are received in the Army Letter Office broken, and special care should be taken that bundles are tied securely.

(c) Notwithstanding the repeated notices that parcels for the Expeditionary Forces must be securely packed, a great number is still received in a broken condition through the use of flimsy cardboard boxes. Counter Officers should give this matter special attention.

Labels for use on Letter and Parcel Bags for the Expeditionary Force.

Two new labels, one for Letter Bags (numbered Postmasters No. 564) and one for Parcel Bags (numbered P.P. No. 46) have been introduced for use in connection with mails for the British Expeditionary Force. Postmasters can obtain supplies from the Stores Department on requisition in the usual way on form Postmasters No. 1056 (late Postmasters No. 84B). Offices sending 25 or more letter bags weekly to the Expeditionary Force can be supplied with labels similar to Postmasters No. 564 but printed specially with the name of the office of origin, and offices sending 25 or more parcel bags weekly can have labels similar to P.P. No. 46, printed specially. Requisitions—which should be for six months' supply—should be forwarded to the Stores Department on form Postmasters No. 535 (late Surveyors No. 25).

Parcels for the Mediterranean Expeditionary Force.

In view of the exceptional conditions of transit, involving several transshipments and exposure to great heat, it is necessary that parcels for the Mediterranean Expeditionary Force should be very carefully packed. The following recommendations are made as the result of the experience of the Army Post Office:—

Small parcels are found to arrive in better condition than large parcels. If a large consignment has to be sent it is better to send two or three small parcels than one large one.

All parcels should be as nearly round as possible, and should be well padded with shavings, crumpled paper or similar protective material.

The outer covering should consist of strong linen, calico or canvas, or other textile material, and should be securely sewn up.

As an alternative parcels may be packed in boxes made of strong double corrugated cardboard or strawboard. It is undesirable to use wooden and metal boxes with square corners for the outer covering, since although such boxes usually form an adequate protection to the contents they are liable to damage other parcels in transit.

Parcels merely wrapped in paper or packed in thin cardboard boxes, such as shoe boxes, cannot be accepted.

No perishable articles may be sent; and anything likely to become soft or sticky, such as chocolate and sweets should be packed in tins.

The following paragraph should be added to Section G of the Special Instructions issued with the Post Office Circular of the 20th of April last:—

2 (a). **PACKING OF PARCELS.**—Parcels must be very strongly packed. They should be as nearly round as possible and well padded with shavings, crumpled paper or similar protective material. The outer covering should consist of strong linen, calico or canvas and should be securely sewn up. Parcels may also be packed in strong double cardboard or strawboard boxes. The use of wooden or metal boxes with square corners is undesirable, as parcels so packed are liable to injure other parcels in transit. No perishable articles should be sent; and anything likely to become soft or sticky such as chocolate and sweets, should be enclosed in tins.

These recommendations should be brought to the notice of senders of parcels whenever opportunity offers.

Parcels merely wrapped in paper or packed in thin cardboard boxes, such as shoe boxes, must be refused.

Correspondence for Troops in the United Kingdom.

Attention is drawn to the notice in the Post Office Circular of 25th August, 1914, regarding the treatment of correspondence for Troops.

It is found that in some cases undeliverable correspondence is irregularly forwarded to the Returned Letter Branch of the offices concerned. Such correspondence must be forwarded to "Home Defence." It should be noted that the correct circulation for letters addressed to "Home Defence" is to Inland Section. Frequent delay occurs through mis-circulation to E.C. Parcels should circulate to the G.P.O. Parcel Office.

Parcels definitely addressed to places in this country are frequently missorted with mails for the Expeditionary Force or sent to "Home Defence." Care must be taken that all such correspondence is circulated as addressed.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
F. J. Slough	E. 8364	R. A. A. Freshwater	E. 2783
F. H. Cowley	E. 8057	T. Walmsley	E. 4643

FOREIGN AND COLONIAL MAILS.

Magazine Post to Canada and Newfoundland.

The following alterations should be made in the printed list of periodicals placed on the Register:—

- Erase* Chips, The Fleetway House, Farringdon Street, E.C.
Enter Funny Wonder, The Fleetway House, Farringdon Street, E.C.
Erase Girls' Home, The Fleetway House, Farringdon Street, E.C.
 " Halfpenny Wonder, The Fleetway House, Farringdon Street, E.C.
Enter Illustrated Chips, The Fleetway House, Farringdon Street, E.C.
 " Our Girls, The Fleetway House, Farringdon Street, E.C.
Alter Premier Magazine to Premier, The Fleetway House, Farringdon Street, E.C.

Mails for United States, Canada, &c.

The times for posting correspondence to be conveyed by British Packet on Wednesdays and Saturdays will in future be earlier throughout the country.

The latest time for posting letters and post-cards at the G.P.O., London, without late-fee, will be 2 a.m. (instead of 7 a.m.) and with a late-fee of 1d. 3 a.m., and for posting printed papers, &c., without late-fee 8 p.m. on Tuesdays and Fridays, with late-fee of $\frac{1}{2}$ d. 9 p.m., and with late-fee of 1d. 10 p.m. The times at other Offices in the London District will be generally the same as for the Night Mails.

Parcels for Belgium not to be accepted for Insurance.

Parcels for the Belgian Army or for civilians in Belgium should not be accepted for insurance. As laid down in the instructions issued with the Post Office Circular of the 20th of April last, parcels for the Belgian Army should receive similar treatment to that afforded to parcels for the French Army. The system of insurance to France is suspended.

Parcels for Prisoners of War.

Special attention is drawn to the inconvenience caused by the large number of parcels for Prisoners of War abroad which are found to be unfit for onward transmission in consequence of inadequate packing.

Parcels merely wrapped in paper or packed in thin cardboard boxes, such as shoe-boxes, or otherwise inadequately protected, should be refused. Even where proper materials are used, it is important that the contents should be tightly packed so as not to shake about during transit.

Counter Officers should be directed to pay special attention to these points, and should impress upon the public the need for great care in packing if the safe delivery of their parcels is to be ensured.

Parcels of which the packing is found in the course of post not to be sufficiently strong will not be forwarded abroad, but will be returned to the senders.

Customs Declarations for Parcels addressed to Prisoners of War Abroad.

With reference to the notice which appeared in the Post Office Circular of the 3rd of August, Customs Declarations are now no longer necessary for parcels addressed to Prisoners of War in Turkey. The words "or Turkey" in line 2 of Section K, paragraph 4 (b), of the Special Instructions issued with the Post Office Circular of the 20th of April, should accordingly be deleted.

Parcel Post to Russia and Persia.

The Swedish Post Office announces that articles prohibited from exportation from Sweden will not be allowed to pass in postal packets in transit through Sweden. All parcels sent by post from the United Kingdom to Russia and Persia are at present forwarded through Sweden; and parcels for those countries should therefore not contain articles prohibited from exportation from Sweden.

Postmasters should see that this information is brought to the notice of counter officers, and should take measures to bring it also to the notice of persons and firms posting large numbers of parcels for the countries mentioned. Lists of prohibited articles are published from time to time in the Board of Trade Journal, to which the public should be referred for information.

MONEY ORDERS.

Money Order and Postal Order transactions.—Information to be given to Pension Officers.

A Counter Officer is authorized on application being made by a Pension Officer of the Customs and Excise Department to state to the best of his recollection whether, and if so for how long and to what extent, a named person has cashed Money Orders or Postal Orders at his office. If the applicant is not known by the Counter Officer to be a Pension Officer he should be asked to produce his Commission.

Such inquiries must be answered only if made verbally at the counter, and not in writing through the post.

Rules for Money Order Offices regarding Postal Orders and Old Age Pensions.

A Correction Slip (No. 7) to the Rules for Postmasters and Sub-Postmasters at Money Order Offices regarding Postal Orders and Old Age Pensions is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the commencement of the book.

WAR LOAN.

Hours of Business for Sale of Scrip Vouchers and Certificates.

Postmasters should note that Scrip Vouchers and Certificates should be on sale during those hours in which Postal Order business is transacted.

Scrip Vouchers and Scrip Certificates for the Month of September.

Postmasters of District Offices, Officers in charge of Branch Offices and Sub-Postmasters in London, and Provincial Head Postmasters (including those in Scotland and Ireland) should make application to the Controller, Post Office Stores Department, Stamp Section, Somerset House, London, W.C., not later than the 19th instant for sufficient 5s., 10s. and £1 Scrip Vouchers and £5 Scrip Certificates to meet their estimated requirements during September.

Application should be made on one of the special forms of requisition enclosed in this Circular, and care should be taken to indicate clearly that September vouchers and certificates are required. As far as practicable, the quantities applied for should be multiples of 25.

Notwithstanding the explicit instructions which were given in the Post Office Circular of the 13th July, No. 2238, many Postmasters, &c., failed to forward promptly their requisitions for August Vouchers, others omitted to indicate on their requisitions that August Vouchers were required, and, in a large number of cases, the date stamp and name of the Office did not appear on the forms. In consequence of these omissions, much trouble and unnecessary expense resulted. Postmasters, &c., are therefore requested to take special steps to ensure the due observance of the instructions given above.

National Health Insurance Stamps.

To be exchanged for Cash when presented by Military Officers.

Officers commanding military units have been authorized to ask for cash at any Money Order or Non-Money Order Office in the British Islands in exchange for any National Health Insurance Stamps presented (3s. 3d. and 6s. 6d. denominations excluded) provided the face value of the stamps presented at any one time does not exceed £1. No charge should be made or declaration required. The stamps should be taken into stock for sale to the public in ordinary course.

In the event of the cash in hand being insufficient to effect the exchange at the time the stamps are presented, the applicant should be so informed and cash for the purpose should be requisitioned without delay.

Should any of the stamps exchanged be unfit for sale to the public, they should be treated as "spoilt" and remitted accordingly.

Army Post Office No. 3, Home Defence.

Money Order and Savings Bank business will be transacted at the above Office on and from the 18th instant.

Sub-Office—Change of Address.

On and from the 1st proximo the address of the undermentioned Sub-Office will be changed:—

FROM	TO	Character of Office.
Addlestone, Surrey	Addlestone, Weybridge	M.T.

The circulation will be as for Weybridge by all Mails.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
Bears Rails Camp, Windsor	Already opened	Windsor	...	Hours of business, 8 a.m.—noon, 4.30 p.m.—8.0 p.m. Week-days; 8.30 a.m.—10 a.m. Sundays.

The Offices at Bourley Camp, Aldershot, at Tidworth Pennings Camp, Andover, and at Convamore Camp, Mallow, have been closed.

Bagthorpe Military Hospital, Nottingham.

Money Orders should be made payable at Sherwood, Nottingham, and telegrams should be addressed "Bagthorpe Military Hospital, Nottingham." The Hospital at Bagthorpe is in the town postal area of Nottingham, whereas Bagthorpe, Nottingham, referred to on page 172 of the Post Office Guide, is a non-Money Order Country Sub-Office at a small village situated some miles out of Nottingham.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting either card or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
A. S. Sutton	E. 6902.	A. Gardner	E. 2307

FOREIGN AND COLONIAL MAILS.

Mail Service to South West Africa.

Correspondence (except parcels) for the Territory hitherto known as German South West Africa is now being forwarded to Cape Town for onward transmission as opportunity offers. All such correspondence should be circulated to London (Foreign Section); and the rates of postage to be prepaid on letters are 2½d. for the first ounce and 1½d. for each additional ounce, except in the case of letters addressed to the British Forces occupying the Territory, on which the rate is 1d. per ounce. The Parcel Post to the Territory generally is still suspended; but parcels for the British Forces may be accepted at the rate applicable to parcels for the Union of South Africa.

The relative entries on pages 734 and 735 of working copies of the Post Office Guide should be amended as follows:—

Columns 3, 4 and 9.—Delete present entries.

Column 3.—Insert "Viâ Cape Town."

" 4. " "Aftn. every Saturday."

" 5. " "Weekly."

" 9. " "Prohibited Articles—Same as Union of South Africa."

Parcels for the French Army.

The French Post Office announces that parcels containing tobacco, cigars and cigarettes, may now be sent to individual members of the French Army, provided that they do not contain more than one kilogram of tobacco, 500 cigars or 500 cigarettes, and that the payment of the Customs charges is undertaken by the senders.

Parcels containing tobacco, &c., intended for general distribution among the French troops or French Military Hospitals or Ambulances, are not subject to these provisions, and are admitted into France free of Customs charges, if addressed to the Ministry of War, Paris.

The following correction should be made in the Special Instructions issued with the Post Office Circular of the 20th of April:—

Section J, paragraph 3. Delete the last sentence and substitute:—

Parcels containing tobacco, cigars or cigarettes, addressed to individual members of the French Army, can only be accepted provided that they do not contain more than one kilogram of tobacco, 500 cigars or 500 cigarettes, and that the payment of the Customs charges is undertaken by the senders. Parcels containing tobacco, &c., intended for general distribution among the French troops, or French Military Hospitals and Ambulances, are not subject to these provisions, and are admitted into France free of Customs charges, if addressed to the Ministry of War, Paris.

Correspondence and Parcels for Prisoners of War.

Special attention is drawn to the fact that correspondence and parcels for Prisoners of War should not be enclosed in bags made up for the Expeditionary Forces. The correct circulation is to the Foreign Section in the case of letters and to the G.P.O. Parcel Office in the case of parcels.

Export of Diamonds.

No letter, parcel or other postal packet, known to contain diamonds should be accepted for transmission to any destination abroad. Persons wishing to post such packets should be referred to the Secretary.

Insured Parcels for France and Switzerland.

Parcels for France may now be accepted for Insurance if addressed to stations on the following railway systems—Etat, Midi, Orléans, Paris-Lyon-Méditerranée, Ceintures de Paris.

Parcels addressed to Switzerland may also now be accepted for insurance.

Parcel Post to Russia.

Parcels may now be accepted for transmission to Russia by sea direct to Archangel.
The rates of postage are as follows:—

	Russia-in-Europe.		Russia-in-Asia.	
	s.	d.	s.	d.
For a parcel weighing not more than 3 lb.	1	9	2	9
„ „ more than 3 lb. but not more than 7 lb.	2	1	3	1
„ „ „ 7 lb. „ „ 11 lb.	2	5	3	5

The conditions of the service are the same as those for the existing routes shown in the Post Office Guide.

Parcels for transmission viâ Archangel may be insured up to £400 in value.

The service to Russia viâ Norway and Sweden, of which particulars are given at page 826 of the Post Office Guide, is suspended, as is the new service viâ Norway and Archangel of which particulars were given in the Public Notice, No. 17, dated the 16th instant.

The necessary additions and amendments should be made at page 826 of the Post Office Guide.

MONEY ORDERS.

Bolivia.

The Money Order Service with Bolivia has been resumed.

The following alterations should be made in the Alphabetical List of Money Order Offices in British Colonies and Foreign Countries:—

Pages 1 and 23. Cancel the sign “§§” preceding “Bolivia.”

The following alteration should be made in working copies of the Post Office Guide:—

Page 856. BOLIVIA.—Cancel the words “Service suspended” and insert—

2 3 4 5
“ | 40 | C | AP | Certain places only. Advised in Sterling to La Paz, there
converted into Bolivianos and centavos at the current
rate of exchange.”

WAR LOAN.

Scrip Vouchers and Scrip Certificates for the Month of September.

Special attention is directed to the notice which appeared in the Post Office Circular of the 10th instant. Postmasters, &c., who have not already furnished particulars of their estimated requirements of September Vouchers and Certificates, are reminded that their requisitions should be sent in not later than the 19th instant.

NATIONAL REGISTRATION.

Distribution of Certificates to Registered Persons.

It has been arranged that in England and Wales the Post Office shall distribute the certificates to be issued by the Local Registration Authorities under the National Registration Act, in those districts where the Local Authority so desires.

On receipt of a request from the Local Authority the Head Postmaster should make arrangements for the acceptance of the certificates at convenient Post Offices in his district. It is understood that the Local Authorities will co-operate as far as possible by tying up the certificates for different districts in separate bundles, and by arranging the certificates in street order with the addresses exhibited.

It will be preferable that the certificates shall be handed in at the Post Office of delivery. Where it is necessary to send on certificates to another Office for delivery they should be enclosed in a cover.

Any Country Sub-Postmaster should make similar arrangements on receipt of a request from the Local Authority, and then report to his Head Postmaster.

The immediate delivery of the certificates is not essential, and it should therefore be possible to arrange for them to be delivered by the Postmen on their ordinary rounds without recourse to overtime.

The certificates must not be date-stamped or marked in any way.

A record of the number of certificates distributed in this way should be kept at each Office. Each Sub-Postmaster should in due course report the total number to his Head Postmaster; and Head Postmasters should report to their Surveyor the total for their district, in order that the Surveyor may furnish a return to the Accountant-General's Department.

Certificates handed in at Post Offices on Change of Address.

The Certificates of Registration to be issued by the Local Registration Authorities will bear a note that if the holder changes his address he must either send his certificate with a note of the new address to the Local Registration Authority of the area in which his new residence is situated or hand it in at a Post Office.

Any certificate handed in at a Post Office is to be sent by the Postmaster or Sub-Postmaster, enclosed in an envelope, to the Local Registration Authority of the area in which the Post Office is situated. It will rest with that authority to pass on any certificate which is proper to some other local authority.

Soham.—Alteration of Status.

On and from the 1st September, 1915, Soham will become a Salaried Sub-Office, and together with its subordinate Offices, will be placed under the control of the Postmaster of Ely. The alterations in addresses are as follows:—

FROM	TO
Soham.....	Soham, Cambs.
Chippenham, Soham	Chippenham, Soham, Cambs.
Fordham, Soham	Fordham, Soham, Cambs.
Freckenham, Soham	Freckenham, Soham, Cambs.
Isleham, Soham.....	Isleham, Soham, Cambs.
Prior Fen, Soham.....	Prior Fen, Soham, Cambs.
Wicken, Soham	Wicken, Soham, Cambs.

There will be no change in circulation at present.

Army Post Offices No. 18 and 19, Home Defence.

Camp Post Offices have been opened as follows:—

Army Post Office No. 18, Home Defence, at Heworth, Newcastle-on-Tyne, on the 19th instant.
 Army Post Office No. 19, Home Defence, at Swalwell on the 20th instant.

Money Order and Savings Bank business will not be transacted in either case.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
Detling Camp, Maidstone ...	Already opened	...	Maidstone ...	Telegraph business is not transacted. Telegrams should circulate to Maidstone.
Haynes Park Camp, Bedford ...	" "	...	Bedford ...	Telegraph business is not transacted.

Parcel Post.—Blackberries or other Soft Fruit.

The attention of all Officers who deal with parcels is drawn to the notice in the Post Office Circular of the 15th of June last as to soft fruit. **All parcels with such contents should be packed in metal boxes with tightly fitting lids in such a way that the juice cannot exude and should be plainly marked "Fruit with Care."** No parcel known to contain soft fruit packed in a chip or wicker basket or a cardboard box should be accepted.

Loss of Armlet.

A blue and white armlet bearing the mark "G.P.O. No. 1868" has been lost. If it be found by a member of the public and presented at any Post Office it should be accepted and sent, with the name and address of the finder, to the Post Office Superintending Engineer, Newcastle-on-Tyne.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting either of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
T. Carney	E. 462	E. Wynn	E. 12766

Exchange of French Notes sent to Relatives by Soldiers or brought home by Soldiers.

The French Authorities complain that French notes cashed in this country are often date-stamped at the office of acceptance. Attention is therefore again called to the instruction in the Post Office Circulars of 2nd March and 13th July that French notes exchanged at Post Offices **must not be date-stamped.**

British Expeditionary Force: method of addressing correspondence.

The following corrections should be made in the Special Instructions issued with the Post Office Circular of the 20th of April:—

Section D, paragraph 1.—Cancel the sub-paragraph “The following additional directions
..... The number of the Ambulance or Hospital should be given,” and substitute:—

In order to ensure delivery the following particulars require to be inserted:—

- (i) Infantry.—Number of battalion as well as name of regiment.
- (ii) Artillery.—Number of battery. If the battery is lettered the number of the brigade is necessary.
- (iii) Cavalry.—Letter or number of squadron and name of regiment.
- (iv) Royal Engineers.—Name and number or letter of company, section, squadron or troop.
- (v) Royal Army Medical Corps.—Number and name of ambulance, hospital, section or squad.
- (vi) Army Service Corps, Army Ordnance Corps.—Number or name of company, section or other unit.

Except in the case of letters, &c., for men or sections attached to Headquarters, the inclusion of the name of the brigade or division in the address on correspondence for Infantry and Cavalry is unnecessary and more likely to cause delay than to be of assistance in delivery.

Mediterranean Expeditionary Force.

Add the following paragraph to Section G of the Special Instructions issued with the Post Office Circular of the 20th of April:—

6. PARCELS TOO HEAVY TO BE SENT BY POST.—Opportunities sometimes occur for sending certain goods free of charge to troops serving in the Mediterranean. This free conveyance is provided in transports, if the necessary accommodation is available, and applications for the conveyance of baggage and parcels by this means should be addressed to:—

The Military Forwarding Officer, Devonport.

Applications to ship wines and spirits consigned to recognized messes, or sporting ammunition, should be addressed to the Secretary, War Office, but it should be noted that many of the transports at present employed have no spirit rooms, and that these goods cannot be shipped in the ordinary cargo space.

No parcels under 11 lb. can be accepted. Goods should be packed in rectangular cases and not measure more than 30 cubic feet.

Carriage to Devonport must be defrayed by the sender, and from the port of disembarkation by the addressee, if necessary.

FOREIGN AND COLONIAL MAILS.**Parcel Post to Northern Persia.**

Parcels for Northern Persia may now be accepted for transmission by the new route direct by sea to Archangel. Parcels for this route must be clearly addressed “viâ Archangel” on the Despatch Note and the parcels themselves. The rates of postage are the same as for the route viâ Sweden and Russia and the parcels may be insured up to a limit of £20. The following additions should be made in working copies of the Post Office Guide:—

Page 820. PERSIA. (b) *Persian Post Offices in Northern Persia.*—Under “Badghiran only” make a fresh entry—

Col. 2 “viâ Archangel (see Col. 8).” Col. 3 “Do.” Col. 4 “3 11 | 4 6 | 5 0.” Col. 5 “20.”

