

POST OFFICE  
CIRCULAR  
1916.



## Docks B.O., Gloucester.

The above-named Office was closed on and from Saturday, 25th December last.

## Circuits of the Judges.

The following Judges will remain in Town:—Scrutton, J., and Bailhache, J., during the whole of the Circuits; the other Judges till their respective Commission Days.

WINTER ASSIZES, 1916.	NORTHERN.	WESTERN.	S. EASTERN.	MIDLAND.	OXFORD.	N. WALES	SOUTH WALES.	N. EASTERN.
COMMISSION DAYS.	<i>L. C. J. of England</i> (2) <i>Shearman, J.</i> (1)	<i>Ridley, J.</i> (1) <i>Darling, J.</i> (2)	<i>Bray, J.</i> (2) <i>Lord Coleridge, J.</i> (1)	<i>A. T. Lawrence, J.</i> (2) <i>Horridge, J.</i> (1)	<i>Avory, J.</i> (1) <i>Rowlatt, J.</i> (2)	<i>Lush, J.</i>	<i>Atkin, J.</i>	<i>Sankey, J.</i> <i>Low, J.</i>
Tuesday Jan. 11		Devizes				Welshpool		
Wednesday „ 12	Appleby		Huntingdon	Aylesbury	Reading		Haverf'dwest	
Friday „ 14	Carlisle	Dorchester				Dolgelley	Lampeter	
Saturday „ 15			Cambridge	Bedford	Oxford			
Monday „ 17			Civil Jan. 18				Carmarthen	
Tuesday „ 18		Taunton				Carnarvon		
Wednesday „ 19				Northampton	Worcester		Brecon	
Thursday „ 20	Lancaster		Ipswich					Dates
Friday „ 21		Bodmin	Civil Jan. 24			Beaumaris	Presteign	
Monday „ 24	Liverpool 2			Leicester	Gloucester	Ruthin		not yet
Tuesday „ 25		Exeter						
Thursday „ 27			Norwich			Mold		fixed.
Saturday „ 29			Civil Jan. 31	Oakham	Monmouth			
Monday „ 31		Winchester 2		Lincoln				
Thursday Feb. 3			Chelmsford		Hereford			
Monday „ 7		Bristol 2	Civil Feb. 7	Nottingham				
Tuesday „ 8					Shrewsbury			
Saturday „ 12				Derby				
Monday „ 14	Manchester 2				Stafford 2			
Thursday „ 24						Chester 2		
Wed'day March 1						Cardiff 2		

## 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. S. Violet .....	E. 3337	J. Aitchison .....	E. 12612
A. W. P. Mitchell .....	E. 5300	H. Dunk .....	E. 1331
C. E. Goodman .....	E. 3936		

## Exchange of French Notes sent to Relatives by Soldiers or brought home by Soldiers.

With reference to the notices in the Post Office Circulars of 2nd March and 13th July last, the Paymaster-in-Chief, British Expeditionary Force in France, complains that in many cases the date-stamping of the French Notes accepted at British Post Offices still continues.

The special attention of all Officers concerned should be again drawn to the matter, and every effort made to stop the practice.



## 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.

### Mail Service to the Dutch East Indies.

After the Mail to be despatched this evening through Naples, Mails for the Dutch East Indies will not be despatched by Dutch Packet. The following corrections should be made in working copies of the Post Office Guide:—

Page 728. DUTCH EAST INDIES. Column 3.—Delete the entries “By Dutch Packet viâ Genoa” and “By Dutch Packet viâ Naples” and the relative dates in Columns 4 and 5. In Column 9 (page 729) delete the whole of the entry which precedes “*Prohibited Articles*.”

### Mail Service to Egypt.

In consequence of an alteration in the dates of French Packet sailings the following corrections should be made in working copies of the Post Office Guide:—

Page 728. EGYPT. Column 3. By French Packet.—For the dates “Jan. 11, 25; Feb. 8, 22; Mar. 7, 21” substitute “Jan. 8, 22; Feb. 5, 19; Mar. 4, 18.”

### 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 “Gelât el Nahl.”

### .....Correspondence for Rhodes, Ægean Sea. ....

The undermentioned entries should be made in the Post Office Guide before the entries relating to Rhodesia:—

Page 756.	Column 1.—Rhodes (Ægean Sea).	Column 2-9.—Same as Italy.
” 824.	1.—Rhodes (Ægean Sea).	
	2.—Viâ Italy.	
	3.—Same as Italy.	
	4.—2.4; 2.8; 3.0.	
	5.—No service.	
	6.—2 ft.; 4 ft.	
	7.—C 2.	
	8.—Prohibitions—Same as Italy.	



**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.

**MONEY ORDERS.**

Goose Green, Pemberton, Wigan.

This Office was incorrectly announced as closed. It is still open.