Under “Other places” make a fresh entry—

Col. 2 “viâ Archangel (see Col. 8).” Col. 3 “Do.” Col. 4 “2 11 | 3 6 | 4 0.” Col. 5 “20.”

Col. 8 Insert a note “Parcels for transmission by the Archangel route must be clearly addressed “viâ Archangel” on the Despatch Notes and the parcels themselves.”

Parcel Post to Morocco.

Parcels for Alcazar are now disembarked at Larache, and those for Fez and Mequinez at Casablanca where they must be taken over on behalf of the addressees. They must accordingly be addressed to the care of the British Post Offices at those places; and the attention of any senders of parcels likely to be interested should be directed to the alteration. The following amendments should be made in working copies of the Post Office Guide:—

Page 814 and 815. MOROCCO. Col. 1. Entry (a).—After "Casablanca" insert "Fez and Mequinez."
After "Larache" insert "Alcazar."

Entry (b).—Delete "Alcazar, Fez."

Col. 8. *Observations.*—Delete “Parcels for Alcazar and Fez, which are disembarked at Tangier.” Substitute therefor:—“Parcels for Alcazar which are disembarked at Larache, parcels for Fez and Mequinez which are disembarked at Casablanca.”

Line 5.—For "onward conveyance from Tangier" substitute
"onward conveyance from Larache, Casablanca."

GENERAL.

Use of Currency Notes in Post Office Business.

Postmasters and other officers concerned are reminded that currency notes issued to the Public in connexion with Post Office payments should be clean and in good condition. Notes which are defaced, torn or dirty should be withdrawn and forwarded as a remittance to the Head Postmaster or the Chief Office of Account.

NATIONAL REGISTRATION.

ENGLAND AND WALES, AND SCOTLAND.

Certificates handed in at Post Offices on Change of Address.

The Certificates of Registration to be issued by the Local Registration Authorities will bear a note that if the holder changes his address he must either send his certificate with a note of the new address to the Local Registration Authority of the area in which his new residence is situated or hand it in at a Post Office.

Any certificate handed in at a Post Office is to be sent by the Postmaster or Sub-Postmaster, enclosed in an envelope, to the Local Registration Authority of the area in which the Post Office is situated. It will rest with that authority to pass on any certificate which is proper to some other local authority.

A supply of covers will shortly be sent to Head Postmasters for the purpose of forwarding such certificates. Sub-Postmasters should notify the Head Postmaster of the number of covers required.

SCOTLAND.

Distribution of Certificates to Registered Persons in Scotland.

The Certificates, which are in Card form and bear an impression of the "Official Paid" stamp, should be treated as ordinary letters; but they should not be date-stamped. In cases of temporary removals, the cards should be redirected in the usual way, care being taken not to interfere with the Reference Number. Where the cards cannot be delivered, they should be returned to the issuing Officer, whose designation and address are appended to the Certificate on the back.

The immediate delivery of the Certificates is not essential, and it should therefore be possible to arrange for them to be delivered by the Postmen on their ordinary rounds without recourse to overtime.

Necessity for Economy in the Use of String.

In view of the increasing cost of supplies, it is important that the utmost possible economy be exercised in the use of all kinds of String. This is especially necessary in the case of Thick Middle Thread, and the attention of Postmasters is particularly directed to the notice relative to the use of this String, which appeared in the Post Office Circular of the 3rd November last.

Army Post Offices No. 20 and 21, Home Defence.

A Camp Post Office was opened at Long Benton on the 30th August and is designated Army Post Office No. 20, Home Defence.

A Camp Post Office was opened at Burham Camp, Eccles, Maidstone, on the 30th August and is designated Army Post Office No. 21, Home Defence.

Money Order and Savings Bank business is not being transacted at either Office.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
Brocton Camp, Stafford	Already opened	Stafford	Open for non-Money Order business 5.30 to 7.30 p.m. on week-days only. Telegraph business not transacted. Telegrams delivered from Milford, Staffs.
Clipstone Camp, Notts.	" "	Nottingham	Mansfield	_____
Reed Hall Camp, Colchester	" "	Colchester	Colchester	_____

The temporary Branch Post Office at Frensham Common Camp, Farnham, has been closed.

Loss of Armlet.

A blue and white armlet bearing the mark "G.P.O. No. 2133" has been lost. If it be found by a member of the public and presented at any Post Office it should be accepted and sent, with the name and address of the finder, to the Post Office Superintending Engineer, Newcastle-on-Tyne.

FOREIGN AND COLONIAL MAILS.

Ship Letter Mails for Archangel, Russia.

The notice which appeared in the Post Office Circular of the 13th October last, to the effect that Ship Letter Mails are not to be made up for foreign destinations, and that Ship Letter Mails from foreign countries are to be sent intact to London, is hereby modified as follows:—

Ship Letter Mails may be made up for any ship sailing direct to Archangel in Russia, and Ship Letter Mails received from any ship arriving direct from Archangel may be disposed of as in normal times by the Office receiving them.

Letters addressed to Russia should be circulated not on London but direct to the port of departure of the ship, if addressed as follows:—

Per S.S. sailing from (Port of departure) to Archangel direct.

Insured Parcels for Switzerland.

With reference to the announcement which appeared in the Post Office Circular of the 17th instant (page 389), it is now notified that the acceptance of insured parcels for Switzerland must be again suspended until Monday next, the 6th of September.

Parcel Post to British Honduras.

Parcels for British Honduras can now be accepted as insured up to a maximum of £400. The relative entry in column 5 on page 786 of the Post Office Guide should be deleted and the entry "£400" substituted.

Parcel Post with Fanning Island.

Arrangements have been made for a Parcel Post with Fanning Island via Canada, in place of the existing service via New Zealand. The conditions of the new service, which will come into operation to-morrow are as follows:—

to-morrow are as follows:—											
Place of Destination	Route and Approximate Course of Post	Dates of Despatch	Rates of postage from United Kingdom			Insured value	Limits of		Customs Declaration	Limitations of the Service and General Observations	
			Parcels not exceeding				Length, Breadth or Depth	Size			
			3 lb.	7 lb.	11 lb.						Length and Girth combined
Fanning Island...	Via Canada and Honolulu (26 days to Honolulu).	From Liver- pool: Sept. 10 and every four weeks thereafter.	s. d. 1 4	s. d. 2 8	s. d. 4 0	No Ser- vice.	feet 3½	feet 6	A	Observations.—Parcels are forwarded from Honolulu by first opportunity.	

The entry against Fanning Island at pages 798-9 of working copies of the Post Office Guide should be amended accordingly.

After to-day parcels for Fanning Island should circulate in the same way as those for Canada.

VACANCIES—(continued).

The object of this regulation is to maintain the principle that promotion should be made solely with a view to the efficiency of the service, and on an impartial comparison of the qualifications of the candidates. In fairness to all the candidates it is not considered just that any one of them should be permitted to secure influential outside support which is not available for his competitors.

Any candidate who infringes this regulation renders himself liable to disqualification for appointment, and, under certain circumstances, to severer penalties.

Temporary Indoor Officers.

Temporary Indoor Officers are required at the undermentioned offices.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyors, &c., of the districts concerned. Candidates should apply through the usual official channels.

- ABERDEEN (Postmaster, Aberdeen), Males preferred, for Postal and Telegraph work.
 BIRMINGHAM (Postmaster-Surveyor, Birmingham), Males and Females for Telegraph work.
 BLACKROCK (Controller, Dublin Postal District), Male for Postal and Telegraph work.
 BRIGHTON (Postmaster, Brighton), Males and Females for Telegraph work.
 GREYSTONES S.O. (S) (Bray) (Controller, Dublin Postal District), Male for Postal and Telegraph work.
 IPSWICH (Surveyor, Ipswich), Males for Postal or Telegraph work.
 LONDON (Controller, London Postal Service), Males and Females for Counter and Telegraph work.
 NEWMARKET (Surveyor, Ipswich), Males for Telegraph work from the present time until the 27th of November.
 NORTH MIDLAND DISTRICT (Surveyor, Nottingham), Males and Females for Postal and Telegraph work.
 NORTH WALES DISTRICT (Surveyor, Shrewsbury), Males and Females for Postal and Telegraph work.
 NORTH WESTERN DISTRICT (Surveyor, Preston), Males and Females for Postal and Telegraph work at Blackpool, Fleetwood, Lytham, Morecambe and other offices.
 SOUTH EASTERN DISTRICT (Surveyor, Croydon), Males and Females for Postal and Telegraph work.
 SOUTH WALES DISTRICT (Surveyor, Cardiff), Males and Females for Postal and Telegraph work.
 SOUTH WESTERN DISTRICT (Surveyor, Portsmouth), Males and Females for Postal and Telegraph work.
 WESTERN DISTRICT (Surveyor, Exeter), Males and Females for Postal and Telegraph work.

Alresford.—Alteration of Status.

On and from the 1st instant Alresford became a Salaried Sub-Office, and, together with its subordinate Offices, was placed under the control of the Postmaster of Winchester. The alterations in addresses are as follows:—

FROM		TO	
Alresford	Alresford, Hants.	
Avington,	Alresford	Avington,	Alresford, Hants.
Bighton,	"	Bighton,	" "
Bishop's Sutton,	"	Bishop's Sutton,	" "
Bramdean,	"	Bramdean,	" "
Brown Candover,	"	Brown Candover,	" "
Cheriton,	"	Cheriton,	" "
Hinton Ampner,	"	Hinton Ampner,	" "
Itchen Abbas,	"	Itchen Abbas,	" "
Itchen Stoke,	"	Itchen Stoke,	" "
Monkwood,	"	Monkwood,	" "
Northington,	"	Northington,	" "
Old Alresford,	"	Old Alresford,	" "
Ovington,	"	Ovington,	" "
Ropley,	"	Ropley,	" "
Tichborne,	"	Tichborne,	" "
The Dene,	"	The Dene,	" "

There will be no change in circulation.

Parcels for the British Troops in Egypt.

In accordance with Section I. of the Instructions issued with the Post Office Circular of the 20th of April last, parcels for the troops stationed in Egypt should be accompanied by a Despatch Note and two Customs Declarations, like other parcels for Egypt.

Postmasters are requested to direct the attention of Counter Officers to this requirement, which is frequently overlooked, and to take measures to ensure that such parcels received from subordinate Offices are furnished with the necessary papers before being sent on.

This instruction does not apply to parcels for any of the Expeditionary Forces, but to parcels for the Army of Occupation in Egypt definitely addressed to a station in Egypt or the Sudan.

MONEY ORDERS.

Post Office Guide.—Additions and Alterations.

- Page 161. Under "Alderton, Woodbridge," insert new entry "Alderwasley, Wirksworth, Derbyshire
| M. nS. | Wirksworth, T."
- " 399. Delete entry (under Norwich) "Market Place B.O."
- " 423. Alter designation from "Ramsbury, Hungerford," to "Ramsbury, Wilts."
- " 626. Delete entry "Pont Street (Chesham Mansions), Belgravia, S.W."

Clipstone Camp B.O., Notts.

Correspondence for Clipstone Camp should circulate the same as for Nottingham and not to Mansfield as stated in the notice on page 409 of the Post Office Circular of the 31st ultimo.

Circulation for Hutton Rudby, Yorks.

On and from the 20th instant the Day Mail circulation for Hutton Rudby, Yorks. (Stockton-on-Tees), should be to Stockton-on-Tees by Mails arriving up to 12.26 p.m. (train time); and thereafter to Darlington and the N.E.T.P.O. Down Day Mail.

Army Post Offices No. 22, 23, 24 and 25, Home Defence.

Camp Post Offices were opened as follows:—

- Army Post Office No. 22, Home Defence at Batchwood Camp, St. Albans, on 10th September.
- Army Post Office No. 23, Home Defence at Beech Bottom Camp, St. Albans, on 9th September.
- Army Post Office No. 24, Home Defence at Cassiobury Park, Watford, on 11th September.
- Army Post Office No. 25, Home Defence at Hockerill Camp, Bishop's Stortford, on 13th September.

Money Order and Savings Bank business is not being transacted at any of the above Offices.

Parcels for the "Daily Mail Vegetable Growing and Produce Exhibition" at the Horticultural Hall, London, S.W.

The posting of parcels for the above Exhibition is expected to continue till the 20th instant.

Postmasters, whether they vouch or not with the South Western District Office at ordinary times, should, whenever there are eight or more such parcels available, make up special bags labelled "S.W.D.O.—Daily Mail Vegetable Exhibition."

Counter Officers to whom Parcels for the Exhibition are tendered for transmission should be careful to see that the regulations as to packing, &c., are complied with.

TO POSTMASTERS AND SUB-POSTMASTERS IN SCOTLAND.**Stamps and Licences**

will not be issued from the Inland Revenue Office, Edinburgh, on the 20th of September, or the 1st of October. Requisitions should be regulated accordingly.

Remittances, &c.,

can neither be received at, nor despatched from, Edinburgh on the 20th of September. This does not apply to Accountable Receipts, which should be forwarded as usual.

Loss of Pass Card.

The Pass Card, particulars of which follow, is missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting the card or using it as a credential.

NAME.	NUMBER.
A. Meikle.....	E. 7130

Loss of Armlets.

Blue and white armlets bearing the marks "G.P.O. No. 144" and "G.P.O. No. 1193" have been lost. If either be found by a member of the public and presented at any Post Office it should be accepted and sent, with the name and address of the finder, No. 144 to the Post Office Superintending Engineer, N.E. District, Leeds, and No. 1193 to the Post Office Superintending Engineer, Eastern District, Cambridge.

FOREIGN AND COLONIAL MAILS.

Cash on Delivery Service with British Guiana.

Arrangements have been made for the extension of the Cash on Delivery Service to British Guiana. Cash on Delivery packets and parcels may be accepted for transmission on and after the 1st of October. Full particulars of the Service will appear in the October edition of the Post Office Guide.

British Sailors interned in Norway.

The general regulations concerning communication with Prisoners of War abroad apply also to letters, post-cards, parcels and money orders for Officers and men of His Majesty's Fleet interned in Norway.

The address should be in the following form:—

Rank, name, &c.,

British Prisoner of War,

c/o Ostplanden Infanteriregiment,

Hr oberst Holtan,

Hamar,

Norway,

c/o G.P.O., Mount Pleasant,

London, E.C.

Newspapers may be sent, and the words "neutral countries" should be substituted for "Holland" in line 2 of paragraph K. 5 of the Special Instructions.

Parcel Post with Chile.

The Chilean Government has announced that each parcel for Chile containing goods exceeding £5 in value must in future be accompanied by an invoice certified by a Chilean Consul.

Counter Officers should exercise care to ensure the proper observation of the new regulation; and a suitable addition should be made to the entry opposite Chile in column 8. on page 789 of working copies of the current and October issues of the Post Office Guide.

Parcel Mails for Mexico.

As no opportunity for the despatch of Parcel Mails to Mexico is likely to occur for some time, parcels for Mexico should not be accepted until further notice.

VACANCIES—(continued).**Temporary Indoor Officers.**

Temporary Indoor Officers are required at the undermentioned offices.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyors, &c., of the districts concerned. Candidates should apply through the usual official channels.

- ABERDEEN (Postmaster, Aberdeen), Males preferred, for Postal and Telegraph work.
 BIRMINGHAM (Postmaster-Surveyor, Birmingham), Males and Females for Telegraph work.
 BLACKROCK (Controller, Dublin Postal District), Male for Postal and Telegraph work.
 BRIGHTON (Postmaster, Brighton), Males and Females for Telegraph work.
 GREYSTONES S.O. (S) (Bray) (Controller, Dublin Postal District), Male for Postal and Telegraph work.
 IPSWICH (Surveyor, Ipswich), Males for Postal or Telegraph work.
 LONDON (Controller, Central Telegraph Office), Males and Females for Telegraph work.
 LONDON (Controller, London Postal Service), Males and Females for Counter and Telegraph work.
 NEWMARKET (Surveyor, Ipswich), Males for Telegraph work from the present time until the 27th of November.
 NORTH MIDLAND DISTRICT (Surveyor, Nottingham), Males and Females for Postal and Telegraph work.
 NORTH WALES DISTRICT (Surveyor, Shrewsbury), Males and Females for Postal and Telegraph work.
 NORTH WESTERN DISTRICT (Surveyor, Preston), Males and Females for Postal and Telegraph work at Blackpool, Fleetwood, Lytham, Morecambe and other offices.
 SOUTH EASTERN DISTRICT (Surveyor, Croydon), Males and Females for Postal and Telegraph work.
 SOUTH WALES DISTRICT (Surveyor, Cardiff), Males and Females for Postal and Telegraph work.
 SOUTH WESTERN DISTRICT (Surveyor, Portsmouth), Males and Females for Postal and Telegraph work.
 WESTERN DISTRICT (Surveyor, Exeter), Males and Females for Postal and Telegraph work.

TO POSTMASTERS AND SUB-POSTMASTERS IN SCOTLAND.**Stamps and Licences**

will not be issued from the Inland Revenue Office, Edinburgh, on the 1st of October. Requisitions should be regulated accordingly.

Allowances to Dependants of Seamen, Marines and Soldiers.

A poster of foolscap size with the above heading was distributed last week. It should be understood that this poster is to be exhibited at every Post Office in place of the poster of the same size and with the same heading which was distributed in February last. The latter poster should now be withdrawn.

Temporary Branch Offices at Camps.

The temporary Offices at Kilworth Camp, Fermoy, Moore Park Camp, Fermoy, Finner Camp, Ballyshannon, Co. Donegal and Magilligan Camp, Bellarena, Co. Londonderry, have been closed.

Telegraph business is now transacted at Penkridge Bank Camp, Stafford. Hours, 8 a.m. to 7 p.m.; Sundays, 8.30 a.m. to 10 a.m. The Transmitting Office is Stafford.

Sub-Office—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

Character of Office.

FROM TO nS.
 Bachuil, Oban..... Bachuil, Appin, Argyll nS.
 Correspondence for Bachuil should circulate as for Appin.

WAR LOAN, 1925-1945.

Disposal of Unsold Stock of September Issue of Vouchers and Certificates.

Immediately after Thursday, the 30th September, all unsold Vouchers and Certificates of the September issue must be withdrawn from stock, and care should be taken that no September Vouchers or Certificates are sold in October. (October Vouchers and Certificates will not of course be sold in September.)

On Friday, the 1st October, Provincial Sub-Postmasters should remit all unsold Scrip Vouchers and Certificates of the September issue to their Head Postmasters for disposal. Head Postmasters in England and Wales, and Sub-Postmasters in London, should remit unsold Scrip Vouchers and Certificates to the Controller, Money Order Department, Manor Gardens, Holloway, N.; Head Postmasters in Ireland and Scotland should remit to the Accountant, General Post Office, Dublin or Edinburgh. The parcels, which must be registered, should be marked "Scrip Vouchers." **It is important that the unsold Vouchers and Certificates should be returned without delay** and special inquiries should be made by Postmasters in cases of failure on the part of Sub-Postmasters to return unsold stocks promptly. The Vouchers and Certificates should be listed on Docket P.O.B. 161. Scrip Certificates should be entered on the same Docket as Scrip Vouchers, the blank line below the 20s. rate being used for the purpose.

Provincial Sub-Postmasters should claim the face value of the returned Scrip in the Cash Account as "Remittance to Other Offices." Head Postmasters and London Sub-Postmasters should claim the value as a **separate** item in the Cash Account against a manuscript entry "Returned Scrip."

The Sub-Postmaster's returned unsold stock which cannot be remitted on the day of receipt at the Head Office should be entered in the Postmaster's Balance in hand on the face of the Cash Account under the special item "Scrip." **It should not be included in the Cash.**

This notice does not apply to unsold Vouchers and Certificates handed in by Agents of certain Industrial Assurance Companies and Banks. Such Vouchers and Certificates should be sent in the Remittance Letter as a Remittance to Head Office or to General Post Office, as the case may be, a docket being attached in respect of each Company or Bank and headed "Scrip Vouchers and Certificates returned by.....Assurance Company or by.....Bank." The value of the Scrip returned by Agents received too late to be remitted the same day should be shown by Head Postmasters on the face of the Cash Account under the heading "Vouchers of Unclaimed payments," and by Sub-Postmasters as a separate item of the Balance in hand noted "Scrip returned by Agents."

Special care should be given to the observance of these instructions.

Scrip Vouchers and Certificates accepted as Savings Bank Deposits.

Attention is called to the notice in the Post Office Circular of the 6th July regarding the treatment of Scrip Vouchers accepted as Savings Bank Deposits. Such Vouchers should not be included in the unsold Stock returned at the close of each month, but should be forwarded separately, as they are received, in the Remittance Letter, the amount being claimed as "Remittance to General Post Office" or "Remittance to other Offices" as the case may be.

Special attention is also called to the instructions in the Post Office Circular of 30th July that £5 Scrip Certificates must not be accepted as Savings Bank Deposits.

Macduff.—Alteration of Status.

On the 1st of October Macduff will be converted to the rank of a Salaried Sub-Office and transferred to the control of the Postmaster of Banff.

The postal address will be changed as follows:—

FROM	TO
Macduff	Macduff, Banffshire.

The circulation of correspondence will remain unchanged.

Army Post Office No. 21, Home Defence.

The above Office was closed on the 21st September.

Temporary Branch Offices at Camps.

The undermentioned temporary Branch Offices —

Ballinvonear Camp, Mallow,
Belhus Park Camp, Aveley, Purfleet, Essex,
Purfleet Camp, Purfleet, Essex,

have been closed.

Alterations in the working of Rural Posts on Good Friday and Christmas Day.

It has been decided to discontinue the use at Country Sub-Offices of public notices announcing alterations in the working of rural posts on Good Friday and Christmas Day.

A suitable note should, however, be made on form Postmasters No. 369.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
J. Monteith	E. 7123	F. J. Everett	E. 1874
E. Cockfield.....	E. 3997		

Loss of Armlet.

A blue and white armlet bearing the mark "G.P.O. No. 3003" has been lost. If it be found by a member of the public and presented at any Post Office it should be accepted and sent, with the name and address of the finder, to the Post Office Superintending Engineer, South Midland District, Reading.

FOREIGN AND COLONIAL MAILS.

Parcels for Prisoners of War.

Despatch Notes are no longer required to accompany parcels for Prisoners of War, but every such parcel must bear upon its cover the name and address of the sender printed or clearly written in ink. Counter Officers should be careful not to accept parcels which do not comply with this regulation.

Counter Officers are also reminded that Customs Declarations are still required in duplicate for parcels addressed to Prisoners of War in Holland.

A large number of parcels for Prisoners of War abroad are still found to be unfit for onward transmission in consequence of inadequate packing.

Parcels merely wrapped in paper or packed in thin cardboard boxes, such as shoe boxes, or otherwise inadequately protected, should be refused. Even where proper materials are used, it is important that the contents should be tightly packed so as not to shake about during transit.

Counter Officers should be directed to pay special attention to these points, and should impress upon the public the need for great care in packing if the safe delivery of their parcels is to be ensured.

MONEY ORDERS.

Alphabetical List of Money Order Offices Abroad.

A Correction Slip to the Alphabetical List of Money Order Offices in British Colonies and Foreign Countries is issued with this Circular. Copies of the List should be amended accordingly.

Knighton.—Alteration of Status.

On the 1st of October, 1915, Knighton was converted to a Salaried Sub-Office, and together with its subordinate Offices, with the exception of Norton, was placed under the control of the Postmaster of Llandrindod Wells. Norton S.O. is under the control of the Postmaster of Leominster. The alterations in addresses are as follows:—

FROM	TO
Beguildy, Knighton	Beguildy, Knighton, Radnor.
Bledffia, Llangunllo, Radnor	No change.
Dolau, Radnor	"
Dutlas, Knighton	Dutlas, Knighton, Radnor.
Felindre, Knighton	Felindre, Knighton, Radnor.
Knighton	Knighton, Radnor.
Knucklas, Knighton	Knucklas, Knighton, Radnor.
Llanbister Road, Radnor	No change.
Llangunllo, Radnor	"
Monaughty, Llangunllo, Radnor	"
Norton, Radnor	"

There will be no change in circulation.

Army Post Office No. 12, Home Defence.

The above Office was closed on the 4th instant. The notice in the Post Office Circular of 20th July, stating that correspondence including parcels for troops at Peebles should circulate to Edinburgh by all Mails, is cancelled.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
Haynes Park Camp, Bedford ...	Already opened ...	Bedford	Telegraph business is now transacted. Hours, 8 a.m.—9 p.m. week-days, 8 a.m.—12 noon, & 5 p.m.—7 p.m. Sundays.
Hurdcott Camp, Salisbury ...	" "	Salisbury ...	Salisbury ...	—
Sutton Mandeville Camp, Salisbury.	" "	Salisbury ...	Salisbury ...	—

Windmill Hill Camp, Andover.

The temporary Branch Office at the above-mentioned Camp has been closed.

Ink for India Rubber Stamps.—Disposal of Empty Bottles.

As there is difficulty at present in obtaining suitable $\frac{1}{2}$ oz. and 1 oz. glass bottles to hold Ink for India Rubber Stamps, Heads of Departments and Postmasters in England and Wales should make arrangements for all usable empty glass bottles of these sizes to be accumulated and included in the next consignment of stores returned to the Post Office Stores Department, Studd Street Depot, London, N. Any such bottles that may be on hand should be returned on the first opportunity.

FOREIGN AND COLONIAL MAILS.

Duty on Samples of Tobacco imported by Post.

The Board of Customs and Excise has announced that the Customs Duty to be collected from the addressees on the delivery of type samples of unmanufactured tobacco not exceeding 6 oz. in gross weight is increased from 1s. to 1s. 6d.

The notice on the subject at page 61 in working copies of the Post Office Guide and also Rule 219 (a) of Rules for Head Post Offices (Part II.) should be amended accordingly.

Parcels and Sample Packets containing Steel or Articles made of Steel addressed to places Abroad.

An arrangement has been made for steel or articles made of steel sent to places abroad to be accompanied by certificates issued by the Cutlers' Company, Sheffield, or by the Chambers of Commerce at Glasgow, Newcastle-on-Tyne, Belfast or Birmingham. Parcels or packets accompanied by such certificates should be accepted without question, provided, of course, that they comply with the Postal regulations. The certificates should be securely attached to their relative parcels or packets, which should then be circulated in ordinary course, and without any special forms or formalities.

Parcels for Prisoners of War.

Paragraph K. 4 (f) of the Special Instructions relating to Prisoners of War issued with the Post Office Circular should be cancelled, and the following substituted:—

K. 4 (f).—Every parcel for a Prisoner of War should bear an Office of Origin label; but no serial numbers need be given and no records need be kept in the Foreign and Colonial Parcel and Record and Certificate Book except in the case of insured parcels. Certificates of posting may, at the request of the senders, be issued on the forms applicable to inland parcels. If certificates of posting are desired for batches of parcels sent by the same person, he should be asked to furnish a list of the parcels, which should be treated in the same way as in the case of inland parcels.

Parcel Post to British Honduras.

Parcels for British Honduras can now be accepted as insured up to a maximum of £400. The relative entry in column 5 on page 786 of the Post Office Guide should be deleted and the entry "£400" substituted.

Insured Parcel Service to Italy.

Parcels addressed to Italy may now be accepted for Insurance.

The following alteration should be made in working copies of the October issue of the Post Office Guide:—

Page 808, in the entry "*ITALY via France*," col. 5, for "no service" substitute "£40 (see col. 8)."

Enlistment of P.O. Servants.

Heads of Departments, Postmasters, Superintending Engineers and Telephone District Managers should note that, when advising the Metropolitan Office of Accounts of P.O. Servants who have joined H.M. Forces, the date of enlistment (i.e., attestation), should be shown on the Mobilization Return, and not as hitherto the date of release for Naval or Military Service, the heading of the column being amended accordingly.

Deductions from Civil pay on account of Army or Navy pay and allowances should of course be made from the date of enlistment to date of discharge, inclusive.

Unpaid Letters marked "On His Majesty's Service."

It does not appear to be understood by Post Office servants generally, that, where the question is whether a letter is entitled to pass without prepayment of postage or surcharge, it is immaterial whether or not an envelope has been used which is marked "O.H.M.S.," even if the envelope be one which has been printed and supplied by the Government and bears what purports to be the impression of a certifying stamp.

It is the duty of a Provincial Postmaster to surcharge all unpaid letters marked "O.H.M.S." which are posted in his district, unless they are addressed to what purports to be a Government Office in London, Dublin or Edinburgh (or to the Welsh National Health Insurance Commission at Cardiff).

His duty in respect of such letters received for delivery is to surcharge them unless they are vouched as "Official Paid" by London, Dublin or Edinburgh (or, in respect of letters from the Welsh National Health Insurance Commission, by Cardiff).

Of course both in respect of inward and outward letters, those enclosed in covers bearing the "Official Paid" design and those sent by or to Post Office Officials authorized to send or receive official letters unpaid are exempted from prepayment or surcharge, subject to the special rules governing their treatment.

At the present time it is of more than usual importance that the rules as to outgoing letters marked "O.H.M.S." should be observed, because of the great extension of the field of Government work, and the setting up in many towns of establishments which are either manned or controlled by Government servants, but which none the less are not proper to be dealt with as Headquarter Government Offices.

When a Postmaster observes that any such establishment is posting letters marked "O.H.M.S." unpaid, he should, in order to prevent trouble to the senders, to such of the addressees as are not competent to receive letters without payment of postage, and to the Post Office, at once acquaint the senders with the action which his instructions oblige him to take. He should request them to affix stamps to all letters which they send, no matter whether on Government service or not. If they claim a right to send without prepayment he should say that he can only refer them to the Headquarter Office of the department of Government on behalf of which they are acting, which if it supports their claim will communicate with the Postmaster General who will issue fresh instructions if it is proper to do so. The Postmaster must also report the facts to the Secretary (London, Dublin or Edinburgh); but meanwhile he must continue to surcharge. If challenged he can produce this notice as his authority.

If a letter sent by a person other than a Government servant is marked "O.H.M.S." the presumption is that it has been so marked without due authority. Such marking is an offence under the Post Office Act. Where the letter is not only marked "O.H.M.S." but sent unpaid, and where there is ground for supposing that payment of postage properly due is being evaded, the delivering Postmaster should be asked to obtain the cover and sender's name and address and report to the Secretary.

As regards inward letters marked "O.H.M.S." a Postmaster should report to the Secretary if he observes that many letters marked "O.H.M.S." are being addressed to a particular person, firm, or office of any kind, especially if they are not prepaid. And he should also report at once when payment of surcharges is systematically refused.

Railway Sorting Carriages between Manchester and Crewe.

In future the Sorting Carriage at present designated the "Manchester and Crewe Sorting Carriage" will, in the direction from Manchester to Crewe, be known as the "Manchester—Crewe Railway Sorting Carriage," and in the direction from Crewe to Manchester, as the "Crewe—Manchester Railway Sorting Carriage, No. 1."

A new Railway Sorting Carriage, under the control of the Postmaster of Manchester, has been established. This carriage runs in one direction only, from Crewe to Manchester, and is attached to the 4.35 a.m. train from Crewe, daily, Mondays excepted. It is designated the "Crewe—Manchester Railway Sorting Carriage, No. 2."

POST OFFICE RELIEF FUND.

Subscribers will be interested to know that the accounts for the first financial year of the Fund, completed on the 31st August, 1915, are now being audited, this task being kindly undertaken by members of the Staff of the Exchequer and Audit Department, and that it is hoped to publish a financial statement in the course of a few weeks.

There are now on the books of the Fund 820 Widows, &c., and 1063 Children who have lost their Fathers.

The number of Post Office Prisoners of War to whom parcels are being sent is 531, and in view of the fact that the parcels are understood to arrive regularly and that additional food will be very welcome now that winter is approaching, it has been decided to make the despatch **weekly** instead of fortnightly as heretofore. In one week the parcel will be more or less on the lines set out in the Post Office Circular of the 27th April last, and in the next week the contents will be as follows:—

One tin Corned Beef.	$\frac{1}{2}$ lb. Sugar.	1 lb. Jam.
One tin Dripping.	Two tins Soup.	2 tins Potted Meats.
$\frac{1}{4}$ lb. Tea.	2 lbs. Biscuits.	1 tablet Soap.
One tin Condensed Milk.		

This increase of the assistance given to Prisoners will, it is believed, commend itself generally. The Committee recently had under consideration the question of sending a supply of winter clothing; but, as this matter is engaging the attention of the Government, it was decided not to pursue it pending an announcement, probably at no distant date, of the Government scheme.

Miss Loch, Lady Superintendent at the Money Order Department, will gladly receive further contributions of *small* articles, such as socks, for inclusion in the parcels.

The period of one year for which No. 20, Kensington Palace Gardens had been lent by the Honourable Mrs. Marten Dunne for a Post Office Hospital expired on the 1st September, but she has generously offered to continue the loan of it for a further period; and at a recent meeting of the Committee the following resolution was unanimously adopted:—

“That the Committee of the Post Office Relief Fund express their deep gratitude to the Honourable Mrs. Marten Dunne for the generous loan of No. 20, Kensington Palace Gardens during the past year, and very gratefully accept her kind offer to continue to lend the house for the purposes of the Post Office Home Hospital.”

The Honourable Mrs. Gladstone has similarly consented to continue for the time being the loan of her house at Littlestone for a Convalescent Home and the terms of a further resolution unanimously adopted were as follows:—

“That the Committee of the Post Office Relief Fund greatly appreciate the Honourable Mrs. Gladstone's kindness in continuing to lend her house ‘Sealand’ at Littlestone-on-Sea for purposes of a Convalescent Home for wounded Post Office servants, and beg her to accept, as from all contributors to the Fund, this expression of deep gratitude for her generosity.”

Both the Hospital and the Convalescent Home continue to be full of Post Office men who have been serving with the colours; and many generous gifts have been received from within and without the Department.

The Marine Society have notified their willingness to receive a limited number of candidates on board their training ship “Warspite” at Greenhithe on very favourable terms. Local Committees may not be generally aware that the training received there offers considerable advantages for boys who desire to enter either the Navy or the Mercantile Marine. Entrants must be between the ages of 14 and 16 years, and the Committee of the Relief Fund will be prepared to consider applications on behalf of suitable candidates.

From many quarters extra contributions have been made to the Fund on account of the recent award of a War Bonus. These have all been gratefully acknowledged.

Army Post Office A. 1, Home Defence.

A Camp Post Office will be opened at Mundford on 16th October and will be designated Army Post Office A. 1, Home Defence.

Money Order and Savings Bank business will not be transacted.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
Ballykinler Camp, Downpatrick ...	Already opened ...	Belfast ...	Downpatrick ...	Hours of Attendance :— Week-days— 7.55 a.m. to 8.55 a.m. 10.25 a.m. to 1.25 p.m. 2.25 p.m. to 5.25 p.m. 6.25 p.m. to 7.25 p.m. Sundays— 8.55 a.m. to 9.55 a.m.
Purfleet Camp, Purfleet, Essex ...	Do. ...	TS ...	Purfleet, Essex ...	Hours of Attendance on Sundays :— 8.0 a.m. to 10.0 a.m. 6.0 p.m. to 8.0 p.m.
Richmond Camp (Yorks.) ...	15th October ...	York ...	Darlington (preferably) or York. Final Night Mail outlet to Mid. T.P.O. going North.	—

The temporary Branch Offices at Bowood Camp, Calne, Wilts.; Detling Camp, Maidstone; Hursley Park Camp, Winchester; Flower Down Camp, Winchester; and Woodbury Common Camp, Woodbury, Exeter, have been closed.

Umbrellas and similar Articles tendered for transmission by Post.

Counter Officers are reminded that any umbrella, walking stick, fishing rod, or similar article, tendered for posting, which is not packed as directed in the Inland Parcel Post Rules, Rule 21 (o) for Head Postmasters, Rule 19 (p) for Sub-Postmasters, and Rule 7 (p) for Town Sub-Postmasters, should be dealt with in accordance with Section (b) of the particular Rules mentioned.

Rules for Head Post Offices (Part II.), Staff Rule Book, Rules for Postmen in London.

Correction Slips (No. 9, No. 9, and No. 11 respectively), to the above-mentioned Books of Rules are issued with this Circular. Copies of the books should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the respective books.

Parcel Post Labels.

Postmasters who will require a fresh stock of Parcel Post Labels before Christmas should apply for them to the Controller, Stores Department, London, Dublin, or Edinburgh, as the case may be, not later than the end of this month. Sub-Postmasters should apply to their Head Postmasters as usual.

Loss of Armlet.

A blue and white armlet bearing the mark "G.P.O. No. 149" has been lost. If it be found by a member of the public and presented at any Post Office it should be accepted and sent, with the name and address of the finder, to the Post Office Superintending Engineer, N.E. District, Leeds.

Loss of Pass Card.

The Pass Card, particulars of which follow, is missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting this card or using it as a credential.

NAME.	NUMBER.
F. A. Braker	E. 2692.

FOREIGN AND COLONIAL MAILS.

Parcels for the Belgian Army.

Notice is again directed to the regulation that parcels for the Belgian Army should be accompanied by Despatch Notes and Customs Declarations (see the Post Office Circulars of the 20th of April and the 1st of June). The irregular acceptance of these parcels without the necessary papers which still continues is causing considerable inconvenience, and Counter officers and others concerned should give particular attention to the matter.

Parcels for the British Expeditionary Force.

It has been observed that several parcels containing game have been accepted for transmission to the Expeditionary Forces. Attention is therefore drawn to the fact that such articles are easily perishable, and should not, in accordance with paragraph E 2 of the Special Instructions issued with the Post Office Circular of the 20th of April, be accepted.

Parcel Post to Roumania.

The service to Roumania viâ France shown on page 826 of the Post Office Guide is suspended. The necessary note should be made in working copies of the Post Office Guide; and the following particulars relating to new routes should be added:—

Col. 2	Col. 3	Col. 4		
		3 lb.	7 lb.	11 lb.
		s. d.	s. d.	s. d.
Viâ Archangel	Same as Russia	2 4	2 8	3 0
Viâ Sweden	Same as Sweden	2 9	3 4	3 10
Viâ Norway and Sweden ...	Same as Norway	3 2	3 6	3 10

The other particulars applicable to the routes now shown apply also to the new routes. Insured parcels must not be accepted.

A Public Notice on the subject is issued with this Circular.

Parcel Post to West Africa.

It is reported that, notwithstanding the Notice which appeared in the Post Office Circular of the 8th of December last, numerous parcels for Sierra Leone, the Gold Coast Colony (now including Togoland) and Nigeria (now including Cameroons) continue to be received at Liverpool not bearing the senders' instructions for disposal in the event of non-delivery, as required by the regulations set forth in the Post Office Guide. Much inconvenience is thereby caused at the Liverpool Post Office; and the attention of Counter Officers should again be drawn to the matter.

POSTAL ORDERS.

Perforation of 4s. Orders.

Postal Orders of the value of 4s. bearing the cypher number E/64, which will shortly be in course of supply to Postmasters, will be found to have four small holes about $\frac{1}{4}$ th of an inch in diameter near the margin, two in the upper and two in the lower part of the orders. These holes have been made for official purposes, and must not be regarded as mutilations. Any of these orders presented for payment should be paid under the usual conditions.

Railway Sorting Carriages : Suspension of Certain Duties.

(1) DAY MAILS.

After the completion of duty on Saturday, the 6th November, sorting will be suspended until further notice in the following Day Mail Sorting Carriages :—

North Western Midday Mail Down and Up.
Great Northern Midday Mail Down and Up.
London and Leeds Day Mail Down.
Great Northern Sorting Carriage Day Mail Up (1.15 p.m. from Leeds).
Fife Sorting Carriage Day Mail (4.25 p.m. from Edinburgh, 6.30 a.m. from Dundee).

These Sorting Carriages will cease to run.

(2) NIGHT MAILS (PARCEL SORTING CARRIAGES).

After the completion of duty on the night of Friday-Saturday, the 5th-6th November, the Sorting of Parcels will be suspended until further notice in the following Parcel Sorting Carriages :—

Down Special : London to Aberdeen.
Up Special : Aberdeen to London.
Great Western T.P.O. : London to Penzance.
Great Western T.P.O. : Penzance to London.
Midland T.P.O. : Bristol to Newcastle-on-Tyne.
Midland T.P.O. : Newcastle-on-Tyne to Bristol.
Cardiff and York T.P.O. : York to Cardiff.
Cardiff and York T.P.O. : Cardiff to York.
Bangor and Crewe T.P.O. : Bangor to Crewe and back.
South Wales Night Mail T.P.O. : Gloucester to Neyland.
South Wales Night Mail T.P.O. : Neyland to Gloucester.
South Western Night Mail T.P.O. : London to Bournemouth and Dorchester.
South Western Night Mail T.P.O. : Dorchester and Bournemouth to London.
Birmingham and Crewe S.C. : Birmingham to Crewe and back.
Lincoln and Tamworth S.C. : Lincoln to Tamworth and back.
Tamworth and Shrewsbury S.C. : Shrewsbury to Tamworth and back.
Hull and Leeds S.C. : Hull to Leeds and back.

After the night of 5th November, parcels should not be sent to any of the above-mentioned travelling offices, either in separate or combined bags, nor should parcels be expected from these travelling offices after the despatches of the same night.

Where necessary, the parcel sorting vehicles will continue to run for stowage purposes.

Postmasters should seek instructions from their Surveyor as to the necessary changes in circulation.

Annual Returns of Letters, &c., 1915-16.

TO ALL HEAD POSTMASTERS IN THE UNITED KINGDOM.

The notice under this head which appeared on page 415 of the Circular of the 31st of August last is cancelled. **No returns of correspondence Posted, Forward, Delivered or Undelivered should be taken until further notice.**

Registered, Insured, &c., Parcel Lists to Supplement Parcel Bill "N."

The book of lists for the entry of Registered Parcels, L.P.S. No. 1013, has been revised and adapted for use at Provincial Offices as well as in London; it is now designated Postmasters No. 1157. The book should be brought into use at Offices where it frequently happens that the space provided on Parcel Bill "N" for the entry of registered inland parcels and foreign and colonial parcels (insured, &c.) is insufficient. Supplies can be obtained on requisition in the usual way.

VACANCIES—(continued).

Temporary Assistants—(continued).

NORTH MIDLAND DISTRICT (Surveyor, Nottingham), Males and Females for Postal and Telegraph work.
 NORTH WALES DISTRICT (Surveyor, Shrewsbury), Males and Females for Postal and Telegraph work.
 NORTH WESTERN DISTRICT (Surveyor, Preston), Males and Females for Postal and Telegraph work.
 SOUTH EASTERN DISTRICT (Surveyor, Croydon), Males and Females for Postal and Telegraph work.
 SOUTH WALES DISTRICT (Surveyor, Cardiff), Males and Females for Postal and Telegraph work.
 SOUTH WESTERN DISTRICT (Surveyor, Portsmouth), Males and Females for Postal and Telegraph work.
 WESTERN DISTRICT (Surveyor, Exeter), Males and Females for Postal and Telegraph work.

OLD AGE PENSIONS.

Orders not to be paid after three months from due date.

It is necessary once again to remind Postmasters and Counter Officers that under the Old Age Pensions Act of 1911, Pension Orders must not be paid after the lapse of three months from the due date. Paying Officers may be required to make good the value of any Old Age Pension Order paid after it has ceased to be valid.