**POST OFFICE SAVINGS BANK.**

Annuities due 5th January, 5th April, 5th July and 10th October.

Postmasters are reminded that Savings Bank Annuity Warrants should not be paid until the Life Certificate printed on the back of the Warrant (or on the form A. & I. 32) has been furnished.

**Savings Bank Books.**

At the commencement of each year the Depositors' Books sent to the Savings Bank Department include large numbers which are not then due for annual examination.

When any Depositor applies at a Post Office Savings Bank for an envelope in which to transmit his Book, the application should be discouraged, unless it is found that the proper time has arrived for forwarding the Book, *i.e.*, the anniversary of the date of the first deposit. If, however, the Book has not been examined up to the 31st of December, 1914, an envelope may be supplied.

It should be pointed out to Depositors that they suffer no disadvantage from the interest not being entered in their Books, inasmuch as, immediately after the 31st of December, the amount is calculated, added to, and becomes part of the principal sum standing to their credit in the Official Ledgers, and will be inserted in their Books when next forwarded for annual examination.

When the first entry of a Deposit or Withdrawal, after the 31st of December, 1915, is made in a Depositor's Book, a blank line must be left between that and the previous entry, so as to admit of the insertion of the amount of interest and of the Balance when the Book is examined at the Chief Office.



### 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 January to be made by deduction on the 31st January in respect of monthly salaries, and on the 20th or 29th January, 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 .....	£	:	:
Total.....	£	:	:

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.

### Credit Stocks.—Revised Form.

Form Postmasters No. 12 has been revised. The revised form is intended for use in connexion with credit stocks transferred to Sub-Postmasters or Postmen. The present stock of the old form Postmasters No. 12 should be used up before the new form is brought into use.

### Payment of Subscribers' Telephone Accounts at Post Offices.—Form T. 126.

With this Circular is published a separate sheet, Form T. 126, containing full and revised instructions for the guidance of Counter Officers accepting payment of Subscribers' Telephone Accounts. It should be pasted on cardboard and kept with the receipt books for ready reference.

### Sub-Offices—Change of Address.

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

FROM	TO	Character of Office.
Ford, Northumberland .....	Ford, Berwick.....	nS.

The circulation should be as for Berwick by all Mails.

On and from the 31st instant the address of the undermentioned Sub-Office will be changed:—

FROM	TO	Character of Office.
Hough, Nantwich.....	Hough, Crewe .....	nS.

### Vauxhall Bridge Road B.O., near Victoria Station, S.W.

On the 17th instant a new Branch Post Office will be opened in Vauxhall Bridge Road near Victoria Station, S.W., to take the place of the Vauxhall Bridge Road (No. 329) Town Sub-Office.

The designation of the new Office will be as described above. It will take the code of the existing Town Sub-Office, viz., "VBR," and the hours of business will be from 8 a.m. to 8 p.m., on week-days only.



### Bourne.—Alteration of Status.

On and from the 1st February, 1916, Bourne and its subordinate Sub-Offices will be placed under the control of the Postmaster of Spalding. There will be no change in the circulation, but the official addresses will be as follows:—

From	To	Character of Office.
Bourne, Eastgate ... ..	Bourne, Lincs., Eastgate... ..	T.Ex. M.T. M.
Dowsby, Bourne ... ..	Dowsby, Bourne, Lincs. ... ..	T.Ex. T. nS.
Dunsby, Bourne ... ..	Dunsby, Bourne, Lincs. ... ..	nS.
Dyke, Bourne ... ..	Dyke, Bourne, Lincs. ... ..	—
Edenham, Bourne ... ..	Edenham, Bourne, Lincs. ... ..	T.L. M.T.
Grimsthorpe, Bourne ... ..	Grimsthorpe, Bourne, Lincs. ... ..	T.L. T.
Haconby, Bourne ... ..	Haconby, Bourne, Lincs. ... ..	nS.
Kirkby Underwood, Bourne ... ..	Kirkby Underwood, Bourne, Lincs. ... ..	nS.
Morton, Bourne ... ..	Morton, Bourne, Lincs. ... ..	M.T. nS.
Rippingale, Bourne ... ..	Rippingale, Bourne, Lincs. ... ..	T.Ex. M.T. nS.
Swinstead, Bourne ... ..	Swinstead, Bourne, Lincs. ... ..	—
Thurlby, Bourne ... ..	Thurlby, Bourne, Lincs. ... ..	nS.
Witham-on-the-Hill, Bourne ... ..	Witham-on-the-Hill, Bourne, Lincs. ... ..	T.L. T. nS.

### G.P.O.—Parcels for Euston and King's Cross Divisions.

The Euston and King's Cross Divisions have been re-transferred from the Studd Street Temporary Office to the G.P.O. Parcel Office, and the notice on the above subject which appeared in the Post Office Circular of the 23rd November last is cancelled. In future all Express, Charged and Registered parcels for these Divisions should be enclosed, not in the Divisional bags, but in those made up for the G.P.O. Parcel Office.