When a Pension Order Book is found to contain Orders not presented for payment within three months from the due date, the out-of-date Pension Orders should be left in the book and the words "Out-of-date" should be written across the face of each such Order together with the initials of the Postmaster or Counter Officer. Books containing such Orders should be disposed of in the usual manner when all the valid Orders have been paid.

Rules for Postmen (except in London) employed on Town Duties, and Rules for Rural Postmen.

Correction Slips (No. 7 and No. 12 respectively) to the above-mentioned Rules are issued with this Circular. Copies of the books should be amended accordingly, the Officer responsible making the necessary entries in and initialling the table at the beginning of the respective book.

Closing of certain Home Defence Army Post Offices.

The following Home Defence Army Post Offices were closed on the dates shown:—

Army Post Office No. 11, Home Defence	12th October.
" " No. 24, "	16th "
" " No. 2, "	17th "
" " No. 16, "	18th "

Penkridge Bank Camp, Stafford.

The hours of business at Penkridge Bank Camp, Stafford, are now normal.

Bears Rails Camp, Windsor.

The temporary Branch Office at Bears Rails Camp, Windsor, has been closed.

Sub-Offices—Change of Address.

On and from the 1st of November, 1915, the address of the undermentioned Sub-Offices will be changed:—

FROM	TO	Character of Office.
Alveston, Glos.	Alveston, Bristol.....	T
Aust, Tockington, Glos.	Aust, Bristol	—
Littleton-upon-Severn, Thornbury, Glos. ..	Littleton-upon-Severn, Bristol	—
Oldbury-on-Severn, Thornbury, Glos.....	Oldbury-on-Severn, Bristol	M.
Rudgeway, Glos.	Rudgeway, Bristol	—
Thornbury, Glos.	Thornbury, Bristol.....	T.Ex. M.T.
Tockington, Glos.	Tockington, Bristol	M.T.

The circulation will on and from the 1st proximo be to Bristol at all times.

On the same date the addresses of the undermentioned Sub-Offices will be changed:—

FROM	TO	Character of Office.
Chapel Street, Ponkey, Ruabon	Chapel Street, Ponkey, Wrexham.....	nS.
Johnstown, Ruabon	Johnstown, Wrexham	M.nS.
Ponkey, Ruabon	Ponkey, Wrexham	M.nS.
Rhosllanerechrugog, Ruabon.....	Rhosllanerechrugog, Wrexham	T.Ex. M.T.nS.

The circulation of letters and parcels will be as for Wrexham by all Mails.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
W. Farebrother	E. 3941	J. Pauling	E. 2902

FOREIGN AND COLONIAL MAILS.

Cash on Delivery Service with Egypt.

The commission on Money Orders sent in payment of the Trade Charges on Cash on Delivery parcels addressed to Egypt has been reduced; and the entries against Egypt on pages 868 and 869 of the Post Office Guide should be amended in working copies of the Guide as follows:—

Amounts not exceeding

£3	£4	£5	£6	£7	£8	£9	£10	£11	£12	£13	£14	£15	£16	£17	£18	£19	£20
d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
9	1 0	1 3	1 3	1 7	1 7	1 11	1 11	2 2	2 2	2 6	2 6	2 10	2 10	3 1	3 1	3 5	3 5

The following alterations should be made in working copies of the Post Office Guide:—

Page 868. Entry EGYPT. Footnote A.—After "Gallabat" insert "Gambela."

Parcels for Prisoners of War.

Attention is again directed to the regulations, notified in the Post Office Circulars of the 21st and 28th of September, that Despatch Notes need no longer be prepared for parcels addressed to Prisoners of War interned abroad, but that the names and addresses of the senders must be stated on the covers.

Bulgaria.

All postal communication with Bulgaria is suspended.

Insured Letters and Parcels for Roumania.

Insured letters and parcels may be accepted for transmission to Roumania. The maximum limit of insurance is £400; and insured parcels cannot be sent by the route by sea direct to Sweden.

Parcel Post with Chile.

With reference to the notice on this subject which appeared in the Post Office Circular of the 14th of last month, it should be noted that a Consular invoice is not required for each parcel for Chile containing goods exceeding £5 in value, but that one Consular invoice may be used to cover any number of parcels posted at the same time for the same addressee.

A suitable note should be made in column 8 on page 789 of working copies of the Post Office Guide.

Parcel Post to Brazil viâ Portugal.

The Portuguese Post Office has announced that the Parcel Post service with Brazil extends only to the city of São Paulo in the State of São Paulo, and that parcels for other places in that State cannot be forwarded. The relative entry in column 1, page 784, of the Post Office Guide should be altered accordingly; and care should be taken to observe this restriction of the service.

POSTAL ORDERS.

Perforation of 4s. Orders.

Postal Orders of the value of 4s. bearing the cypher number E/64, which will shortly be in course of supply to Postmasters, will be found to have four small holes about $\frac{1}{8}$ th of an inch in diameter near the margin, two in the upper and two in the lower part of the orders. These holes have been made for official purposes, and must not be regarded as mutilations. Any of these orders presented for payment should be paid under the usual conditions.

Payment of Post Office Pensions.

Paying officers are again reminded that when the last day of a month falls on a Sunday (as on the 31st instant) pensions for the relative period must not be paid until the Monday following.

Care should be taken to see that the Life Certificate embodied in certain of the pension forms is not dated before the last day of the period for which payment is due.

Postmasters are requested to call the attention of their paying officers specially to this notice.

Wages of Boy Messengers paid on the Docket System.

The wages schedule (Form T. No. 29a) for use in the payment of Docket Messengers has been renumbered T. No. 29 and revised, and columns have been provided for claiming their wages whilst on annual, sick or other leave, as well as when employed on other duties. These claims have hitherto been made on the Incidental Schedules.

A Day's Scale wages corresponding to length of service supplants the old basis of average docket earnings generally, and is to be applied also to Docket Messengers' Pay for Christmas Day, Good Friday (in Scotland New Year's Day) and Bank Holidays.

A column has also been provided for the increments which may be granted at the beginning of the fourth and fifth years of service.

Application should be made on requisition form Postmasters No. 1056 to the Stores Department for a supply of the new forms at Offices where the Boy Messengers are paid on the docket wages system, and when they are received the old forms should be made waste.

Closing of certain Home Defence Army Post Offices.

The undermentioned Home Defence Army Post Offices were closed on the dates shown:—

Army Post Office No. 8, Home Defence	19th October.
" " No. 20,	20th "
" " No. 23,	21st "
" " No. 7,	23rd "
" " No. 9,	23rd "
" " No. 14,	23rd "
" " No. 3,	25th "
" " No. 22,	25th "

The notice in the Post Office Circular of 27th July as regards the circulation of correspondence for troops at Blair Athol is cancelled.

Circuits of the Judges.

The following information amplifies the list of circuits for the Autumn Assizes given in the Post Office Circular of the 12th October:—

AUTUMN ASSIZES, 1915.	SOUTH WALES.	WESTERN.	N. EASTERN.
COMMISSION DAYS.	Lord Cole- ridge, J. (1) Rowlatt, J. (2)	Scrutton, J. (1) Rowlatt, J. (2)	Atkin, J. (1) Sankey, J. (2)
Friday Oct. 29	Carmarthen		
Tuesday Nov. 2			Newcastle
Wednesday " 3	Brecon		
Thursday " 4		Winchester	
Saturday " 6	Cardiff 2		
Saturday " 13			Durham
Saturday " 20		Bristol 2	York
Thursday " 25			Leeds 2

Loss of Armlet.

A blue and white armlet bearing the mark "G.P.O. No. 1197" has been lost. If it be found by a member of the public and presented at any Post Office it should be accepted and sent, with the name and address of the finder, to the Post Office Superintending Engineer, Eastern District, Cambridge.

Loss of Pass Card.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
J. S. Lambert	E. 11747.	M. Kelly	E. 3838
A. J. Nickols	E. 888.		

FOREIGN AND COLONIAL MAILS.**Christmas and New Year Mails for Abroad.**

In view of the war, the usual list of dates of posting for Christmas and New Year Mails for places abroad will not be issued this year.

Postage on Letters to and from Bushire.

Letters from Bushire prepaid in Indian Stamps at the rate of one anna per oz. and letters for Bushire prepaid at the rate of 1d. per oz. should now be treated as fully prepaid.

The following alterations should be made in working copies of the Post Office Guide:—

- Page 753. PERSIA. Column 9. Line 3.—Delete "Bushire (Bouchir)."
 " 752. PERSIAN GULF PORTS. Column 1.—After "Basrah" insert "Bushire."

Insured Parcel Service to Corsica.

Parcels addressed to Corsica may now be accepted for insurance.

The following alteration should be made in working copies of the October issue of the Post Office Guide:—

- Page 792. In the entry "Corsica" column 5, for "No service" substitute "£200."

Circulation of Correspondence for the Expeditionary Forces.

The division of correspondence for the Expeditionary Forces asked for in the notice in the Post Office Circular of the 10th of August last has afforded material assistance to the work at the Home Depot of the Royal Engineers (Postal Section). At the same time there is evidence that the standing instructions on the subject are not being fully observed at many Provincial Offices, especially as regards the circulation of parcels; and considerable inconvenience is being experienced in the General Post Office Parcel Office in consequence.

In view of the growth in the volume of the Mails a further division of correspondence for the Expeditionary Forces should now be made. Particular attention is called to the detailed instructions issued with this Circular, which supersede all previous instructions on the subject.

Parcels for the Mediterranean Expeditionary Force.

The special attention of Counter Officers is directed to the following revised instructions as to the packing of parcels for the Mediterranean Expeditionary Force, which should be substituted for paragraph 2 (a) of Section G. of the Special Instructions issued with the Post Office Circular of 20th April, 1915, as revised by the notice in the Post Office Circular of 10th August last:—

2 (a). **PACKING OF PARCELS.**—In view of the exceptional conditions of transit, involving several transshipments and exposure to weather, it is necessary that parcels for the Mediterranean Expeditionary Force should be very carefully packed.

It is recommended that they should be as nearly round as possible and well padded with shavings, crumpled paper or similar protective material, and wrapped in waterproof paper. The following conditions should be complied with in all cases:—

- (1) The outer covering should be of strong linen, calico, canvas or other textile and must be securely sewn up.
- (2) The address must be written in bold letters on the covering in ink or indelible pencil and not on a label whether tied or pasted on.
- (3) Wooden or metal boxes with square corners should not be sent unless well padded, as such boxes are liable to damage other parcels in transit.
- (4) No perishable articles may be sent; and anything likely to become soft or sticky, such as chocolate or sweets, must be packed in tins well fastened down.

Parcels which appear to be insecurely packed or liable to damage other parcels should be refused.

Parcels for Prisoners of War interned abroad.

As indicated in the Post Office Circular of the 21st ultimo, the name and address of the sender of a parcel for a Prisoner of War should be stated on the cover. Counter Officers should take care to see that this regulation is always complied with. Despatch notes are not required.

Special attention is called to the need for stringently enforcing the regulations as to packing parcels for Prisoners of War interned abroad.

Parcels merely wrapped in paper or packed in thin cardboard boxes, such as shoe-boxes, or otherwise inadequately protected, should be refused. Even where proper materials are used, it is important that the contents should be tightly packed so as not to shake about during transit.

If a Counter Officer has reason to doubt the adequacy of the packing, the sender should be asked to state whether he is aware of the regulations and has packed the parcel in accordance with them.

Parcels and Packets containing Charts, Sailing Directions and other Hydrographic Publications addressed to Places Abroad.

An arrangement has been made for charts, sailing directions and other hydrographic publications sent to places abroad to be accompanied by permits issued by the Admiralty. Parcels, letters and printed papers packets, accompanied by such permits should be accepted without question, provided, of course, that they comply with the postal regulations. **Parcels** of this nature, together with their relative permits, should be circulated in ordinary course without any special forms or formalities; but all such **letters and printed papers packets** should be circulated to the Foreign Section, London.

Care should be taken to attach the permits securely to the parcels or packets to which they refer.

Parcel Post with the Union of South Africa.—Increased deposit on Parcels intended for delivery free of Customs and other charges.

The amount of the deposit to be paid in respect of parcels for the Union of South Africa by senders desiring to undertake the payment of the Customs and other charges ordinarily payable by the addressees will in future be 1s. for each 4s., or fraction of 4s., of the value of the parcel, with a minimum deposit of 5s., as in the case of parcels for Canada, New Zealand, and the United States of America. The words "The Union of South Africa" will appear in paragraph A under "Amount of Deposit" in the next reprint of Form Postmasters No. 416; and, in the meantime, copies on hand of the existing form should be amended in manuscript. Working copies of the Post Office Guide should also be corrected by the addition of the words "the Union of South Africa" after "New Zealand" in the last paragraph on page 64.

POST OFFICE CIRCULAR.



FRIDAY, 29 OCTOBER, 1915.

No. 2258.

Inland Postal Rates.

IMPORTANT ALTERATIONS.

Increase of Letter, Parcel, and Newspaper Rates.

Re-introduction of Book and Sample Rates.

With this Circular is issued a public notice respecting increase of the Letter, Parcel and Newspaper rates of postage, and the re-introduction of the Book and Sample Rates of postage. A copy or copies of this notice should be exhibited in a prominent position in every Post Office.

Postal Packets posted after midnight on the 31st October—1st November next will be subject to the new rates and conditions, except that no packet, provided it is sufficiently prepaid at the old rates, need be surcharged at the new rates until after the first delivery on Tuesday, November 2nd.

It will be evident to Postmasters that the increase of the Letter Rate will necessitate much additional weighing, especially of letters which may or do exceed one or two ounces in weight, and they will take measures accordingly.

The public notice should be available for ready reference by the counter staff. Extra copies are supplied to Postmasters accordingly. If more are needed, application should be made the Controller, Stores Department, Studd Street Dépôt, N. Leaflets for issue to persons requiring copies of the regulations will be supplied at an early date.

VACANCIES—(continued).

The special attention of candidates is called to the rule which, in the case of vacancies or promotions, strictly prohibits them from applying except through their immediate superior officers. (See Staff Rule Book, Rule 24.)

The object of this regulation is to maintain the principle that promotion should be made solely with a view to the efficiency of the service, and on an impartial comparison of the qualifications of the candidates. In fairness to all the candidates it is not considered just that any one of them should be permitted to secure influential outside support which is not available for his competitors.

Any candidate who infringes this regulation renders himself liable to disqualification for appointment, and, in certain circumstances, to severer penalties.

Temporary Indoor Officers.

Temporary Indoor Officers are required at the undermentioned offices.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyors, &c., of the districts concerned. Candidates should apply through the usual official channels.

ABERDEEN (Postmaster, Aberdeen), Males preferred, for Postal and Telegraph work.

BLACKROCK (Controller, Dublin Postal District), Male for Postal and Telegraph work.

IPSWICH (Surveyor, Ipswich), Males for Postal or Telegraph work.

LONDON (Controller, Central Telegraph Office), Males and Females for Telegraph work.

LONDON (Controller, London Postal Service), Males and Females for Counter and Telegraph work.

NEWMARKET (Surveyor, Ipswich), Males for Telegraph work from the present time until the 27th of November.

NORTH MIDLAND DISTRICT (Surveyor, Nottingham), Males and Females for Postal and Telegraph work.

NORTH WALES DISTRICT (Surveyor, Shrewsbury), Males and Females for Postal and Telegraph work.

NORTH WESTERN DISTRICT (Surveyor, Preston), Males and Females for Postal and Telegraph work.

SOUTH EASTERN DISTRICT (Surveyor, Croydon), Males and Females for Postal and Telegraph work.

SOUTH WALES DISTRICT (Surveyor, Cardiff), Males and Females for Postal and Telegraph work.

SOUTH WESTERN DISTRICT (Surveyor, Portsmouth), Males and Females for Postal and Telegraph work.

WESTERN DISTRICT (Surveyor, Exeter), Males and Females for Postal and Telegraph work.

ARMY AND NAVY ALLOWANCES.

Return of Books after period of validity has expired.

Postmasters and Sub-Postmasters are reminded that—

Navy Books for the 13 weeks commencing 8th July, 1915,

Army Books (bound in green covers) for the 13 weeks commencing 12th July, 1915,

should be returned forthwith to the Issuing Authority concerned.

Closing of certain Home Defence Army Post Offices.

The undermentioned Home Defence Army Post Offices were closed on the dates shown:—

Army Post Office No. 18, Home Defence	22nd October.
" " No. 19, "	26th "
" " No. 4, "	27th "
" " No. 15, "	28th "
" " No. 13, "	30th "

The following Office will close on 3rd November:—

Army Post Office No. 25, Home Defence.

Temporary Branch Offices at Camps.

The temporary Camp offices at Otterpool Camp, Shorncliffe, and Whitebread Hole Camp, Eastbourne, have been closed.

The hours of attendance for postal work at Penkridge Bank Camp B.O., Stafford, are 8 a.m. to 8 p.m. on week-days, and 8.30 to 10 a.m. on Sundays.

Money Order and Savings Bank business is now transacted.

The Office is open always for telegraph business, and Birmingham transmits when Stafford Post Office is closed.

Sub-Office—Change of Address.

The address of the undermentioned Sub-Office has been changed:—

FROM	TO	Character of Office.
Wansford, Northants.....	Wansford, Peterborough	TEEx. M.T.

The circulation of letters and parcels will be as for Peterborough by all Mails.

French Coins and Notes exchanged for Soldiers in the United Kingdom.

Until further notice, the rate of exchange for French Coin and Notes presented by Soldiers and their relatives at Post Offices in the United Kingdom should be as follows:—

For each complete 5 francs.....	3s. 8d.
For amounts less than 5 francs or for fractions of 5 francs ..	At the rate of 8½d. per franc.

Loss of Pass Card.

The Pass Card, particulars of which follow, is missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting this card or using it as a credential.

NAME.	NUMBER.
W. O'Connor	E. 12912.

FOREIGN AND COLONIAL MAILS.

“Christmas Crackers” and “Parlour Fireworks” by Post.

Packets or Parcels containing “Christmas Crackers” (sometimes described as “Cosaques” and “Bonbons”), or “Parlour Fireworks,” must not be accepted for transmission by Post to any place abroad.

Mail Service to the Dutch East Indies.

The despatch of Mails to the Dutch East Indies by the Packets of the Rotterdam Lloyd Royal Mail Line through Naples has been resumed. The following entry should be made in working copies of the Post Office Guide:—

Page 728. DUTCH EAST INDIES. Insert in Col. 3.—By Dutch Packet viâ Naples. Col. 4.—M., November 10, 24; December 8, 22. Col. 5.—November 1, 15, 29; December 13, 27.

Insurance Service to Portuguese East Africa.

The following alteration should be made in working copies of the Post Office Guide:—

Page 825. PORTUGUESE EAST AFRICA. Column 8. *Observations*.—In paragraph 1, insert “Sena” after “Ressano Garcia” and “Villa Fontes” after “Villa Bocage (Quilimane).”

Foreign and Colonial Post.—Restrictions on Transmission of Newspapers, &c., to Neutral European Countries.

The War Office has issued to the Press a notice containing the following paragraph:—

"The public are informed that on and after Saturday, the 6th November, newspapers, magazines, books and other printed publications (other than trade circulars) will not be sent forward to neutral European countries unless posted direct from the Office of publishers or newsagents who have obtained permission from the War Office for this purpose."

The interpretation and execution of this regulation will rest with the War Office Censors, and counter officers should not refuse any packet on the ground that it appears likely to be stopped under the regulation, though when such a packet is handed in over the counter the sender's attention should be called to the possibility of stoppage.

Publishers and newsagents who have obtained the necessary permission from the War Office will send their packets under cover bearing a printed address as follows:—

"The Censor of Printed Matter, General Post Office, Mount Pleasant, London,"

if the contents are intended for transmission by parcel post, and

"The Censor of Printed Matter, General Post Office, King Edward's Building, London,"

if the contents are intended for letter or printed papers post. Postage need not be paid on the package addressed to the Censor: such packages should be accepted up to a maximum weight of 50 lb. and sent to the Foreign or the Inland Section according to the address. When the quantity is sufficient to justify a separate bag, this should be marked "Permit Newspapers": otherwise the packages should be sent in a "News" bag for the Foreign or the Inland Section as the case may be. The packages should **not** be sent as parcels.

Persons who enquire as to the extent of the restrictions should be informed that they are understood to apply at present to neutral European countries only, but that if official information is desired enquiry should be made by letter addressed to the Secretary of the War Office.

MONEY ORDERS.

Post Office Guide.—Amendments.

- Page 281. *Under Formby, Liverpool, delete Formby Station.*
 " 360. *Delete Lock's Bottom, Orpington, Kent.*
 " 406. *Oxford, Park End Street T.S.O.—Delete "M" from 2nd column.*
 " 443. *Under Scunthorpe, Lines., delete High Street T.S.O.*
 " 626. *Alter designation Penge, Lennard Road, S.E., to Sydenham, Newlands Park, S.E.*

Early Application for Money Order and Advice Forms necessary.

As the printers require a more extended notice before delivery of Money Order and Advice forms, Postmasters (or Sub-Postmasters) at Money Order Offices where the demand for Money Orders shows considerable increase should, in order to avoid exhaustion of stock, apply for further supplies without waiting until the blue docket (M.O.D. No. 35) is reached. The application should be made as soon as the stock in hand is reduced to a month's requirements.

POSTAL ORDERS.

Increased Poundage on certain Denominations.

With reference to the recent increase of poundage from $\frac{1}{2}$ d. to 1d. on Postal Orders of the denominations from 6d. to 2s. 6d., Postmasters and Sub-Postmasters should amend the Public Notice Cards exhibited at their offices (No. M. 70 in the case of Money Order Offices and No. M. 97 in the case of non-Money Order Offices) by striking out " $\frac{1}{2}$ d." and inserting "1d."

INLAND POSTAL RATES.

Important Alterations.

Increase of Letter, Parcel, and Newspaper Rates and re-introduction of Book and Sample Rates as from 1st November.

Especial attention is called to the Circular issued on the 29th October, and to the rates and regulations printed in the notice to the public which accompanied that Circular. All officers concerned must at once make themselves fully acquainted with these new rates and regulations, and act upon them.

As regards the new **Letter Rate** it is especially important that after the first delivery to-day any postal packet posted after midnight on the 31st October—1st November shall, if not fully prepaid at the New Letter Rate and if not admissible at the Book, Sample, or Newspaper Rate, be surcharged double the amount deficient at the new Letter Rate, unless of course it can be charged a less rate as a parcel posted out of course.

As regards the **Book Rate**, this is really an extension of the Halfpenny Packet regulations (with the single exception that blotting books and pads, and coloured papers attached to price lists or circulars cease to be admissible) to all articles lately admissible as Halfpenny Packets and weighing not more than 5 lb. It follows of course that to enjoy the benefit of the rate all articles must be sent in such a way as to admit of easy examination.

As regards the **Newspaper Rate** this ceases to be a piece rate without regard to weight for copies of publications registered by the Postmaster General as newspapers and becomes a piece rate with a scale, for **each single copy**, of $\frac{1}{2}$ d. for 6 oz. with the condition that hereafter no packet exceeding 2 lb. in weight, whether containing one copy or several copies, shall any longer be admissible at the Newspaper Rate at all. Any such packet becomes liable to surcharge as a parcel posted out of course. Any packet not sufficiently prepaid and not exceeding 2 lb. in weight is chargeable double the deficiency at the new **Newspaper Rate**. Where a copy of a publication though sent as a newspaper is not admissible as such, it must be borne in mind that the new Book Rate if the packet be admissible thereby will often afford a cheaper rate of Surcharge than the new Letter or Parcel Rate.

As regards the new **Sample Rate** care must be taken from the first not to pass at this rate any article not a specimen without saleable value of goods for sale, and anything not admissible must be surcharged at the Letter or Parcel Rate, whichever is the cheaper.

As regards the new **Parcel Rate** all counter officers must be careful to charge the new rates.

GENERAL.—All necessary alterations will be made in Rule books as soon as possible. Meanwhile the public notice, the notices in the Circular, and the leaflets which will shortly be issued respecting the new Book, Newspaper, and Sample Rates must be regarded as official instructions.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting either of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
J. W. Holden.....	E. 1242.	J. Cawley.....	E. 5113

INLAND POSTAL RATES.**Book, Newspaper, and Sample Rates.**

Leaflets showing the regulations governing the transmission of packets at the Book, Newspaper, and Sample Rates (numbered respectively Postmasters No. 386, No. 55, and No. 25) will be issued in the course of this week. Care should be taken to bring these leaflets to the notice of all officers whose duty it is to examine and surcharge packets posted at reduced rates. It is important that it should be clearly understood that no packet whether or not it exceeds 2 oz. in weight may be charged deficient postage at Letter Rate unless it is inadmissible at the Book, Sample, and Newspaper Rates, and not then, unless charge at the Letter Rate is cheaper than charge at the Parcel Rate.

Copies of the leaflets should be handed to anyone who makes enquiry respecting the rates in question.

Every Head Postmaster should forward supplies of the leaflets to his Sub-Offices. Further supplies can be obtained on requisition in the usual way.

Navy Separation Allowances.—Revision of Form A.G. 13.

The abovementioned form of Declaration by the Wife or Dependant of a Seaman or Marine serving abroad has been revised and reprinted. A supply of the new form is being distributed to all Head Postmasters who should furnish suitable supplies to the Sub-Offices under their control. As soon as the revised forms are received, Postmasters and Sub-Postmasters should treat as waste any copies of earlier prints remaining in their hands.

Christmas Mails for the Mediterranean Expeditionary Force.**Revised Regulations as to Packing of Parcels.**

After the 10th instant all parcels addressed to the Mediterranean Expeditionary Force which

- (1) do not show the name and address of the sender on the cover, or
- (2) exceed 7 lb. in weight

must be refused.

A Public Notice is issued with this Circular, and should be exhibited at all Post Offices in place of Public Notice No. 23 issued on the 26th of October, 1915.

The revised regulations as to packing and maximum weight should be brought to the notice of all persons who post parcels for the Mediterranean Expeditionary Force.

FOREIGN AND COLONIAL MAILS.

British Post Office Agency at Rabat, Morocco.—Discontinuance of Cash on Delivery, Money Order and Postal Order Business.

No further Cash on Delivery parcels should be accepted for transmission to Rabat, nor should any further Money Orders be issued payable at that Agency.

Working copies of the Post Office Guide should be amended as follows:—

Page 860. MOROCCO. Column 5.—Delete "Rabat."

Pages 868 & 869. MOROCCO.—Delete "Rabat" in the first and last columns of the Table.

POST OFFICE RELIEF FUND.

The Post Office Home Hospital at 20, Kensington Palace Gardens, W., has, for some time past, been continuously filled with wounded Post Office Servants; but, notwithstanding the steps which have been taken to make the existence of the Hospital as widely known as possible among Post Office servants with the Colours, cases arise in which they either do not know of the Hospital or are unaware of the action necessary to obtain transfer. Attention is therefore once more directed to the following instructions:—

Any wounded Post Office servants, in either Naval or Military Hospitals, desirous of being transferred to the Post Office Home Hospital or the Convalescent Home at Littlestone-on-Sea should apply to the Officer in Charge of the Hospital where they happen to be and **request him** to communicate with the Lady Superintendent at 20, Kensington Palace Gardens, W. (Telephone No. Park 2361). If delay or difficulties arise after this has been done representations should be made to Mr. A. G. Ferard, Honorary Secretary, Post Office Relief Fund, St. Martin's-le-Grand, London.

It is hoped that every opportunity will be taken by Local Committees to convey the above information to wounded Post Office servants either direct, or through their relatives.

Missending of Deeds and Documents for Stamping to Post Office Stores Department (Stamp Section) enclosed in LICENCE ENVELOPE No. 407.

With reference to the notice on page 59 of the Post Office Circular of the 9th February last, relating to the supply of Licence Envelope No. 407, delay and inconvenience have been caused by the irregular transmission in this cover of Deeds and Documents for Stamping. Deeds, &c., for stamping should be addressed to:—

The Controller of Stamps,
Deed Marking Branch,
Inland Revenue Department,
Somerset House, W.C.

“Envelopes for Executed Documents and Forms,” as shown on Inland Revenue Stores Requisition form No. 34A, are specially provided for the purpose.

Postmasters and Sub-Postmasters in charge of Money Order Offices should take care that the Licence Envelope is not wrongly used in these cases in future.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting any one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
H. E. Pugh	E. 6796.	W. Phelan.....	13312
A. Jones	E. 3961.		

Inland Parcel Post: Procedure when receptacles conveyed by railway are not received in due course.

With reference to section (3) of the Notice on this subject which appeared in the Post Office Circular of the 13th July last: until further notice, where it is clear that the delay in the arrival of a parcel receptacle has occurred on the Railway, Form Postmasters No. 21 need not be sent to the Office of Despatch, and Form Postmasters No. 102 need not be sent to the Railway Company, unless there is reason to believe that the delay has been due to negligence or to some other cause than the late arrival of trains.

Ballykinler Camp, Downpatrick.

The hours of business on week-days at the above-named Office are now 8.25 a.m. to 8.25 p.m.

FOREIGN AND COLONIAL MAILS.

Foreign and Colonial Parcel Post.

Officers accepting and despatching parcels for places abroad are reminded that such parcels must be properly packed, must bear a number label firmly affixed, must be provided with one or more Customs Declarations and in many cases with a Despatch Note also. Full instructions are given in the Post Office Guide with regard to:—

Packing and sealing	Page 65.
Customs Declarations and Despatch Notes	Pages 62-63.
Insurance	74-77.
Cash on Delivery	80-82 and 868-869.

For the special requirements of each country, the Tables at pages 778-845 of the Guide should invariably be referred to.

In accepting parcels for places abroad the exceptional conditions caused by the war, and notified from time to time in the Post Office Circular, should be borne in mind.

Special regulations are applicable to parcels for the Expeditionary Forces, for H.M. Ships, and for Prisoners of War interned abroad. (See the Special Instructions issued with the Post Office Circular of the 20th April as amended by subsequent Circulars.)

Morocco.—British Post Office Agencies at Alcazar and Mequinez closed.

The British Post Office Agencies at Alcazar and Mequinez will be closed on the 30th instant. Letters for those places should henceforth be prepaid at the International rate of postage. Parcels for those places should not be accepted.

The following alterations should be made in working copies of the Post Office Guide:—

Page 747.	MOROCCO.	Column 9.—Delete "Alcazar" "Mequinez."
" 814.	"	" 1.—Delete "and Mequinez" "Alcazar."
" 815.	"	" 8.—1st par. delete "Alcazar."
		3rd par. delete "Parcels for Alcazar, which are disembarked at Larache," and delete also the words "and Mequinez."

Foreign and Colonial Post.—Importation of certain Dutiable Articles prohibited.

The importation into the United Kingdom by letter post of the following articles is now prohibited:—

- Accessories and component parts of motor cars, motor bicycles, or motor tricycles, other than tyres;
- Musical instruments, including gramophones, pianolas and other similar instruments;
- Accessories and component parts of musical instruments, and records or other means of reproducing music;
- Clocks, watches, and the component parts of clocks and watches;
- Cinematograph films.

Any letter packets, packets of printed or commercial papers, or sample packets received from places abroad or from the Channel Islands which may be observed in the post to contain any of these articles should be withheld from delivery and handed over, in London to the Surveyor, H.M. Customs, Mount Pleasant, E.C., in the inland towns (except Aldershot) to the Excise Surveyor, at Aldershot to the Officer of Customs and Excise, and at the ports to the local Collector of Customs.

Postmasters should take measures to see that this instruction receives proper attention. The local Officers of Customs and Excise will, upon application, furnish copies of a form of "Seizure Note" to be filled up and signed by the Post Office official through whose action a seizure or detention is made.

Parcel Post to China.

The list of Chinese Post Offices in the Appendix to the Books of Rules relating to Foreign and Colonial Parcel Post has been reprinted. The revised list distributed with this Circular should be inserted in place of the existing List.

Correspondence for the Mediterranean Expeditionary Force.

A leaflet entitled "Letters and Parcels for the Mediterranean Expeditionary Force" and numbered "Postmasters No. 511" will be issued in the course of this week. A copy of the leaflet should be handed to every person who posts a parcel for the Mediterranean Expeditionary Force.

Every Head Postmaster should forward supplies of the leaflet to his Sub-Offices. Further supplies can be obtained by requisition in the usual way.

Instructions as regards the Special Postal Arrangements, &c., affecting Soldiers and Sailors on Active Service and Prisoners of War.

In connexion with the amendment to the above instructions issued with the Post Office Circular of the 26th ultimo, the undermentioned Letter Bundle Labels are being obtained and supplies will be distributed, as received from the printers, during the next fortnight:—

Blue Labels: Paid Letters for—

British Expeditionary Force,

"	"	"BattalionRegiment,
"	"	"	Artillery,	
"	"	"	Cavalry,	
"	"	"	Royal Engineers,	
"	"	"	Army Service Corps,	
"	"	"	Royal Army Medical Corps,	

and similar **Pink** Labels for correspondence for the—

Mediterranean Expeditionary Force.

After the initial distribution has been made the labels will be obtainable on requisition in the usual way.

MONEY ORDERS.

Money Order Service to Canada and United States of America.

In certain Foreign and Colonial Money Order services it may be necessary from time to time to limit more strictly than at present the amounts which may be remitted by means of Money Orders. In present circumstances in the services to the United States and Canada Money Orders should not be issued to the same remitter in favour of the same payee for amounts exceeding in the aggregate £100 in any one week. Any cases in which there is reason to think that this regulation is being evaded should be reported immediately to the Controller of the Money Order Department.

VACANCIES.

Temporary Indoor Officers.

Temporary Indoor Officers are required at the undermentioned offices.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyors, &c., of the districts concerned. Candidates should apply through the usual official channels.

- ABERDEEN (Postmaster, Aberdeen), Males preferred, for Postal and Telegraph work.
 BLACKROCK (Controller, Dublin Postal District), Male for Postal and Telegraph work.
 IPSWICH (Surveyor, Ipswich), Males for Postal or Telegraph work.
 LONDON (Controller, Central Telegraph Office), Males and Females for Telegraph work.
 LONDON (Controller, London Postal Service), Males and Females for Counter and Telegraph work.
 NORTH MIDLAND DISTRICT (Surveyor, Nottingham), Males and Females for Postal and Telegraph work.
 NORTH WALES DISTRICT (Surveyor, Shrewsbury), Males and Females for Postal and Telegraph work.
 NORTH WESTERN DISTRICT (Surveyor, Preston), Males and Females for Postal and Telegraph work.
 SOUTH EASTERN DISTRICT (Surveyor, Croydon), Males and Females for Postal and Telegraph work.
 SOUTH MIDLAND DISTRICT (Surveyor, Reading), Males and Females for Postal and Telegraph work.
 SOUTH WALES DISTRICT (Surveyor, Cardiff), Males and Females for Postal and Telegraph work.
 SOUTH WESTERN DISTRICT (Surveyor, Portsmouth), Males and Females for Postal and Telegraph work.
 WESTERN DISTRICT (Surveyor, Exeter), Males and Females for Postal and Telegraph work.

Royal Engineers, Special Reserve, Postal Section.

In view of the urgent need of recruits for the combatant forces, the Postmaster General has decided that men under 35 years of age shall no longer be considered eligible for enlistment in the Royal Engineers (Postal Section), and that preference shall be given to married men over 40 years of age.

This decision will cover men who have already applied to enlist in the Postal Section. The waiting list will be revised accordingly, but notifications will not be sent to individuals whose names are removed from the list.

The limits of age for enlistment into the Postal Section are now therefore, 35—45.

LICENCES FOR 1916.

TO POSTMASTERS AND SUB-POSTMASTERS IN CHARGE OF MONEY ORDER OFFICES IN ENGLAND
AND WALES.

Applications for supplies of **Whole-Year Licences** for issue during the year 1916 should reach The Controller, Post Office Stores Department, Somerset House, London, W.C., not later than the **1st December next.**

The supplies will, as in previous years, be despatched at the end of December.

Separate requisitions should be used for Licences required for issue during the remaining period of 1915, and should be specially marked to that effect.

Much inconvenience has been caused in previous years through many Postmasters and Sub-Postmasters submitting supplementary requisitions during the early part of the year. Care should therefore be taken to estimate as closely as possible the requirements for next year and to prepare the requisitions accordingly.

Cash Books.—England and Wales.

Cash Books for use at Provincial Money Order Sub-Offices during 1916 are being obtained and will be distributed during the next three or four weeks to Head Postmasters, who should re-distribute them to their Sub-Offices to be brought into use on the 1st of January next. The books concerned are:—

Postmasters 1015 (for Provincial Money Order Sub-Offices rendering Daily Cash Accounts) and
Postmasters 1016 (for Provincial Money Order Sub-Offices rendering Weekly Cash Accounts).

In the event of non-receipt of the requisite number of copies by the 16th proximo, Head Postmasters should report at once to the Controller, Post Office Stores Department, Studd Street, London, N.

Cash Books for London Offices and for Provincial Head Offices and Postal Order Cash Account Offices are not due for issue this year.

Rural Postman's Cart for Sale.

Length of body	6 ft. 8 in.	} inside measurements.
Width of body	3 ft. 1 in.	
Height of body	1 ft. 4 in.	
Height of Back Wheels	3 ft. 11 in.	
Height of Front Wheels	2 ft. 11 in.	
Price	£7.	

The cart is in good condition.

Apply to Mr. William Fraser, 9, North Drumlanrig Street, Thornhill, Scotland.

Consumption of String.—Necessity for Economy.

It is necessary to practise every possible economy in the use and re-use of string at all Offices. There appears at present to be considerable diversity of practice. At some Offices requisitions for cut string lengths have entirely ceased as the result of careful treatment of the string recovered from incoming Mails, bundles of letters, stamp parcels, &c. If the string be cut close to the knot, on the outer wrapping only, the maximum length is secured for subsequent use in tying smaller bundles of letters, or, if it is too short for any other purpose, in sealing bags for despatch. Boy messengers or others can often be profitably employed during intervals of waiting in preparing the string for subsequent use in this way.

Postmen and Postwomen delivering letters should be required to bring back for further use the string with which the bundles of letters are secured.

Postmasters and other Supervising Officers should see that these and any other economies that may occur to them are rigidly practised by all Officers concerned.

Waste String returned to Store.

It is found that waste string returned to store often contains used lead seals, waste paper or floor sweepings. This reduces the saleable value, and renders it necessary to provide labour for examination at the Receiving Depot. Postmasters should instruct Officers dealing with the string to avoid the inclusion of any foreign matter in the consignments forwarded in future.

Temporary Branch Offices at Camps.

The temporary Branch Offices at Richmond Park Camp and at Okehampton Camp, respectively, have now been closed.

New Inland Postal and Telegraph Rates.

A supply of a leaflet with this heading will be distributed within the next few days. A copy should be handed to anyone who makes any enquiry at the counter on the subject.

Oundle.—Alteration of Status.

On and from the 1st December, 1915, Oundle and its subordinate Sub-Offices will be transferred to the control of the Postmaster of Peterborough.

There will be no alteration in circulation, but the addresses of the Offices concerned will be changed as follows:—

From						To						Character of Office.
Oundle	Oundle. Northants.	T.Ex. M.T.
Barnwell,	Oundle	Barnwell,	Oundle,	Northants.	T.L.Ex. M.T.
Benefield,	"	Benefield,	"	"	T.L.Ex. M.T.
Cotterstock,	"	Cotterstock,	"	"	T.Ex. M.T. nS.
Fotheringhay,	"	Fotheringhay,	"	"	nS.
Glapthorne,	"	Glapthorne,	"	"	nS.
Hemington,	"	Hemington,	"	"	nS.
Lutton,	"	Lutton,	"	"	nS.
Polebrooke,	"	Polebrooke,	"	"	T.L.Ex. M.T. nS.
Tansor,	"	Tansor,	"	"	—
Upper Benefield,	"	Upper Benefield,	"	"	T.L.Ex. M.T.
Wadenhoe,	"	Wadenhoe,	"	"	T.L.Ex. T.
Warmington,	"	Warmington,	"	"	nS.
Winwick,	"	Winwick,	"	"	nS.

Acceptance of Telegrams by Rural Postmen.

Arrangements are being made by the Board of Trade for telegrams sent by farmers to Labour Exchanges in connexion with the supply of labour to be handed to Rural Postmen; and Rural Postmen should be instructed to accept properly prepaid telegrams whether or not they are written on telegram forms, and hand them in at the first Telegraph Office they pass. (Rule 73a for Rural Postmen.)

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting either of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
R. Wallace	E. 10144.	E. J. D. Fielder	E. 1549

Prisoners of War in the British Isles.—Inland Parcels.

The privilege of free postage accorded to correspondence and parcels sent to or by Prisoners of War no longer extends to inland parcels posted to or by Prisoners of War or Enemy Civilians interned in the British Isles; and all such parcels should be prepaid at the ordinary rates in future.

This regulation in no way affects parcels passing between Prisoners of War in the British Isles and places abroad, which are entitled to transmission free of postage.

Postmasters in whose districts Prisoners of War and Enemy Civilians are interned should bring this regulation to the notice of the Commandant of the Internment Camp.

FOREIGN AND COLONIAL MAILS.

Foreign and Colonial Parcel Post.

Officers accepting and despatching parcels for places abroad are reminded that such parcels must be properly packed, must bear a number label firmly affixed, must be provided with one or more Customs Declarations and in many cases with a Despatch Note also. Full instructions are given in the Post Office Guide with regard to:—

Packing and sealing	Page 65.
Customs Declarations and Despatch Notes	Pages 62-63.
Insurance	" 74-77.
Cash on Delivery	" 80-82 and 868-869.

For the special requirements of each country, the Tables at pages 778-845 of the Guide should invariably be referred to.

In accepting parcels for places abroad the exceptional conditions caused by the war, and notified from time to time in the Post Office Circular, should be borne in mind.

Special regulations are applicable to parcels for the Expeditionary Forces, for H.M. Ships, and for Prisoners of War interned abroad. (See the Special Instructions issued with the Post Office Circular of the 20th April as amended by subsequent Circulars.)

Morocco.—Transmission of Dutiable Articles by Letter or by Sample Post.

Articles liable to Customs Duty on importation into Morocco can now be accepted for transmission to Morocco by Letter or by Sample Post.

Working copies of the Post Office Guide should be amended as follows:—

Page 747. Morocco. Column 9. *Prohibited Articles*.—Delete "and all articles liable to Customs Duty."

Letters and Parcels for the Salonika Force.

The address of all letters and other postal packets intended for members of the British Force operating from Salonika, which is now known as the Salonika Force, should include:—

- (i.) Regimental number (if known).
- (ii.) Rank.
- (iii.) Name.
- (iv.) Squadron or Company.
- (v.) Battalion, Battery, Regiment (or other unit), Staff appointment or Department.
- (vi.) Salonika Force.

The rates of Postage are as follows:—

Letters	1d. per oz.
Postcards	1d. each.
Newspapers	½d. per 2 oz.
Parcels not exceeding 3 lb.	1s. 0d.
Parcels exceeding 3 lb. but not exceeding 7 lb.	1s. 9d.

Parcels exceeding 7 lb. in weight cannot be accepted.

In all other respects the regulations governing the transmission of correspondence to the Mediterranean Expeditionary Force apply also to correspondence for the Salonika Force.

Christmas Mails for the British Expeditionary Force in France and Flanders. X

After the 30th instant all parcels addressed to the British Expeditionary Force which—

- (1) are not strongly and securely packed in covers of canvas, linen, or other strong material, or
- (2) do not show the name and address of the sender on the cover, or
- (3) exceed 7 lb. in weight

must be refused.