### Return of Plain Mail Bags.

ENGLAND AND WALES.—The plain Letter Mail Bags supplied 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 17th, 24th and 31st instant. At Offices where a large number is awaiting return, the despatch of 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, Post Office Stores Department, Studd Street Depot, 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). Waterproof Delivery Pouches should be returned in one consignment and advised on the relative "B" copy of the Loan Note. **Care should be taken that no sack exceeds 80 lb. in weight.**

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

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, Post Office Stores Department, Edinburgh, or Dublin, as the case may be, with the ordinary Mails as hitherto. Any surplus **Parcel Bags** should be returned to the proper "Centre." Any excess bags at such Centres should be forwarded to **Edinburgh or Dublin.**



## FOREIGN AND COLONIAL MAILS.

### Prisoners of War in Turkey.—Revised Regulations.

Letters, post-cards and parcels for Prisoners of War in Turkey should not now be addressed to the Central Post Office, Constantinople, but should be addressed in accordance with the general regulations laid down in the first sentence of Section L 2 of the Special Instructions issued with the Post Office Circular of the 30th November last. The second sentence of the second paragraph of L 2 ("All letters, parcels.....Constantinople") should be deleted, as well as the words "except to Turkey" in line 3 of paragraph L 1. These amendments will be included in a Correction Slip of the Special Instructions.

### Parcel Post to Northern Persia viâ Russia.—Packing Regulations.

Parcels for Northern Persia accepted for transmission at sender's risk packed in thick oil-cloth must now be provided with a stout linen-backed label, sewn securely to the cover by stitching along the edges and also diagonally from corner to corner of the label, on which a clear space not less than 5 inches in depth by 3 in width must be left for affixing official labels. On the rest of the label the address may be typed or written; if not written on the label the address must be painted on the cover, preferably in white paint.

The new regulation should be brought specially to the notice of any firms known to send consignments of parcels to Northern Persia; and the following alteration should be made in working copies of the Post Office Guide:—

Page 821. PERSIA. Column 8. Observations, Paragraph 4. Lines 4 and 5.—*For* "and that the address is painted on preferably in white paint" *substitute* "and that they are provided with a stout linen-backed label securely sewn to the cover by stitching along the edges and diagonally across the label on which a clear space not less than 5 inches in depth by 3 inches in width has been left for affixing official labels. The parcels may be addressed on the rest of the label. If addressed on the cover itself, the address must be painted on the cover, preferably with white paint."

Official labels should be affixed to the labels of such parcels and not to the cover.

### Postage on Letters to Bushire.

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

Page 753. PERSIA. Column 9. Line 3.—After "Barazjoon" insert "Bushire (Bouchir)."  
 „ 752. PERSIAN GULF PORTS. Column 1.—Delete "Bushire."

## MONEY ORDERS.

### Alterations in Post Office Guide.

Page 262. Under Dundee *delete* Scouringburn.  
 „ 368. „ Maidenhead *delete* Thames B.O.  
 „ 455. „ Southend-on-Sea *delete* Westcliff-on-Sea B.O.  
 „ 517. „ York *delete* Micklegate B.O.  
 „ 615. *Delete* Cambridge Road, 169, E.  
 „ 624. „ New Cut, S.E.



## FOREIGN AND COLONIAL MAILS.

**Parcels for Places Abroad sent under the sanction of the Commission Internationale de Ravitaillement.**

With this Circular is issued a Supplement containing revised instructions as to the treatment of parcels presented for transmission under the arrangement above-mentioned.

### Morocco.

At page 814 of the Post Office Guide, under "Morocco" Column 1, delete "Mequinez."

### Parcel Post to Russia, Roumania and Persia.

The Parcel Post services to Russia, Roumania and Persian Post Offices in Northern Persia viâ Sweden and viâ Norway and Sweden are suspended; but parcels for Russia can still be accepted for transmission viâ Canada and Japan at the rates of postage already announced.

## POSTAL ORDERS.

### British Postal Orders payable in Australia.

British Postal Orders issued to soldiers in the United Kingdom are now payable in Australia. The following amendments should be made in working copies of the Post Office Guide:—  
Page 126. In the tabular list of Colonies, &c., after "Ascension" insert "§Australia"; and add a footnote as follows:—

"§ British Postal Orders are paid in Australia when issued to soldiers; they are not issued in Australia for payment elsewhere."

## ISSUE OF 5 PER CENT. EXCHEQUER BONDS.

Many Offices have failed to note the following points:—

1. The proper Form of Application must be filled up in all cases. It cannot be dispensed with when a form S.B. No. 10A is used.