A Public Notice is issued with this Circular, and should be prominently exhibited at all Post Offices.

The revised regulations as to packing and maximum weight should be brought to the notice of all persons who post parcels for the British Expeditionary Force.

A leaflet entitled "Letters and Parcels for the British Expeditionary Force in France and the Indian Expeditionary Forces," and numbered "Postmasters No. 512" will be issued in the course of the next week. A copy of the leaflet should be handed to every person who posts a parcel for a member of these Forces after the 30th instant.

Every Head Postmaster should forward supplies of the leaflet to his Sub-Offices. Further supplies can be obtained by requisition in the usual way.

Prisoners of War Interned Abroad.

A leaflet entitled "Communication with Prisoners of War interned abroad" and numbered "Postmasters—No. 559" will be issued in the course of this week. Every Head Postmaster may at his discretion forward to his Sub-Office a few copies, if they are likely to be required for distribution during the next few weeks to persons posting letters or parcels to Prisoners of War abroad. Further supplies of the leaflet can be obtained by requisition in the usual way.

The time taken in the transmission of parcels for Prisoners of War in Germany is from three to five weeks, and for Prisoners of War in Holland about a fortnight. Members of the public posting letters and parcels for Prisoners of War interned abroad should be advised to post **Christmas Parcels** in good time. **Attention should be called to the regulations prohibiting the enclosure in such parcels of perishable foodstuffs.**

Omission of Date Stamp from Scrip Vouchers and Certificates.

Postmasters, &c., should not refuse to accept Scrip Vouchers and Certificates because they do not bear a date stamp; many Vouchers and Certificates have been sold by Banks and the agents of Insurance Companies without date stamps being affixed.

Notice: "Infectious Diseases."—Form Postmasters No. 152.

This notice has been revised, and supplies of the new print will shortly be distributed. Postmasters and other Controlling Officers should see that the attention of their staff is drawn to the revised notice and that all copies of previous prints are treated as waste.

Parliamentary Notices in England, Wales, Scotland and Ireland.

Parliamentary Notices may only be posted at Offices where Money Order business is transacted.

Notices which by the Standing Orders of either House of Parliament, or by the General Orders for the Regulation of Proceedings under and in pursuance of the Private Legislation Procedure (Scotland) Act, 1899, must be served on or before the 15th of December, must be posted not later than the 11th of December, and Notices which by the same Orders must be served on or before the 21st of December must be posted not later than the 18th of December.

Parliamentary Notices relating to Tramways in Ireland may be posted in Dublin, Belfast, Cork and Athlone on various dates, which are liable to alteration. Such Notices, when handed in at the Offices stated, must be treated in all respects as other Parliamentary Notices. They should not be accepted at any other Office than the four specified.

The standing instructions concerning Parliamentary Notices will be found in Rules 309 to 318 of the Rules for Head Post Offices, Part II., and Rules 260 to 266 for Sub-Postmasters.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
Bettisfield Park Camp, Whitechurch, Salop	Already opened ...	Whitechurch, Salop ...	Whitechurch, Salop ...	Hours of attendance:— Telegraph business, normal hours. Other business, Week-days— 8.0 a.m. to 7 p.m.
Brocton Camp, Stafford	Already opened ...	—	Stafford	Hours of Attendance:— Week-days— 8.0 a.m. to 12.0 Noon. 4.0 p.m. to 7.0 p.m. Telegrams delivered from Stafford.

On and from the 1st December the hours of business at Lathom Park Camp, Ormskirk, will be 8 a.m. to 6.30 p.m.

Miscirculation of Official Papers for Farnborough S.O., Hants.

In many cases official papers relating to Farnborough S.O., are being sent direct to that Office instead of to the Head Office at Aldershot. Steps should be taken to ensure that the correct procedure is followed.

Suspension of Sorting of Parcels in certain Railway Sorting Carriages.

After the completion of duty on Saturday, the 11th December, parcels will not be accepted in or despatched from the following Sorting Carriages either in separate bags or "combined" Mails:—

Caledonian T.P.O. Night Up.
London and Holyhead Down and Up Day.
London and Crewe Sorting Carriage Up.
North Western T.P.O. Down and Up Day.
Liverpool and London T.P.O.
Caledonian T.P.O. Day Down and Up.
South Wales T.P.O. North Down and Up.
Truro and Falmouth Sorting Carriage.
Bristol and Exeter T.P.O.

Bristol and Penzance T.P.O. Down and Up.
London and Bristol Sorting Carriage Up.
London and Derby Sorting Carriage Down.
Gloucester and Bristol T.P.O. Down and Up.
Portsmouth Sorting Carriage.
South Western T.P.O. Day Down and Up.
North Eastern T.P.O. Day Down and Up.
Great Northern Sorting Carriage Day Down.
Great Northern T.P.O. Night Down.

The circulation should be adjusted accordingly.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting either of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
W. V. S. Large	E. 3909.	H. Seymour	E. 11354

Sailors and Soldiers and Prisoners of War.

Revised instructions as regards the special postal arrangements affecting Sailors and Soldiers on Active Service and Prisoners of War are issued with this Circular. The revised instructions supersede all previous instructions on the subject. All copies of the old instructions should be destroyed.

Special attention is called to the new instructions in paragraph 7 of Section L concerning the circulation of correspondence and parcels for Prisoners of War; and the opportunity is taken to remind Officers concerned of the need for adhering carefully to the method of circulating postal packets for the Navy and Expeditionary Forces prescribed in Section B paragraph 1, Section C paragraph 2, Section D paragraph 7, Section E paragraph 4 and Section F (b). As indicated in Section F (b), all packets for Indian Expeditionary Forces should circulate to the South Western District Office, London, whether addressed to the care of the India Office or not.

Some misapprehension appears to exist on the part of the public as to certain rates of postage. Inland rates of postage are not applicable to newspapers sent to His Majesty's Ships outside Home Waters or to troops abroad. Newspapers so sent should be prepaid at the ordinary rate for printed papers, vizt., **1d. for every 2 oz.** Although correspondence (including parcels) for the Indian Expeditionary Forces has to be addressed to the care of the India Office, London, the rates in force for it are not inland rates but those shown under Section F.

With the view of preventing the irregular enclosure of matches in postal packets, Counter Officers should, as occasion arises, remind persons posting letters or parcels for the Troops on Active Service and Prisoners of War that matches may be sent by post only to the Expeditionary Force in France and Flanders and provided that they are "safety" matches and are sent in parcels packed in accordance with the special regulations (Section D 6 of the revised Instructions).

Parcels for members of the Belgian Army continue to be accepted in error without Despatch Notes and Customs Declarations. An addition should be made to paragraph 4 of section K of the new Instructions as shown below:—

After "Colis Postaux" in the 3rd line insert—

"A Despatch Note and one Customs Declaration should be prepared in each case."

The following corrections should be made in the new Instructions:—

Section D, paragraph 4, line 17 and last line—

For "will" substitute "must."

Section D, paragraph 10—

For "3s. 8d." substitute "3s. 7d."

Section D, paragraph 12. To the list of Hospitals add—

"Friends' Ambulance, c/o A.P.O. S 10, British Expeditionary Force."

FOREIGN AND COLONIAL MAILS.

Foreign and Colonial Parcel Post.

Officers accepting and despatching parcels for places abroad are reminded that such parcels must be properly packed, must bear a number label firmly affixed, must be provided with one or more Customs Declarations and in many cases with a Despatch Note also. Full instructions are given in the Post Office Guide with regard to:—

Packing and sealing	Page 65.
Customs Declarations and Despatch Notes	Pages 62-63.
Insurance	" 74-77.
Cash on Delivery	" 80-82 and 868-869.

For the special requirements of each country, the Tables at pages 778-845 of the Guide should invariably be referred to.

In accepting parcels for places abroad the exceptional conditions caused by the war, and notified from time to time in the Post Office Circular, should be borne in mind.

Special regulations are applicable to parcels for the Expeditionary Forces, for H.M. Ships, and for Prisoners of War interned abroad. (See the Special Instructions issued with this Circular.)

Mails for the United States of America.

After the despatch by White Star Packet on Wednesday, the 1st of December, it will be necessary for correspondence for the United States intended for conveyance by White Star and Cunard Packets to reach Liverpool not later than 8 a.m. on the day previous to the sailing of the Packet, i.e. in ordinary circumstances by 8 a.m. on Tuesdays and Fridays. The latest hours of posting throughout the country for the regular despatches to the United States will of course be correspondingly altered.

All correspondence for the United States marked for conveyance otherwise than by White Star or Cunard Packet should circulate to Liverpool at all times.

In order to be included in the Mails sent by a particular ship, correspondence should reach Liverpool by 8 a.m. on the day previous to the day of sailing, if it takes place from Liverpool, or earlier if from another port.

No alteration will be made at present in the arrangements for despatching correspondence for countries other than the United States which is sent by way of New York.

Adriatic Mission.

- Correspondence for members of the Adriatic Mission should be addressed as follows:—

Name (with rank or title),
Adriatic Mission,
c/o General Post Office,
London, E.C.

- The rates of postage are as follows:—

Letters	1d. per oz.
Postcards	1d. each.
Printed Papers, including Newspapers	$\frac{1}{2}$ d. per 2 oz.
Parcels not exceeding 3 lb.	1s. 6d.
„ over 3 lb. and not over 7 lb.	1s. 10d.

- Customs Declarations, &c., will be required as for parcels for Italy viâ France.

4. Letters, &c., should circulate to the Foreign Section, London, labelled bundles of letters labelled "Adriatic Mission" being made up when warranted. Parcels should circulate to the G.P.O. Parcel Office, London.

Enquiries from members of the public should be answered in accordance with the information given above.

Parcel Post to Canada.

Parcels sent to Canada **cannot be insured** with the Post Office.

It is found that, as in past Christmas seasons, parcels for Canada are being irregularly accepted as insured. Care should be taken to prevent such mistakes, which cause considerable trouble and inconvenience. Postmasters should draw the special attention of Officers dealing with parcels to the regulations on the subject.

Establishment of Parcel Post to Hayti.

On and from the 1st of December next parcels may be accepted for transmission to Hayti by way of the Danish West Indies.

The following entry should be inserted between the entries relating to Hawaii and Holland on page 804 of the Post Office Guide:—

1	2	3	4			5	6		7	8
			s. d.	s. d.	s. d.					
Hayti	Viâ St. Thomas (Danish West Indies) From St. Thomas once a month by French steamer	Dates uncertain..	2 5	2 9	3 1	No service	3½	6	C 2	<i>Prohibitions:—</i> Letters, firearms and ammunition.

Parcel Post to Danish West Indies and Dominican Republic.—Reduction of Postage.

On and from the 1st of December next the rates of postage on parcels for the Danish West Indies and the Dominican Republic will be as follows:—

	Parcels not exceeding					
	3 lb.	7 lb.	11 lb.	s.	d.	s. d.
Danish West Indies	1	7	1 11	2	3	
Dominican Republic	2	7	2 11	3	3	

The necessary alterations should be made on page 794 of working copies of the Post Office Guide; and care should be taken to ensure the application of the new rates.

Rules: Foreign and Colonial Parcel Post (Sub-Postmasters).

A Correction Slip (No. 9) to the Foreign and Colonial Parcel Post Rules for Sub-Postmasters is issued with this Circular. Copies of the book should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the book.

LICENCES FOR 1916.

TO POSTMASTERS AND SUB-POSTMASTERS IN CHARGE OF MONEY ORDER OFFICES IN ENGLAND AND WALES.

Applications for supplies of **Whole-Year Licences** for issue during the year 1916 should reach The Controller, Post Office Stores Department, Somerset House, London, W.C., **not later than the 1st December next.**

The supplies will, as in previous years, be despatched at the end of December.

Separate requisitions should be used for Licences required for issue during the remaining period of 1915, and should be specially marked to that effect.

Much inconvenience has been caused in previous years through many Postmasters and Sub-Postmasters submitting supplementary requisitions during the early part of the year. Care should therefore be taken to estimate as closely as possible the requirements for next year and to prepare the requisitions accordingly.

Alteration in Circulation.

In future, Night Mail (English Day Mail) correspondence for Castlepollard, Co. Westmeath, Collinstown, Castlepollard, Co. Westmeath, and Drumree, Castlepollard, Co. Westmeath, should circulate as for Mullingar.

Temporary Branch Offices at Camps.

Where not otherwise specified, Postal and Telegraph business of all kinds is performed and the hours of business are 8 a.m. to 8 p.m. on Week-days, and 8.30 a.m. to 10 a.m. on Sundays.

Name and Address of Camp.	Date of Opening.	Transmitting Office.	Circulation of Letters and Parcels.	Special Business, exceptional Hours, &c.
Swanage Camp, Dorset	Already opened ...	Bournemouth ...	Swanage, Dorset ...	—

The temporary Branch Post Office at Trawsfynydd Camp, Merioneth, has been closed.

Home Defence Army Post Office.

The undermentioned Home Defence Army Post Offices were closed on the dates shown:—

Army Post Office No. 17, Home Defence	30th October.
" " No. 10, " 	3rd November.

The following Office will be opened on the 10th November:—

Army Post Office A. 3, Home Defence.

Post Office Guide.—Alteration.

The Branch Office at Station Street, Leicester, has been temporarily closed, and the corresponding entry under Leicester at page 346 of the Post Office Guide should be deleted.

UNEMPLOYMENT INSURANCE STAMPS.

Withdrawal of 2d. denomination from certain Offices.

2d. Unemployment Insurance stamps need no longer be kept in stock at any Sub-Office at which no application for them has hitherto been made. Every Head Postmaster should send to "Secretary (Home Mails), London," a list of the Offices which under this decision will not be required to stock the stamps. If a demand should subsequently arise at any such Office the stamps must again be held in stock. If a Sub-Postmaster receives an application for either 2d. or 4d. stamps which cannot be complied with at once, he should undertake to obtain the stamps from his Head Postmaster by return of post.

Postmasters are reminded that at every Office a sufficient quantity of Insurance stamps of the several denominations must be kept to meet all ordinary demands.

NATIONAL HEALTH INSURANCE.

Abnormal Sales of Health Insurance Stamps.

Postmasters and Sub-Postmasters should make application in good time for a supply of Health Insurance stamps sufficient to meet any extra demand likely to be experienced about the end of the present Insurance period, which expires on the 1st of January, 1916.

Issue of Contribution Cards A. and E.

The contribution cards Classes A. and E. for the first half of the year 1916 have a space provided on page 1 for use by Approved Societies which distribute the cards in cut-out envelopes to their members. This space should not be used when a card is issued at a Post Office, the applicant's name and address being written as hitherto in the space at the top of the second page.

Notice Card: "Letters and Parcels for Express Delivery Accepted here."—
Postmasters No. 193.

The above-mentioned card will not be reprinted.

Temporary Branch Offices at Camps.—Change of Address.

On and from the 13th instant the address of the undermentioned Branch Post Offices will be changed:—

FROM	TO
Penkridge Bank Camp B.O., Stafford.....	Rugeley Camp B.O., Cannock Chase, Stafford.
Brocton Camp B.O., Stafford	Brocton Camp B.O., Cannock Chase, Stafford.

The circulation of postal packets and telegrams will remain as at present.

Letter Rate of Postage.

Complaints have been received that letters taken to a Post Office to be weighed have subsequently been surcharged as underpaid.

Attention is therefore called to the new rates of letter postage introduced on the 1st November:—

Not exceeding one ounce in weight	1d.
Exceeding one ounce but not exceeding two ounces in weight	2d.
For every additional two ounces or fraction of two ounces	4d.

Army Parcel Office.—Change of Address.

The Army Parcel Office has been removed from Mount Pleasant to Regent's Park. The new address of the Office is:—

Army Parcel Office,
Regent's Park,
London.

Paragraph 7 (c) of Section D of the Special Instructions issued with the Post Office Circular of 30th November, 1915, should be amended accordingly.

The existing stock of labels addressed to Army Parcel Office, Mount Pleasant, E.C., may, however, be used up without alteration.

Loss of Armlet.

A blue and white armlet bearing the mark "G.P.O. No. 1601" has been lost. If it be found by a member of the public and presented at any Post Office it should be accepted and sent, with the name and address of the finder, to the Post Office Superintending Engineer, South Eastern District, Croydon.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting any one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
L. C. Pike	E. 530	R. Coulthurst	E. 10703
A. Brown	E. 4726	C. Hooper	E. 10549

FOREIGN AND COLONIAL MAILS.

Foreign and Colonial Parcel Post.

Officers accepting and despatching parcels for places abroad are reminded that such parcels must be properly packed, must bear a number label firmly affixed, must be provided with one or more Customs Declarations and in many cases with a Despatch Note also. Full instructions are given in the Post Office Guide with regard to:—

Packing and sealing	Page 65.
Customs Declarations and Despatch Notes	Pages 62-63.
Insurance	" 74-77.
Cash on Delivery	" 80-82 and 868-869.

For the special requirements of each country, the Tables at pages 778-845 of the Guide should invariably be referred to.

In accepting parcels for places abroad the exceptional conditions caused by the war, and notified from time to time in the Post Office Circular, should be borne in mind.

Special regulations are applicable to parcels for the Expeditionary Forces, for H.M. Ships, and for Prisoners of War interned abroad. (See the Special Instructions issued with the Circular of the 30th of November.)

Parcel Post to Russia, Persia and Roumania.

The Parcel Post services to Russia, Persia and Roumania by sea direct to Archangel will very shortly be suspended; and no parcels should be accepted for transmission by that route after Thursday, the 9th instant.

The route via Sweden remains open for uninsured parcels under the conditions already announced.

Parcels may also be again accepted for transmission to Russia via Norway and Sweden. The dates of despatch will be irregular.

Mail Service to Mauritius.

Beginning on the 11th instant a Mail for Mauritius will be despatched with the Cape Mail via Cape Town in alternate weeks.

Working copies of the Post Office Guide should be amended as follows:—

Page 746. MAURITIUS AND DEPENDENCIES. Column 3.—Insert “via Cape Town.” Column 4.—Insert “M. Dec. 11, 24.” Column 6.—Insert “No service.”

MONEY ORDERS.

Post Office Guide.—Additions and Alterations.

- Page 168. *Under* Ashford, Middlesex, *delete* West District Road. *Insert* Woodthorpe Road.
- ” 181. ” Bath *delete* Beacon Hill.
- ” 185. ” Belvedere, Kent, *delete* Northumberland Heath.
- ” 190. ” Birmingham, *delete* Park Road, Hockley.
- ” 215. ” Cambridge, *delete* Park Street.
- ” 257. ” Douglas, *delete* Shore Road.
- ” 259. *Delete* Dronfield Woodhouse, Sheffield.
- ” 273. *Under* Erith, Kent, *make new entry*, Northumberland Heath | T.M. |
- ” 288. ” Glasgow, *make new entry* Albert Road | T.M.t. |
- ” 320. ” Hounslow, *delete* Lampton.
- ” 321. ” Hull, *delete* Queen Street B.O.
- ” 323. ” Ilford, *delete* Seven Kings, The Promenade.
- ” 333. ” Kilmarnock, *delete* Beansburn.
- ” 342. ” Langley, Birmingham, *delete* Vicarage Road.
- ” 349. ” Limerick, *delete* Rutland Street. *Insert* Father Mathew Street.
- ” 354. ” Liverpool, *delete* Mersey Road.
- ” 367. ” Macclesfield, *delete* Chestergate B.O.
- ” 368. ” Maidenhead, *delete* Thames B.O.
- ” 376. ” Melksham, *delete* Bath Road.
- ” 381. *Delete* Molesey Park, East Molesey, Surrey.
- ” 383. *Under* Montrose, *delete* Montrose Docks.
- ” 399. ” Norwich, *delete* Oak Street.
- ” 403. Olveston, Tockington, Glos., *alter designation to* Olveston, Bristol.
- ” 406. *Under* Oxford, *delete* Walton Street South.
- ” 412. ” Peterborough, *delete* Morris Street.
- ” 414. ” Plymouth, *delete* Old Laira Road.
- ” 415. Pollokshaws, Glasgow, *alter designation to* Pollokshaws, Newlands, Glasgow.
- ” 435. *Under* St. Albans, *delete* Catherine Street.
- ” 492. ” Waltham Cross, *delete* Eleanor Estate and Waltham New Town.
- ” 618. *Delete* East Ham, Katherine Road (105), E.
- ” 621. ” Hop Exchange B.O., S.E.
- ” 622. ” Kilburn, Hemstal Road, N.W.
- ” 631. ” Walthamstow, Queen’s Road, E.

POST OFFICE SAVINGS BANK.

Fraud in connection with On Demand Withdrawals.

With this Circular is issued to all Money Order Offices a notice on the above subject. Any Officer in charge of a Money Order Office who does not receive a copy should communicate at once with his Head Postmaster.

Suspension of Combined Vouching during the Christmas Season.

This year the arrangement for suspending Combined Letter and Parcel Mails and substituting separate Letter and Parcel Mails will be confined to the Offices and the periods mentioned below:—

LONDON.

(20—24 December inclusive.)

Inland Section
Western District Office
Paddington „ „

South Western District Office
Eastern „ „

Northern District Office
North Western „ „

SORTING CARRIAGES.

The parcel duty at ordinary times performed in the undermentioned Sorting Carriages will be suspended on the dates shown:—

Aberdeen and Elgin S.C. (22—31 December)

Parcels to circulate on Aberdeen.

Norwich S.C. Night, Up and Down (20—24 Dec.).

Peterborough and Ely S.C. (21—24 December)

Parcels to circulate on Peterborough, special
Mails being made up if necessary.

PROVINCES.

WESTERN DISTRICT. (21—24 Dec.)

Bath
Devonport B.O.
Exeter
Plymouth
Taunton
Weston-super-Mare

NORTH MIDLAND DISTRICT.

Derby (inward 21—24 Dec.,
outward, 6 p.m. 21—
4 a.m. 24 Dec.)
Leamington Spa (21—24 Dec.)
Northampton (21—25 Dec.)
Peterborough (inward 22—24
Dec., outward 21—25 Dec.)