2. It is not necessary to use more than one Form of Application when an applicant requires more than one Bond. Any number of Bonds at each of the different amounts (£5, £20, £50) can be included in one Application.

3. When a transfer is made from a Savings Bank account by means of the form 10A the amount must be entered on the Account Sheet (blue or white) as a withdrawal and the form 10A be enclosed with the Savings Bank warrants.

4. When part of the purchase money is paid in cash and part is provided out of the applicant's Savings Bank account the amount paid in cash should not be passed through the Savings Bank account as a deposit. In such cases the form 10A should be only for the sum actually needed in addition to the cash, the combined amounts being of course included in the Exchequer Bond Account Sheet.

5. The upper part of every Form of Application must be date-stamped and enclosed in the Exchequer Bond Account Sheet in which the transaction is recorded. Disregard of these points is very common and is causing much trouble at Headquarters.

### Acceptance of Cheques.

It is desirable that cheques tendered in payment for Exchequer Bonds should be drawn payable to "Postmaster General or **Bearer**," but cheques drawn to "Postmaster General or **Order**" should not be refused. The cheques should be crossed "Bank of England."

### 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.
D. B. Prentice .....	E. 12611	W. G. Gunn .....	E. 13506
E. H. G. Crisp .....	E. 5214	E. C. Kew .....	E. 7509



## VACANCIES—(continued).

**Conditions of Appointment.** The appointment will be on probation for one year in the first instance, with consequent leave, and if at the end of that time it is decided not to continue the service of the officer selected, or if the officer should himself desire to leave the Colonial Service, he will be allowed, subject to proof of satisfactory conduct and physical fitness, to return to the Home Service without loss of seniority as soon as a suitable vacancy occurs, at the salary he was receiving at the date of departure. It will be within the power of the Governor of the Colony to determine the officer's appointment at any time within the period of probation, should he think fit, granting him a free passage to England and the leave for which he is qualified by his service in the Colony. In that event the officer will revert to the Home Service, provided that he is physically fit and that his official conduct has been satisfactory, at the expiration of his leave, or as soon thereafter as there is a vacancy.

Candidates should offer themselves through their superior officers not later than the 1st February.

The applications accompanied by a Form Surveyors No. 182 and a Form Surveyors No. 49 should reach the Secretary, through the Surveyor or Head of Department, not later than the 8th of February.

Candidates are reminded that they are strictly prohibited from applying except through their immediate superior officers (*see* Staff Rule Book, Rule 24). Applications through any other channel are calculated to defeat rather than promote the object in view.

### Application of National Insurance Act to Post Office Servants.

A Correction Slip (No. 6) to the Book of Instructions to Postmasters and others relative to the application of the National Insurance Act to Post Office servants was issued during last week. Postmasters and other controlling officers should note the alterations made and take steps to see that the Book of Instructions is amended accordingly.

### Bourne.—Alteration of Status.

The particulars relating to the official address of Bourne in the announcement made on page 20 of the Post Office Circular of the 11th instant should be corrected as follows:—

*For the entry—*

FROM	TO	Character of Office.
Bourne, Eastgate.....	Bourne, Lines., Eastgate .....	T.Ex. M.T. M.

*Substitute—*

Bourne .....	Bourne, Lines. ....	T.Ex. M.T.
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*Add new entry—*

Eastgate, Bourne.....	Eastgate, Bourne, Lines. ....	M.
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### Normanton.—Alteration of Status.

On the 1st February, 1916, Normanton will be converted to Salaried Sub-Office rank and together with its subordinate Offices will be placed under the control of the Postmaster of Leeds.

The postal addresses will be changed as follows:—

FROM	TO
Normanton.....	Normanton, Yorks.
Altofts T.S.O., Normanton .....	Altofts T.S.O., Normanton, Yorks.
Hopetown T.S.O., Normanton .....	Hopetown T.S.O., Normanton, Yorks.
Lee Brigg T.S.O., Normanton .....	Lee Brigg T.S.O., Normanton, Yorks.
Normanton Village T.S.O., Normanton.....	Normanton Village T.S.O., Normanton, Yorks.
Upper Altofts T.S.O., Normanton .....	Upper Altofts T.S.O., Normanton, Yorks.
Wakefield Road T.S.O., Normanton .....	Wakefield Road T.S.O., Normanton, Yorks.
Whitwood T.S.O., Normanton .....	Whitwood T.S.O., Normanton, Yorks.

The circulation will not be affected.



### Sub-Offices—Changes of Address.

The address of the undermentioned Sub-Office has been changed:—  
 FROM TO Character of Office.  
 Carnagh, Co. Armagh..... Carnagh, Castleblayney, Co. Monaghan .... —  
 The circulation should be as for Castleblayney, Co. Monaghan, by all Mails.