NORTH EASTERN DISTRICT.

Darlington (21—24 Dec.)
Durham (22—24 Dec.)
Lincoln (21—24 Dec.)
Middlesbrough (21—24 Dec.)
North Shields (21—24 Dec.)
South Shields (22—24 Dec.)
Stockton-on-Tees (inward only,
21—24 Dec.)
York (21—26 Dec.)

NORTH WESTERN DISTRICT. (22—24 Dec.)

Carlisle
Carnforth
Oldham
Preston

EASTERN DISTRICT. (20—24 Dec.)

Bury St. Edmunds
Cambridge
Great Yarmouth
Ipswich
King's Lynn
Newmarket
Norwich
Southend-on-Sea

SOUTH WALES DISTRICT. (21—24 Dec.)

Bridgend
Cheltenham
Gloucester
Hereford
Llanelli
Malvern
Neath
Newport (Mon.)
Swansea
Worcester

NORTH WALES DISTRICT. (21—24 Dec.)

Chester
Crewe
Shrewsbury
Shrewsbury & Aberystwyth S.C.
(including despatches there-
from on Christmas morning)
Stafford

SOUTH WESTERN DISTRICT. (21—24 Dec.)

Bournemouth
Farnham (22—26 Dec.)
Godalming
Gosport
Portsmouth
Woking

SOUTH EASTERN DISTRICT. (21—24 Dec.)

Brighton and Hastings S.C.
Chatham
Cranbrook
Croydon
Eastbourne
Folkestone
Hastings
Lewes
Maidstone
Red Hill
St. Leonards-on-Sea
Tonbridge
Tunbridge Wells

SOUTH MIDLAND DISTRICT. (21—24 Dec.)

Bletchley
Oxford
Reading
Slough
Swindon
Watford (inwards only)

PROVINCES—(continued.)		
LIVERPOOL DISTRICT. (20—24 Dec.)	BIRMINGHAM DISTRICT. (20 after 12 noon—25 Dec.)	SHEFFIELD (20—noon 27 Dec.) BRIGHTON (21—27 Dec.) London & Brighton S.C. (21— 27 Dec.) LEEDS (21—24 Dec.) LEICESTER (21—24 Dec.) SOUTHAMPTON (22—26 Dec.)
Birkenhead Douglas Liverpool Warrington	Birmingham Wolverhampton	
MANCHESTER DISTRICT. (21—24 Dec.)	NEWCASTLE-ON-TYNE (21 12 noon—noon 27 Dec.) BRISTOL (21—24 Dec.) CARDIFF (20—26 Dec.) HULL (20—24 Dec.) NOTTINGHAM (21—24 Dec.)	
Manchester Stockport		
SCOTLAND.		
Edinburgh (20—25 Dec.) Glasgow (20—25 Dec.) Aberdeen (22—25 Dec.)	Oban (22—24 Dec.) Stirling (22—24 Dec.) Dumfries (21—24 Dec.)	Dundee (21—25 Dec.) Perth (20—25 Dec.)
IRELAND.		
Belfast (20—24 Dec.) Cork (19—24 Dec.)	Dublin & T.P.O.'s (20—25 Dec.) Dundalk (22—24 Dec.)	Mallow (19—24 Dec.) Tralee (19—24 Dec.)

Magazine Post to Canada and Newfoundland.

Copies of the List of Newspapers, Magazines, &c., on the special Register for the year ending the 30th of April, 1916, are being distributed by the Post Office Stores Department. Copies of the previous List (for the year ending 30th April, 1914) supplied for sale to the public but remaining unsold should be returned to the Controller, Post Office Stores Department, their value being claimed in the same manner as that of unsold copies of the Post Office Guide.

The following alteration should be made in the new List:—

Enter Greyfriars Herald (The Fleetway House, Farringdon Street, E.C.).

Letters and Parcels for H.M. Ships.

A leaflet (Postmasters 513)—to be kept at Post Office counters—will be issued this week entitled "Letters, Parcels, &c., for H.M. Ships and for officers and men of the Royal Naval and Royal Marine Expeditionary Forces in France and Belgium or in the Mediterranean." Each Head Postmaster should forward a small supply to Sub-Offices. Further supplies may be obtained by requisition in the usual way.

Disposal of Letter Bills at Salaried Sub-Offices.

With reference to Sub-Postmasters' Rule No. 160 (c), Letter Bills (Postmasters No. 430), Combined Letter and Parcel Bills (Postmasters No. 431) and Parcel Bills, N. (P.P. No. 5), received at Salaried Sub-Offices should in future be retained by the Sub-Postmaster until they are due to be sent to the Head Postmaster as waste paper in accordance with Sub-Postmasters' Rule No. 97. An amendment slip will be issued in due course.

TELEGRAPHS.

Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.

- * Page 5. Ballivore.—Delete the "e."
- * " 31. Five Milehouse.—Amend to Five Mile House.
- * " 33. Gedrey Drove End.—Amend to Gedney Drove End.
- * " 46. Knockahore.—Should be Knockanore.
- * " 54. Mere (*Wilts.*).—Substitute Salisbury for Gillingham (*Dorset*) as Transmitting Office.
- * " 55. Molesey Park. } —Office closed. Delete entry.
- † " (Code MYP). Molesey Park. }
- * " 63. Portcawl.—Amend to Porthcawl.

Applications for Stamps, Licences and Postal Orders.

With a view to reducing the pressure of work at the Christmas Season, Postmasters and Sub-Postmasters should as far as possible avoid making applications for Stamps, Licences, and Postal Orders during the week ending the 25th of December.

No supplies will be despatched to Postmasters on the following days :—

	Stamps.	Licences.	Postal Orders.
In England & Wales	25th to 27th December	25th December to 1st January	} 25th to 27th December.
In Ireland*	25th to 28th December	25th to 28th December	
In Scotland	25th December 1st to 3rd January	25th December 1st to 3rd January	

* Exceptionally urgent requisitions for Stamps and Licences can be dealt with in Dublin on the 28th of December.

Remittances.

Remittances cannot be received at or despatched from the Chief Offices on the following days:—

London and Dublin—25th to 27th December.

Edinburgh—25th December and 1st January.

These arrangements do not apply to Accountable Receipts, which should be forwarded as usual.

Inland Sample Packets.

Packets have come under notice, intended for transmission at the Inland Sample rate of postage, which have not been marked or packed as provided by the regulations and have yet not been surcharged or detained.

Any sample packet, the cover or label of which is observed not to be properly marked, should be surcharged with double the deficient postage at Letter Rate, or transferred to the Parcel Post, charged with a fine of 1d. in addition to any deficient parcel postage, whichever charge is the lower. And any sample packet the contents of which are likely to cause injury to other postal packets is a prohibited article and should be detained and dealt with accordingly.

Returns of Registered Packets.

Postmasters and Sub-Postmasters should note that for the present the following records and returns should be entirely suspended:—

Daily	Record of Number of Registered Packets.				
Quarterly	"	"	"	"	
Quarterly Return	"	"	"	"	, made by Sub-Postmasters.
Annual	"	"	"	"	, made by Head Postmasters.

Temporary Branch Offices at Camps.

Park Hall Camp, Oswestry.—Money Order and Savings Bank business is now transacted, and the hours of business are normal. There is continuous telegraph attendance for military purposes.

Tadworth Camp, Epsom.—Telegraph business only is now transacted at this Office.

Loss of Armlets.

Blue and white armlets bearing the marks "G.P.O. No. 2242," "G.P.O. No. 1940" and "G.P.O. No. 908" have been lost. If any one of them be found by a member of the public it should be accepted and sent, with the name and address of the finder, as follows:—

Armlet No. 2242	to the Post Office Superintending Engineer, Northern District, Newcastle-on-Tyne.				
" 1940	"	"	"	"	
" 908	"	"	"	"	South Eastern District, Croydon.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting any one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
J. Floyd	E. 1232	W. Sloan.....	E. 10458
W. C. Jeremy	E. 3811	E. A. Hewett	E. 2115

Picture-Postcards for Neutral Countries.

The War Office has announced that picture-postcards addressed to neutral countries will be stopped by the Censor.

This restriction should be brought to the notice of persons tendering picture-postcards for despatch to neutral countries; but such cards should not be refused, and if posted should circulate in the ordinary course.

Documents relating to Foreign Parcels.—Method of Transmission.

Much inconvenience is being caused and much delay is being sustained by parcels for Foreign Countries by the frequent loss of Despatch Notes and Customs Declarations and other documents relating to the parcels during their transit to the Offices of Exchange in this country; and it is very necessary that the regulations on the point should be more closely observed at all Offices.

The papers should be attached to the parcel to which they refer by means of its string, or of string used for the purpose. They should be folded once over the string; and the fold of the papers should be secured to the string by a wire clip, at Offices to which wire clips are issued. At Offices which are not supplied with wire clips, the fold of the papers should be secured, near the string, by means of a pin (and to this extent the instruction contained in the notice in the Post Office Circular of the 2nd of June, 1914, is suspended). When parcels with papers not adequately secured reach an Office at which clips are supplied, the papers should be fastened by a clip.

Rules 21 (e) and 43 (b) of the Rules for Head Postmasters (Foreign and Colonial Parcel Post) contain clear instructions as to the treatment of parcels found in transit to be without papers.

Postmasters at Forwarding Offices will assist the smooth working of the Parcel Post with Foreign Countries if they will take measures to see that these instructions are properly observed at their Offices and at Offices forwarding to them parcels for places abroad.

Registered, "Charged," Foreign and Colonial, Cash on Delivery and Express Mail Parcels.

During the Christmas and New Year Season, commencing on the 20th of December, those Foreign and Colonial parcels which are still advised on the "N" Bill, and also any Registered, Charged, Cash on Delivery, and Express Parcels despatched to any Office should be placed in an enclosure bag when there are four or more parcels for despatch at one time in respect of which entries have to be made upon the Parcel Bill "N." The enclosure bag should be forwarded in the final receptacle. It should be sealed and should in all cases contain a separate "N" Bill, on which the parcels contained in it should be advised instead of on the bill sent in the outer receptacle.

The bill sent in the enclosure bag should be endorsed "Enclosure bill." The enclosure bag should be specially advised at the top of the ordinary Parcel Bill, in the ordinary parcel receptacle, thus: "One enclosure bag." Old mail bags can be used for the enclosure bags.

If it is necessary to make up more than one enclosure bag and to forward one or more of them in a receptacle other than the final one, every such receptacle should, of course, contain an "N" Bill, upon which the appropriate advice of the enclosure bag sent in it should be made.

It should be understood that at Offices where separate Foreign and Colonial Receptacles are made up during the Christmas Season, Insured, Cash on Delivery and Express parcels as well as Registered and Charged parcels should be placed in the enclosure bag.

Tuesday, 21st, Wednesday, 22nd, Thursday, 23rd, and Friday, 24th December.

Letter Mails to London.—Bags and labelled bundles from Provincial Offices for the—

Great Northern Sorting Carriage,
London and Bristol Sorting Carriage,
London and Crewe Sorting Carriage,
or the South Western T.P.O. Day Mail,

should be made up as usual by the Night Mail despatches of the 21st, 22nd, and 23rd December. Such bags and bundles and also those for the Ipswich Sorting Carriage should not be made up for the Night Mail despatches of the 24th December when the correspondence should circulate as "London Forward," the letters being sorted into the proper Railway Division bundles at Offices where such sorting is performed.

Offices making up bags or bundles for the—

Ipswich Sorting Carriage Down Day Mail

(excepting those Offices circulating correspondence for that carriage through the Norwich S.C. and Peterboro' S.C. Night Mails) should not, on the nights of the 21st, 22nd, and 23rd December, include correspondence for the First Division in such bags or bundles, and the First Division bags should accordingly be suspended. The correspondence for places in the First Division should be circulated "London Forward," Suburban or Great Eastern Division, as the case may be—separate labelled bundles being made up as usual in the case of those towns the correspondence for which is ordinarily sent to the Ipswich S.C. in separate labelled bundles. The places in the First Division are:—

Battles Bridge.
Billericay.
Brentwood.

Chadwell Heath.
Chelmsford.
Ilford.

Ingatestone.
Romford.
Southend-on-Sea.

Upminster.
Wickford.

If direct Mails for any of these offices are ordinarily made up, they should, of course, be maintained.

On the nights of the 21st, 22nd, and 23rd December (or the mornings of the 22nd, 23rd and 24th December) letter mails for the Ipswich Sorting Carriage Down Day Mail should not be enclosed in sacks addressed to that carriage, but should be sent singly.

With the exception of the Mails for the Sorting Carriages and T.P.O. mentioned above, the Up Night Mails on the night of the 24th December should be made up as on an ordinary week night.

No **Stamp Parcel Bags** will be despatched from the **Postal Stamp Branch**, Somerset House, on the 24th December.

CHRISTMAS DAY (SATURDAY).

The **Mail Packet between Stranraer and Larne** will run in both directions on Christmas Day, and the circulation for both Letters and Parcels should, therefore, on the night of 24th December, be the same from Great Britain to Ireland as on ordinary Friday nights, and on the 25th December the same from Ireland to Great Britain as on ordinary week nights.

Letter Mails from London.—The Night Mails from London (Inland Section and District Offices) will be despatched as on Good Friday last, except where otherwise arranged. No Midnight Mails will, however, be despatched from London.

Letter Mails to London.—With certain exceptions specially arranged for Mails via the Up Night T.P.O. and any other Mails due to reach London up to 8.30 a.m. on the 26th December, should be made up as on a Saturday night or Sunday morning. As far as practicable, Mails that would reach London on the evening of Christmas Day should be made up as on a Sunday.

Foreign Mails.—The Mails for abroad will be despatched by such services as may be available. Inward Mails will arrive as on an ordinary day. The Mails for South Africa, &c., owing to the earlier departure of the Packet, will be despatched on the afternoon of Friday, 24th December, instead of on the afternoon of Saturday, 25th December.

SUNDAY, 26th DECEMBER.

Letter Mails to and from London.—The Vouching on Sunday, 26th December, should be as on an ordinary Sunday preceding a Bank Holiday.

BANK HOLIDAY, MONDAY, 27th DECEMBER.

Mails to London.—The Night Mails should be despatched as on an ordinary Monday night.

Letter Bills contained in Special Bags during the Christmas and New Year Season.

The Letter Bills enclosed in all Special Bags made up at stationary Offices, during the Christmas and New Year Season should be marked "Special," together with the time of despatch, *but should on no account be numbered.*

The consecutive numbering of the ordinary letter bills should not be interfered with.

Return of Stencilled Bags.

Inconvenience has been experienced in past years through the surplus *Stencilled* Bags for London being retained at Provincial Offices until late in January. Postmasters are requested to return all such Bags to the Bag Room, Inland Section, London, not later than January 6th, 1916.

Insufficiently Prepaid Letters, &c., at Christmas.

There is reason to believe that large numbers of letters, &c., insufficiently prepaid, escape detection during the Christmas Season, owing perhaps in a great measure to pressure of business. Such letters should be searched for with special vigilance, not only at the Office of posting or delivery, but also at the forwarding Offices, and should be duly surcharged. Postmasters are requested to make every possible effort to prevent loss of revenue being occasioned by inattention to this duty. This is especially desirable this year owing to the recent changes in postal rates.

Postmasters should take care to make the public acquainted, as far as possible, with the proper amount of postage to be prepaid on letters, newspapers, &c., whether for delivery in this country or for transmission abroad.

Christmas and New Year Cards prepaid at the halfpenny rate.

Special attention is directed to the fact that large numbers of the Christmas and New Year Cards which are posted every year for transmission to places abroad at the reduced rate of postage applicable to printed papers ($\frac{1}{2}$ d. per 2 oz.) have to be stopped and returned to the senders (or destroyed if they do not bear the senders' names and addresses) because they contravene the Postal Union regulations respecting printed matter set forth on pages 55 to 57 of the Post Office Guide. It should be particularly borne in mind that Christmas or New Year Cards cannot be sent at the rate for printed papers unless they can be easily withdrawn from their covers for examination, or if they bear writing other than a dedication to the addressee within the limit specified in the next paragraph. Cards sent in closed envelopes which merely have the corners cut off infringe the regulations; and many packets made up in this manner are stopped and returned to the senders (or destroyed) every year.

Both in the Inland and Foreign Services the regulations allow conventional complimentary greetings, not exceeding five words or initials, to be written on Christmas and New Year Cards sent by the Halfpenny Post.

Plain Letter Packet Protectors.

A supply of plain Letter Packet Protectors has been provided for despatch from London, as required, during the Christmas Season, and the Postmasters of towns at which these Protectors are received are requested to have them returned to London as part of the Letter Mail, as soon after receipt as possible.

PARCEL POST.

Inland Parcel Post.—20th December to 1st January inclusive (excepting Christmas Day).

Mails from and to London.—Arrangements have been made for special relief and supplementary Parcel Mails between London and Provincial Towns, and each Postmaster will be instructed by his Surveyor as to the times of despatch and receipt of such Mails. The Night Mail despatches of Friday the 24th December from and to London should be made up as on an ordinary week night (so far as the train service will allow) with the addition of any special Mails arranged for.

Christmas Day (Saturday) & Sunday, 26th December.

Mails from London.—Special arrangements have been made with regard to the despatch of Mails from London, and each Postmaster will be instructed by his Surveyor as to the times of receipt.

Mails to London.—The ordinary Sunday Mails should be made up, except in a few cases where additional Mails have been arranged for.

Packing.

Attention is called to the necessity of securing, as far as possible, that all parcels tendered for transmission shall be packed in such a manner as efficiently to protect their contents against injury or loss in the post. Damage is frequently caused through the neglect of these precautions, and the attention of senders of any parcels which appear to be inadequately protected should be drawn to the matter.

Insufficiently protected parcels should only be accepted at the sender's risk. In such cases the counter clerk must write the words "Sender's risk" with his initials on the official label and on the certificate of posting, if one is given. (See Inland Parcel Post Rules.)

Use of "Tie-on" Labels.

Counter Officers should call the attention of the senders of parcels with "tie-on" labels to the risk of loss and delay likely to result through such labels becoming detached in transit; and should warn them that the Postmaster General does not accept liability for any loss arising from the detachment of "tie-on" labels. If a "tie-on" label is used the address should also be written by the sender on the cover of the parcel.

Cases frequently occur in which detached "tie-on" labels are fastened to the wrong parcels, and such mistakes give rise to much trouble and expense.

It is distinctly forbidden (see Inland Parcel Post Rules) to connect loose labels at random with parcels found without addresses, and care must be taken only to attach a loose label to an unaddressed parcel when it is absolutely certain that the label belongs to that particular parcel.

In no circumstances should a parcel be lifted by the label.

Overdue Parcel Mails.

The pressure is so great at some Railway Stations during the Christmas Season that it is not always possible to forward parcel receptacles by the trains pre-arranged. If a receptacle is not received by the proper train, the arrival of the following train should be awaited before a telegram is sent—see Post Office Circular, 13th July, 1915.

Despatch of Direct Relief Mails at Christmas.

If it is observed that a large number of letters or parcels can be sent to any particular office for which ordinary or special mails have not been arranged, Postmasters should despatch a special Mail, using the best means of advising the office of destination. A direct bag should be made up for the relief of a Travelling Post Office when there are as many as 100 letters available, and for the relief of a Forward Office when there are 150 letters available. A special Parcel Mail should be despatched when there are eight or more parcels available for direct despatch.

Addressing of Letter and Parcel Mails.

The addresses on labels attached to Letter and Parcel Mails should be written boldly and legibly in ink, without abbreviations. In no circumstances should labels be addressed in pencil.

When it is necessary to show on the label the name of the Office of Origin this should also be done in ink and not by means of a date-stamp impression.

General Arrangements of Parcel Post Service.

A delivery of Parcels will be made on Christmas Day in London and, with a few exceptions, in all Towns and rural districts in England and Wales, and Ireland. Scotland will not be affected as the arrangements in that country are the same on Christmas Day as on ordinary week-days.

Additional space will be required for Parcel Post Receptacles in the trains by which Parcel Mails are conveyed but, as the actual requirements cannot be foreseen with any approach to accuracy, the Postmasters at large Offices should, as soon as the final arrangements are made, place themselves in communication with the Station Masters, and furnish them with all the information in their power to enable them to judge what provision should be made.

The use of bags for all parcels which are not exceptionally fragile should of course be continued during the Christmas Season. The parcels should be placed in the bags as carefully as in baskets or protectors; and the bags should be tied close down to the parcels, so that the parcels may be kept in position throughout the journey.

Registered, "Charged," Foreign and Colonial, Cash on Delivery, and Express Mail Parcels.

During the Christmas and New Year Season, commencing on the 20th December, those Foreign and Colonial Parcels which are still advised on the "N" Bill, and also any Registered, Charged, Cash on Delivery, and Express Parcels despatched to any Office should be placed in an enclosure bag when there are **FOUR OR MORE** parcels for despatch at one time in respect of which entries have to be made upon the Parcel Bill "N." The enclosure bag should be forwarded in the final receptacle. It should be sealed and should in all cases contain a separate "N" Bill, on which the parcels contained in it should be advised instead of on the Bill sent in the outer receptacle.

The bill sent in the enclosure bag should be endorsed "Enclosure bill." The enclosure bag should be specially advised at the top of the ordinary Parcel Bill, in the ordinary parcel receptacle, thus: "One enclosure bag." Old mail bags can be used for the enclosure bags.

If it is necessary to make up more than one enclosure bag, and to forward one or more of them in a receptacle other than the final one, every such receptacle should, of course, contain an "N" Bill, upon which the appropriate advice of the enclosure bag sent in it should be made.

It should be understood that at Offices where separate Foreign and Colonial Receptacles are made up during the Christmas Season, Insured, Cash on Delivery and Express Parcels as well as Registered and Charged parcels should be placed in the enclosure bag.

Shortage of Parcel Bags.—Emergency Arrangements.