The addresses of the undermentioned Sub-Offices have been changed:—  
 FROM TO Character of Office.  
 Woodnesborough, Eastry, Kent ..... Woodnesborough, Sandwich, Kent ..... M.  
 Worth, Eastry, Kent ..... Worth, Sandwich, Kent ..... T.  
 The circulation should be as for Sandwich by all Mails.

### Temporary Branch Office at Camp.

A new Branch Office has been opened at **Harrowby Camp, Grantham.** Hours of attendance:—  
 Week-days, 8 a.m. to 11 a.m., 3 p.m. to 7 p.m. Sundays, 8.30 a.m. to 10 a.m. The circulation should  
 be as for Grantham by all Mails. Telegraph delivery business is not transacted.

### Circuits of the Judges.

The following information amplifies the list of circuits for the Winter Assizes given in the Post Office Circular of the 4th instant:—

	S. EASTERN.	MIDLAND.	OXFORD.	N. EASTERN.
COMMISSION DAYS.	<i>Bray, J. (2)</i> <i>Lord Coleridge, J. (1)</i>	<i>A. T. Lawrence, J. (2)</i> <i>Horridge, J. (1)</i>	<i>Avory, J. (1)</i> <i>Rowlatt, J. (2)</i>	<i>Sankey, J.</i> <i>Low, J.</i>
Friday Feb. 11	Hertford	.....	.....	.....
Tuesday „ 15	Maidstone	.....	.....	.....
Monday „ 21	.....	.....	.....	Newcastle
Wednesday „ 23	Guildford	.....	.....	.....
Monday „ 28	.....	.....	.....	Durham
Thursday Mar. 2	Lewes	.....	.....	.....
Tuesday „ 7	.....	.....	.....	York
Wednesday „ 8	.....	Warwick	.....	.....
Monday „ 13	.....	Birmingham 2	.....	Leeds

### OLD AGE PENSIONS.

#### Irregularities in Payment of Old Age Pension Orders.

Much trouble has been occasioned by irregularities in the payment of Old Age Pension Orders. The following are some of the irregularities of more frequent occurrence:—

Orders receipted by persons other than the pensioners.

Pensioners' receipting marks not properly attested.

Orders paid before due-date, or after the expiration of three months from due-date.

Orders paid to agents without the certificates on the back of the Orders being properly filled in.

Orders not initialled by the paying officers.

Postmasters and Counter Officers are informed that it is of the utmost importance that the rules laid down for their guidance in the payment of Old Age Pension Orders should be strictly observed.



## FOREIGN AND COLONIAL MAILS.

### Parcels for Prisoners of War.

With reference to the notice of the 21st September last, Counter Officers are again reminded that Customs Declarations are required in duplicate for parcels addressed to Prisoners of War in Holland. The neglect of this instruction is causing inconvenience.

### Matches for the Troops.

Matches are still being sent by post otherwise than in accordance with the regulations given in the Special Instructions issued with the Post Office Circular of the 30th of November last. Counter Officers are reminded that, when occasion arises, members of the public should be warned that matches may be sent by post only to the Expeditionary Forces in France and Flanders, and provided that they are "safety" matches and are sent in parcels packed strictly in accordance with the special regulations (Section D 6 of the Instructions of the 30th of November).

The sending of matches to any other destination, or by letter post instead of parcel post, or packed improperly, involves risk of damage to the Mails and renders the sender liable to prosecution.

### Sailors and Soldiers and Prisoners of War.

A Correction Slip is distributed with this Circular for the amendment 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 30th of November last.

### Parcel Post with Colombia.—Increase of Postage.

Attention is called to the notice which appeared under the above heading in the Post Office Circular of the 28th of December. Parcels for the Republic of Colombia are being received in large numbers at the Office of Exchange prepaid at the old rates of postage. Care should be taken that the new rates of postage are entered in working copies of the Post Office Guide and charged.

### Parcel Post to Russia.

Parcels for Russia-in-Europe and Russia-in-Asia can be accepted for transmission only via Canada and Japan. Particulars of this service were announced in the Post Office Circular of the 4th instant. Working copies of the Post Office Guide should be amended to show particulars of the service by this route; and the words "service suspended" should appear in column 3 against all the existing entries.

## MONEY ORDERS.

### Advices of Forfeited Money Orders.

As Money Orders issued in January, 1915, and remaining unpaid, will become void on the 1st of February, 1916, 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 December, 1915, and not paid on or before the 31st of January, 1916, 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.



**Correction Slip for the "Instructions as regards the Special Postal Arrangements, &c., affecting Sailors and Soldiers on Active Service and Prisoners of War" issued with the Post Office Circular of 30th November, 1915.**

**C 1 (a) (v)** *Add:—*In the case of Territorial Units the number of the Line and full title of Unit must be indicated.

**(d)** *For the entry after "Artillery" substitute the following:—*

R.F.A. Number or name of Battery. If the Battery is lettered, the number of the Brigade is necessary.