In view of the present shortage of parcel post bags and the possible difficulty in meeting demands during the Christmas season, Postmasters should ascertain whether they are able to get hessian bags 48 inches long by 41 inches wide made locally to meet their own requirements and should report full particulars—number required, number obtainable, terms of delivery and price—by telegraph to Accounts, Studded, Norder, London. Telegraphic authority to purchase will then be given if need be. It may be impossible to obtain such bags fitted with rings or eyelets, but the report should make this clear.

If it is thought impracticable to get such bags made locally information should be obtained with regard to any stocks of large sacks which might, as a last resort, be purchased locally for postal purposes. Full particulars of these sacks should be reported **by post** to the Controller, Post Office Stores Department, Studd Street, London, N., as early as possible.

G.P.O. Parcel Office, London.—Liverpool Street Division.

As the work of the G.P.O. Liverpool Street Division will, from 12 Midnight on the 19-20th December to the 26th December inclusive, be carried out in a separate building (Iron Shed, Mount Pleasant Yard, E.C.), it will be necessary during this period for all Officers making up receptacles for the Liverpool Street Division to include in such receptacles, instead of in those made up for the G.P.O. Parcel Office, all Registered, Express, and Charged Parcels proper to the Liverpool Street Division.

From the 20th to the 26th December also, Rail-borne Parcels for delivery at Barking, Chadwell Heath, Enfield, Ilford, Ponders End, Romford, Upminster and Waltham Cross, and also Road and Rail-borne parcels for Rainham (Essex), should be placed in the receptacles for the G.P.O. Liverpool Street Division, whenever such are made up, instead of in those for the G.P.O. Parcel Office.

Telegrams relating to parcels for the G.P.O. Liverpool Street Division and to parcel mails made up on that Division should be addressed to the Officer in Charge, Temporary Parcel Office, Iron Shed, Mount Pleasant, E.C.

G.P.O. Euston and King's Cross Divisions.

The work of the Euston and King's Cross Divisions of the G.P.O. Parcel Office will continue to be performed at the Studd Street Temporary Office—see Post Office Circular of the 23rd November.

From the 20th to the 26th December Rail-borne parcels for Barnet, New Barnet and Potters Bar should be placed in the receptacles for the G.P.O. King's Cross Division, whenever such are made up, instead of in the receptacles for G.P.O. Parcel Office.

Telegrams relating to parcels for the G.P.O. Euston and King's Cross Divisions, or to Parcel Mails made up on these Divisions, should be addressed to the Officer in Charge, Studd Street Temporary Parcel Office, London, N.

Foreign and Colonial Service Baskets and Protectors.

If during or after the period of Christmas and New Year Pressure any Baskets and Protectors provided for Foreign and Colonial Services are observed they should be returned to the G.P.O. Parcel Office, London, as soon as possible. Such baskets and protectors are readily distinguished by a letter and number painted in white on a black surface.

Note.—Empty plain wicker receptacles and empty plain parcel bags should be returned to the proper "centre" and on no account should they be sent to any office in London.

Despatch of Express Mail Letters and Parcels on Bank Holiday, Monday, 27th December.

Express Mail Letters and Parcels should be accepted as usual at such Offices as may be open, but the senders should be informed that many of the ordinary Day Mails are suspended on Bank Holidays, and that the Letters and Parcels will not in most cases be despatched to their destination until the Night Mails.

Express Delivery.

Care should be taken that all Express Mail Letters and Parcels are treated during the Christmas Season in accordance with the Express Delivery rules. Postmasters should see that all officers, both regular and temporary, employed in despatching and receiving Letter and Parcel Mails at the Christmas Season are made acquainted with Express Delivery Rules Nos. 103 to 112 inclusive.

Articles found loose.

Attention is drawn to the importance of dealing promptly and carefully with articles found loose in the Post, especially during the Christmas pressure. The number of these articles is now so great that they cannot be identified when applications for them are received, unless accurate particulars of the date and place of finding (whether in a Letter Sorting Office, Parcel Office, Pillar Box, &c.), are stated. These particulars should be supplied on Form 122 which should be forwarded with the articles as early as possible to the proper Returned Letter Branch—[see Rule 166, Rules for Head Post Offices, Part II]. It would be well to enter coin, jewellery, postal orders, and postage stamps on a separate list, and these should be forwarded, when the rule requires it, under registered cover.

Correspondence for the Money Order Department, London.

At all Offices where direct bags or bundles are made up for the Northern District Office, London, all correspondence for the Money Order Department should be selected from the 20th to the 24th December inclusive, and on the 31st December, and be forwarded either in a separate labelled bundle or tied up with the letter bill.

Returned Letters, Parcels, &c.

TO HEAD POSTMASTERS IN ENGLAND, WALES, AND IRELAND.

Letters.—No Returned Letter Bag (or Bundle) is to be made up on the 24th, 25th or 26th December. The undelivered letters which would in ordinary course be forwarded to the Returned Letter Section, London, or to one of the Returned Letter Branches on those days are to be held over till Monday, the 27th December.

Parcels.—It is important that undelivered Parcels should be sent to the Returned Letter Section or Returned Letter Branch, as the case may be, on the nights of the 26th and 27th December, (at Offices from which there is no Parcel despatch on Sundays, undelivered Parcels should be forwarded on Saturday the 25th December).

Omission of Clock-Time from obliterating Date Stamps during the Christmas Season.

From the 21st to the 24th December, inclusive, clock time should be omitted from all obliterating date-stamps at Head Offices. The arrangement should also be extended to any Sub-Offices where ordinarily there are not less than six changes of type during the day, if, in the opinion of the Postmaster, an appreciable saving of time and labour would be effected thereby.

Suspension of use of Letter-box tablets on 22nd, 23rd and 24th December.

The use of time indicator tablets for posting boxes in Head Office and Salaried Sub-Office town delivery areas may be suspended on the 22nd, 23rd and 24th December at the discretion of Postmasters, subject to the condition that in all cases, when the final collections are made, tablets shall be exhibited showing the hour of the first collection on the following day.

Applications for Stamps, Licences and Postal Orders.

With a view to reducing the pressure of work at the Christmas Season, Postmasters and Sub-Postmasters should as far as possible avoid making applications for Stamps, Licences, and Postal Orders during the week ending the 25th of December.

No supplies will be despatched to Postmasters on the following days:—

	Stamps.	Licences.	Postal Orders.
In England & Wales	25th to 27th December	25th December to 1st January	} 25th to 27th December.
In Ireland*	25th to 28th December	25th to 28th December	
In Scotland	{ 25th December { 1st to 3rd January	{ 25th December { 1st to 3rd January	

* Exceptionally urgent requisitions for Stamps and Licences can be dealt with in Dublin on the 28th of December.

Remittances.

Remittances cannot be received at or despatched from the Chief Offices on the following days:—

London and Dublin—25th to 27th December.
 Edinburgh—25th December and 1st January.

These arrangements do not apply to Accountable Receipts, which should be forwarded as usual.

Air-raids, &c.—Government Insurance for Household Goods, &c., not exceeding £100 in value.

Lost Certificates.—In the case of an insured person intimating to any Postmaster or Sub-Postmaster that an original certificate of Insurance has been lost, the Secretary should be advised at once of the name and address of such person, the amount of the Insurance and date and serial number—if known—of the Certificate, together with the designation of the issuing office and—if the serial number of the lost certificate is not known—the range of the serial numbers on the certificates stocked by the issuing office, at or about the date of issue of the Certificate.

Remittances.

As Banks in England and Wales will not be open for business on the 1st of January next, it will be necessary for Postmasters, &c., at Offices which receive their remittances through Banks to despatch their applications for funds required for use on that day in time to reach the Accountant General's Department not later than midday on Thursday, the 30th of December.

No remittances can be sent through the Banks on the 1st of January next.

TO POSTMASTERS AND SUB-POSTMASTERS IN SCOTLAND.

New Cash Account Forms.

Money Order Offices. Before the 1st of January each Postmaster and Sub-Postmaster rendering a Daily Cash Account will receive 500 copies of a reprint of the Cash Account form to last until the 31st of March, 1917.

Non-Money Order Cash Account Offices. Before the 1st of January each Sub-Postmaster rendering a Weekly Cash Account will receive 125 copies of a reprint of the Cash Account form to last until the 31st of March, 1917.

New Cash Books.

All Offices rendering Cash Accounts. Before the 1st of January each Sub-Postmaster rendering a Cash Account will receive a copy of the reprint of Cash Book to last from the 1st of January, 1916, to the 31st of March, 1917.

Acknowledgment. In every instance the issue will be accompanied by a post-card form of acknowledgment, which should be filled up and returned to the Accountant, General Post Office, Edinburgh, immediately after receipt of the supplies.

Stamps, Licences, and Remittances.

TO POSTMASTERS AND SUB-POSTMASTERS IN SCOTLAND.

No supplies of Stamps or Licences will be issued from the Inland Revenue Office, Edinburgh, from the 1st to the 3rd of January, 1916, inclusive. Requisitions should be regulated accordingly.

No Remittances can be received at, or despatched from, the Chief Office, Edinburgh, on the 1st of January. This does not apply to Accountable Receipts, which should be forwarded as usual.

Temporary Branch Offices at Camps.

Tadworth Camp, Epsom.—This Camp has now been closed.

Loss of Armlet.

A blue and white armlet bearing the mark "G.P.O. No. 62" has been lost. If it be found by a member of the public and presented at any Post Office it should be accepted and sent, with the name and address of the finder, to the Post Office Superintending Engineer, N.E. District, Leeds.

Loss of Pass Cards.

The Pass Cards, particulars of which follow, are missing.

Postmasters and all others concerned are warned not to admit to Post Office premises any person presenting one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
J. Smith	E. 12005	G. S. Bannerman	E. 7577
C. Geeves	E. 1234		

FOREIGN AND COLONIAL MAILS.

Foreign and Colonial Parcel Post.

Officers accepting and despatching parcels for places abroad are reminded that such parcels must be properly packed, must bear a number label firmly affixed, must be provided with one or more Customs Declarations and in many cases with a Despatch Note also. Full instructions are given in the Post Office Guide with regard to:—

Packing and sealing	Page 65.
Customs Declarations and Despatch Notes	Pages 62-63.
Insurance	" 74-77.
Cash on Delivery	" 80-82 and 868-869.

For the special requirements of each country, the Tables at pages 778-845 of the Guide should invariably be referred to.

In accepting parcels for places abroad the exceptional conditions caused by the war, and notified from time to time in the Post Office Circular, should be borne in mind.

Special regulations are applicable to parcels for the Expeditionary Forces, for H.M. Ships, and for Prisoners of War interned abroad. (See the Special Instructions issued with the Circular of the 30th of November.)

Documents relating to Foreign Parcels.—Method of Transmission.

Much inconvenience is being caused and much delay is being sustained by parcels for Foreign Countries by the frequent loss of Despatch Notes and Customs Declarations and other documents relating to the parcels during their transit to the Offices of Exchange in this country; and it is very necessary that the regulations on the point should be more closely observed at all Offices.

The papers should be attached to the parcel to which they refer by means of its string, or of string used for the purpose. They should be folded once over the string; and the fold of the papers should be secured to the string by a wire clip, at Offices to which wire clips are issued. At Offices which are not supplied with wire clips, the fold of the papers should be secured, near the string, by means of a pin (and to this extent the instruction contained in the notice in the Post Office Circular of the 2nd of June, 1914, is suspended). When parcels with papers not adequately secured reach an Office at which clips are supplied, the papers should be fastened by a clip.

Rules 21 (e) and 43 (b) of the Rules for Head Postmasters (Foreign and Colonial Parcel Post) contain clear instructions as to the treatment of parcels found in transit to be without papers.

Postmasters at Forwarding Offices will assist the smooth working of the Parcel Post with Foreign Countries if they will take measures to see that these instructions are properly observed at their Offices and at Offices forwarding to them parcels for places abroad.

Postage on Letters to and from Bushire.

International rates of postage again apply to letters for and from Bushire; and the notice on the subject in the Post Office Circular of the 26th of October last should be regarded as cancelled.

LICENCES.**To Postmasters and Sub-Postmasters in charge of Money Order Offices throughout the United Kingdom.**

It seems desirable at this period of the year to remind Postmasters and Sub-Postmasters of the necessity for seeing that all Officers dealing with the issue of Licences are fully conversant with the rules relating to such business generally. The special attention of Head Postmasters is directed to Rules 71 to 77, Part II., and 126 and 127, Part III., and of Sub-Postmasters to Rules 447 to 457 and 460 in the Appendix to the Rules for Sub-Postmasters.

TO POSTMASTERS AND SUB-POSTMASTERS IN CHARGE OF MONEY ORDER OFFICES IN ENGLAND AND WALES.**Carriage and Motor Car Licence Duty for the Year 1915 tendered at Post Offices after the 31st December, 1915.**

It should be noted that, after the 31st instant, Carriage, Hackney Carriage, Motor Car or Hackney Motor Car Licences must on no account be issued in respect of duty proper to the year 1915, and persons wishing to pay such duty should be informed accordingly. The money tendered should however be accepted and a receipt for it should be given.

When the duty is accepted at a Head Office the amount should be charged separately in the Cash Account as "Licence duty for 1915," the entry being made immediately above the line proper to Scheduled Licences. The undermentioned particulars should in all cases be entered on the back of the Cash Account:—

The name and address of the person and the amount received.

The description of licence duty, i.e., whether in respect of private Carriages or Motors, or Hackney Carriages or Motors.

The number of the Car in the case of Motor Car or Hackney Motor Car duty.

Similar particulars should be furnished on the weekly Licence return (Form Postmasters No. 128).

When the duty is accepted at a Sub-Office the Sub-Postmaster should forward a Service Money Order for the amount to his Head Postmaster with a statement that it represents private Carriage, Hackney Carriage, private Motor Car or Hackney Motor Car duty in respect of 1915 paid by Mr. , of ; and the number of the Car should be stated when Motor Car or Hackney Motor Car duty is remitted. The Head Postmaster should then bring the money to account as directed above.

It should be clearly understood that the foregoing instructions apply only to licence duty for the year 1915. Licences for the year 1916 should of course be issued on application.

TO POSTMASTERS AND SUB-POSTMASTERS IN CHARGE OF MONEY ORDER OFFICES IN ENGLAND AND WALES, AND SCOTLAND.**Issue of a Dog Licence in the joint names of two persons.**

An application at a Post Office in England or Wales for the issue of a Dog Licence in the joint names of two persons should not be complied with unless the written consent of the Local Authority concerned has been obtained by the applicant and is produced.

In Scotland any applicant for a Dog Licence in the joint names of two persons should be referred to the Local Customs and Excise Officer.

A Dog Licence must not be issued in the joint names of any applicant and any person or persons appointed by him to act as executors in the event of his decease.

Temporary Branch Offices at Camps.

Finner Camp, Ballyshannon (Donegal).—Transmitting Office, Enniskillen. The hours of business at this Office will vary according to circumstances.

Parcel Post to Russia.

In addition to the services to Russia via Sweden and via Norway and Sweden, of which particulars are given at page 826 of the Post Office Guide, parcels can now be accepted for transmission to Russia by a new route via Canada and Japan at the rates of postage mentioned below:—

	Up to 3 lb.	Over 3 lb. up to 7 lb.	Over 7 lb. up to 11 lb.
	s. d.	s. d.	s. d.
Russia-in-Asia—			
(a) Maritime Province,.....	3 2	4 2	5 4
Amur Province,.....			
Island of Saghalien			
(b) Other parts	4 4	5 4	6 6
Russia-in-Europe	5 4	6 4	7 6

The parcels may be insured up to £120 in value; and each parcel must be accompanied by two Customs Declarations.

The parcels will be despatched hence weekly.

The other conditions of the service are the same as those shown in the Post Office Guide for the existing services via Sweden or via Norway and Sweden.

The necessary additions should be made at page 826 of working copies of the Post Office Guide.

Parcels for Expeditionary Forces returned to senders for repacking.

Parcels for the Expeditionary Forces which are found on arrival at the Home Depot to be insufficiently packed will be returned direct to the senders. A label printed in red and worded as follows will be affixed:—

R.E.P.S. P.P. No. 8.

This parcel is returned as insufficiently packed. If it is repacked and presented again at a Post Office, with this label, it will be accepted without further payment of postage. The original wrapper with the stamps attached should be used if possible.

Any parcels which are presented at a Post Office bearing or accompanied by this label should be accepted for transmission without further payment of postage.

If the label is affixed to the parcel it should be cancelled with blue pencil; if it is not affixed to the parcel it should be retained by the accepting officer, cancelled and after a week destroyed. A note should be made on the Parcel Post label in all cases in which the label is not affixed to the effect that the parcel was accompanied by a label when presented.

The instructions issued with the Post Office Circular of the 30th of November should be amended accordingly.

Prisoners of War in Turkey.—Revised Regulations.

Letters for Prisoners of War in Turkey will not be delivered to the addressees if they exceed four lines in length. This regulation should be brought to the notice of members of the public making enquiries on the subject.

Money Orders for Prisoners of War in Turkey may now be issued under the usual conditions stated in paragraph 8, Section L of the Special Instructions issued with the Post Office Circular of the 30th ultimo. The words "except to those in Turkey" in the first line of that paragraph should accordingly be deleted.

Circulation of Letters, &c., and Parcels for Richmond Camp, Yorks.

Attention is called to the Notice on this subject which appeared in the Post Office Circular of the 12th of October. Letters, &c., and parcels for the **Camps** at Richmond, Yorks., should not be circulated either in labelled bundles or in direct mails for Richmond, Yorks., but should be circulated to **Darlington** or to **York**, preferably to **Darlington**. Letters, &c., and parcels addressed to the **Barracks** or the **Depôt**, **Richmond, Yorks.**, or to the **Officer Commanding the 19th Regimental District, Richmond, Yorks.**, should, however, circulate to **Richmond, Yorks., Head Office**.

NATIONAL HEALTH INSURANCE.

Contribution Cards improperly surrendered at Post Offices.

Contrary to instructions in Section V, page 14, of the Rules for the transaction of National Health Insurance Business and previous notices in the Post Office Circular a considerable number of bundles of contribution cards were still received by the National Health Insurance Commission from Post Offices in July last and the attention of Postmasters and Sub-Postmasters is again specially directed to the instructions that if a contributor wishes to surrender a stamped card at a Post Office and states that he is not a member of an approved Society he should be given an envelope M.H. 20 in which to post it to the Insurance Commission.

Cards should in no circumstances be accepted by a counter officer for transmission to the Commission.

TO POSTMASTERS AND SUB-POSTMASTERS IN ENGLAND AND WALES.

Cash Bags.

It is found that many cash bags issued from the Cashier's Branch, G.P.O., are not returned.

Postmasters and others are requested to return to the Cashier any such bags that they may have on hand.

Loss of Armlet.

A blue and white armlet bearing the mark "G.P.O. No. 2589" has been lost. If it be found by a member of the public and presented at any Post Office it should be accepted and sent, with the name and address of the finder, to the Post Office Superintending Engineer, South Midland District, Reading.

FOREIGN AND COLONIAL MAILS.

Documents relating to Foreign Parcels.—Method of Transmission.

Much inconvenience is being caused and much delay is being sustained by parcels for Foreign Countries by the frequent loss of Despatch Notes and Customs Declarations and other documents relating to the parcels during their transit to the Offices of Exchange in this country; and it is very necessary that the regulations on the point should be more closely observed at all Offices.

The papers should be attached to the parcel to which they refer by means of its string, or of string used for the purpose. They should be folded once over the string; and the fold of the papers should be secured to the string by a wire clip, at Offices to which wire clips are issued. At Offices which are not supplied with wire clips, the fold of the papers should be secured, near the string, by means of a pin (and to this extent the instruction contained in the notice in the Post Office Circular of the 2nd of June, 1914, is suspended). When parcels with papers not adequately secured reach an Office at which clips are supplied, the papers should be fastened by a clip.

Rules 21 (e) and 43 (b) of the Rules for Head Postmasters (Foreign and Colonial Parcel Post) contain clear instructions as to the treatment of parcels found in transit to be without papers.

Postmasters at Forwarding Offices will assist the smooth working of the Parcel Post with Foreign Countries if they will take measures to see that these instructions are properly observed at their Offices and at Offices forwarding to them parcels for places abroad.

Customs Declarations for Parcels for Places Abroad.

A revised form of non-adhesive Customs Declaration (P.P. No. 21—late M. No. 121) is being introduced.

The new forms chiefly differ from the old in that the words "Pays d'origine—Grande Bretagne" have been omitted, because some Customs authorities abroad regarded these words as relating to the origin of the goods in the parcel and not to the origin of the parcel itself. In addition, the information given at the head of the "Contents" column of the new forms is now worded as follows:—

N.B.—The nature and value of the contents should be accurately stated, and, as far as possible, in accordance with the classification of the Customs tariff of the country of destination. In the case of goods not produced or manufactured in the United Kingdom, the name of the country of origin should be given.

(This information, with particular reference to parcels for France, was given in the Post Office Circular of the 29th of June last; and Postmasters were informed that leaflets embodying it had been printed.)

It is particularly necessary at the present time that counter officers should be warned that the declarations at the foot of the forms must not be accepted unless they are signed by an individual—a stamp giving merely the name of the firm is not regarded as satisfactory by H.M. Customs. The declaration, if not signed by a responsible member of a firm, should be signed "A.B. clerk to....."

Postmasters are requested to take special measures to ensure the observance of these instructions, especially at offices at which large numbers of parcels for places abroad are posted.

Supplies of the revised form are being distributed to all Head Postmasters, who should at once forward supplies to their Sub-Offices. As soon as the revised forms are received, all copies of old prints remaining on hand should be treated as waste.

Parcel Post with Colombia.—Increase of Postage.

On and from the 1st of January, 1916, the rates of postage charged on all parcels for Colombia will be increased by 10d. per parcel.

The relative entries in column 4 on page 792 of working copies of the January edition of the Post Office Guide should be amended accordingly; and care should be taken to ensure the application of the increased rates.