R.H.A. Letter or name of Battery.

R.G.A. Number and description of Battery, whether Heavy or Siege. In the case of Territorials the name and line of the Battery.

*The first sentence of the information concerning CAVALRY OR YEOMANRY should be amplified to read:—*

*"The letter or number of Squadron and the name and number (if any) of the Regiment must be given."*

**2 (b)** *Before the words "which cannot be delivered" insert:—*"(including "dead" correspondence)."  
*Add at end of paragraph:—*

In no case should such correspondence be sent to the local Returned Letter Branches or Record Offices of the Unit. Registered letters should be endorsed "Home Defence" and forwarded to the Inland Section in the ordinary way.

**2 (d)** *For the address given substitute:—*

The Deputy Director of Army Postal Services,  
Home Defence,  
G.P.O.,  
Mount Pleasant,  
London, E.C.

**(e)** *Alter address as shown under 2 (d).*

**4 (b)** *For the last sentence substitute:—*

Letters subject to compulsory registration should be charged the usual compulsory registration fee. Letters posted unpaid by members of the Colonial Forces in this country and addressed to places abroad should be forwarded untaxed.

**(c)** *Line 2. After "country" insert:—*

*which should be charged at the single rate whether or not they bear an impression of an official Hospital stamp.*

**D 4** *In the last line and in the last line but three substitute "must" for "will" and insert at the end of the paragraph:—*

**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.

7 (c) For the address of the Army Parcel Office in each of the two places where it occurs substitute:—

Army Parcel Office,  
Regent's Park,  
London.

8 Line 1 For "Letters, postcards, &c." substitute:—

"Letters and other postal packets."

12 From the list of hospitals delete:—

Institut Jeanne d'Arc c/o A.P.O. 4.

Add:—Friends' Ambulance c/o A.P.O. S. 10.

E3 2nd para. For "1st Canadian Division" substitute "1st (or 2nd) Canadian Division."

G3 Add at end of section:—

Parcels found on arrival at the Home Depot to be insufficiently packed will be returned to the sender under the conditions shown in D 4.

6 Delete the whole paragraph and insert:—

TELEGRAMS for members of the Mediterranean Expeditionary Force and the Salonika Force should be addressed to Marseilles and charged for at the rate of 2d. a word.

If, however, the sender has definite information that the addressee is at Malta or in Egypt, telegrams may be accepted for either of those places at the following rates:—

(1) MALTA.

Ordinary telegrams.....	4d. a word.
Week-end (EFM) telegrams .....	3d. „

(2) EGYPT (Alexandria or any other town in the 1st zone).

Ordinary telegrams.....	1s. 0d. a word.
Deferred telegrams .....	6d. „
Week-end (EFM) telegrams .....	3d. „

An indication of the rate paid, e.g., "2d. rate paid," should be written and signalled in the service instructions. In the case of "EFM" telegrams, the indication "EFM" should also be written and signalled before the address of each message. No charge is made for these indications. Senders should be warned that such telegrams are accepted at their risk and that the messages may not be sent by telegraph on the final stages of their journey.

I 1 Add:—

Correspondence and parcels for the British Forces occupying the Territory formerly known as German South West Africa are subject to the regulations, including rates of postage, applicable to postal packets for the Union of South Africa.

2 Insert after "The Union of South Africa":—

(including the territory formerly known as German South West Africa).



**J 8** Delete the entries under Bermuda, British Guiana and West Indies, and insert:—

		d.
*Bermuda .....	Viâ Cable .....	5½*
" .....	Viâ Marconi .....	5*
*British Guiana .....	Viâ Bermuda.....	} 9*
	or	
	Key West .....	
" .....	Viâ Marconi .....	8½*
*West Indies—		
Jamaica and Turks Island .....	Viâ Cable .....	5½*
" .....	Viâ Marconi .....	5*
Other British Islands " .....	Viâ Bermuda.....	} 9*
	or	
	Key West .....	
" .....	Viâ Marconi .....	8½*

**K 4** Delete. Substitute:—

4. Parcels for members of the Belgian Army may be accepted on the same general conditions as are applicable to parcels for the French Army, but should not be addressed to the "Bureau Central des Colis Postaux." No further particulars are necessary in the address beyond the name, rank, Company, Battalion and Regiment, or other unit, of the addressee, together with an indication that he is a member of the Belgian Army. A Despatch Note and one Customs Declaration should be prepared in each case. There is no arrangement under which payment of any Customs charges which may be leviable can be undertaken by the sender. Tobacco may be sent, and will be delivered free of Customs Duty.

**L 1** For "MONEY ORDERS may be so sent except to Turkey" substitute:—

"MONEY ORDERS may be sent free of poundage."

2 Delete "All letters, parcels, &c., for Prisoners of War in Turkey should be addressed to the Central Post Office, Constantinople."

3 (b) line 2. After "should not" insert "in any circumstances."

line 3. After "notepaper" insert:—

(in the case of Turkey four lines of correspondence only are admitted.)

6 line 1. After "insured" insert "except to Turkey."

8 line 1. Delete "except to those in Turkey."



## FOREIGN AND COLONIAL MAILS.

### Royal Naval Division in Mediterranean.—Letters and Parcels.

The Royal Naval Division in the Mediterranean is no longer attached to the Military Forces. Letters and parcels for the Division should in future be dealt with in accordance with Sections A and B of the Special Instructions issued with the Post Office Circular of the 30th November last. The reference to the Royal Naval Division in the heading of Section G should be deleted.

Letters and parcels should be addressed as follows:—(1) Official number (if known), (2) rank or rating, (3) name, (4) squadron or company, (5) Battalion, Battery or other Unit, Staff appointment or Department, (6) (a) Royal Naval Division, Eastern Mediterranean Squadron, c/o G.P.O., or (b) (if the addressee is known to be serving in a particular ship) H.M.S.—, c/o G.P.O. The words "Mediterranean Expeditionary Force" should not be used.

The postage rates are the same as for H.M. Ships in Foreign Waters.

An amendment of the Special Instructions will be issued in due course.

### Parcels for the French Army.

With reference to the arrangements, mentioned in paragraph K 3 of the Special Instructions issued with the Post Office Circular of the 30th November last, for the despatch of parcels containing tobacco, cigars or cigarettes and addressed to individual members of the French Army, it should be noted that in future the deposit to be collected from the senders of such parcels in prepayment of the Customs charges is fixed at  $1\frac{1}{2}$  times the declared value of the contents with the usual minimum of 1s., instead of 1s. for each 10s. or fraction of 10s. The usual fee of 6d. must also be collected.

The arrangement under which parcels containing tobacco, &c., intended for general distribution among the French Troops are admitted into France free of duty if addressed to the Ministry of War, Paris, remains unaltered.

An amendment of the Special Instructions in accordance with the foregoing announcement will be issued in due course.

### Parcel Post to the Danish West Indies, Dominican Republic, Hayti, and Tortola.

In future parcels for the abovementioned places will be forwarded every Saturday via New York; and Liverpool, instead of London, will be the relative Office of Exchange. The relative entries on pages 794, 804, 810 and 838 of working copies of the Post Office Guide should be amended; and the circulation of the parcels should be altered 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 one of these cards or using it as a credential.

NAME.	NUMBER.	NAME.	NUMBER.
H. Dyson .....	E. 651	K. E. W. Credland .....	E. 11362
T. A. Lovelock .....	E. 6664		



## 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.

**Males eligible for Military Service** will not be accepted for **Postal 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.

## ARMY ALLOWANCES.

### Issue of New Identity Certificates.

The War Office have decided to withdraw the Identity Certificates at present in use and to issue in exchange others bearing printed serial numbers and of distinctive colours, green for Monday payments and nut-brown for Tuesday payments. The new certificates will be sent to Postmasters to be handed to the payees when they call for their weekly allowance. The distribution will begin shortly and will be effected gradually. Postmasters will receive from Issuing Authorities, with the new Identity Certificate, an addressed envelope for the return of the old Certificate, and a printed form giving the necessary instructions.

The new certificate, and not the old, should be date-stamped in respect of the payment made at the time of exchange.

Pending the receipt of a new certificate a Postmaster should, in the absence of further instructions, continue to pay an allowance on a certificate of the old pattern.

### Sub-Office—Change of Address.

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

FROM	TO	Character of Office
Brookeborough, Co. Fermanagh .....	Brookeborough, Lisnaskea, Co. Fermanagh ....	M.T.

The circulation should be as for Lisnaskea, Co. Fermanagh, by all Mails.

### Deansgate B.O., Bolton.

The above-named Office has been closed.

### Compensation for Prolonged Wear of Uniform.

In order that the whole of the compensation may be paid before the 31st of March, it is necessary that the schedules of claims referred to in the notice on page 29 of the Post Office Circular of the 18th of January, 1916, should be forwarded at once to the Controller, Post Office Stores Department, London or Dublin.



## FOREIGN AND COLONIAL MAILS.

### Postage of Newspapers for the Troops Abroad.

Attention is again 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, vizt.,  $\frac{1}{2}$ d. for every 2 oz. As regards newspapers not fully prepaid at these rates, the procedure should be as follows:—

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.

### Matches for the Troops.

Although the attention of the public was called, by notices which appeared in the newspapers on the 21st ultimo, to the special conditions under which safety matches are transmissible by post, and a reminder as to the need for seeing that the regulations are complied with was given to officers of the Post Office in the Post Office Circular of the 25th ultimo, numerous cases have since come under observation in which matches have been sent in contravention of the regulations.

Special care should be taken not to accept over the counter any packet containing matches, unless the matches are safety matches and the packet is addressed to the Expeditionary Force in France and Flanders, is tendered for parcel post, and is packed in accordance with the regulations in Section D (6) of the Special Instructions of the 30th of November, 1915.

A Public Notice on the subject is distributed with this Circular.

### Mail Service to Egypt, British East Africa, Zanzibar, Madagascar, Mauritius and Réunion.

In consequence of the cancelling of the sailings of French Packets, the following corrections should be made in working copies of the Post Office Guide:—

Page 718.	BRITISH EAST AFRICA	} Col. 4.—Delete the date "February 26."
" 742.	MADAGASCAR	
" 746.	MAURITIUS	
" 754.	RÉUNION	
" 768.	ZANZIBAR	
" 728.	EGYPT. By French Packet.	Col. 4.—Delete the dates "February 19, March 4, 18" (inserted under instructions given in the Post Office Circular of the 4th of January), also "February 28."

### Parcel Post to the United States.—Prohibitions.

The United States Post Office intimates that the prohibition of the importation of cotton lint into that Country by Letter or Parcel Post extends to all forms of unmanufactured cotton.

The words "(including all forms of unmanufactured cotton)" should be inserted after "cotton lint" under the heading "Prohibited Articles" in col. 9 on page 767 and under the two headings "Prohibitions" (Official Service and Semi-Official Service) in col. 8 on page 843 of working copies of the Post Office Guide.



### Sub-Offices—Changes of Address.

On and from the 12th March, 1916, the addresses of the undermentioned Sub-Offices will be changed:—

FROM	TO	Character of Office.
Bagillt, Flints. . . . .	Bagillt, Chester . . . . .	M.T. n.S.
Ffynnon Groew, Mostyn, Flints. . . . .	Ffynnon Groew, Chester . . . . .	Tex. M.T.
Glanvdon, Holywell . . . . .	Glanvdon, Mostyn, Chester . . . . .	T.
Gwespyr, Mostyn, Flints. . . . .	Gwespyr, Chester . . . . .	M.
Llanasa, Mostyn, Flints. . . . .	Llanasa, Holywell . . . . .	Tex. M.T.
Mostyn, Flints. . . . .	Mostyn, Chester . . . . .	Tex. M.T.
Whelston, Holywell . . . . .	Whelston T.S.O., Bagillt, Chester . . . . .	n.S.

The circulation by all mails will be in accordance with the new Postal address in each case. All the Offices will for the present remain under the control of the Postmaster of Holywell.

### Temporary Branch Offices at Camps.

**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 8.0 a.m. to 12.15 p.m., and from 3 p.m. to 6 p.m. on week-days and from 8.30 a.m. to 10 a.m. on Sundays.

Letters and parcels should circulate viâ Belfast.

The transmitting office is Belfast.

## FOREIGN AND COLONIAL MAILS.

### Prisoners of War in Turkey.

The address of letters, post-cards and parcels for Prisoners of War in Turkey should now include the words "c/o General Post Office, London, E.C., and Ottoman Red Crescent Society, Constantinople," in addition to the particulars of the addressee and the place and Country of internment as required by paragraph 2 of Section L of the Special Instructions issued with the Post Office Circular of the 30th November last. The words "and (in the case of Prisoners of War in Turkey only) 'Ottoman Red Crescent Society, Constantinople'" should be inserted after "London, E.C." both in the form and example of address given in paragraph 2 of Section L of the Special Instructions.

### Parcels for Expeditionary Forces Insufficiently Addressed.

The arrangement for returning inadequately packed parcels described in Section D. of the Special Instructions issued with the Post Office Circular of the 30th of November last, as amended by the Correction Slip issued on the 25th ultimo, has been extended to parcels found to be insufficiently addressed.

The instructions should accordingly be amended to read:—

"Parcels for the Expeditionary Forces which are found on arrival at the Home Depôt to be inadequately packed or insufficiently addressed 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  
inadequately packed  
insufficiently addressed. If it is put  
in order 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, etc., etc."

Pending a reprint the labels will be amended in manuscript.

A correction slip will be issued in due course.



### Sailors and Soldiers and Prisoners of War.

A further Correction Slip is distributed with this Circular for the amendment 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 30th of November last.

### Half-Yearly Return of Customs Charges on Sample Packets.

Offices of Exchange and all other offices at which Customs charges on **Sample Packets** have been raised during the six months ending 29th of February, 1916, should forward to the Comptroller and Accountant-General, **not later than the 3rd proximo**, a written statement showing separately the **number and amount** of Customs charges raised on **sample packets** of (1) **unmanufactured tobacco** and (2) **spirits (not perfumed)** (Rule 219 of the Rules for Head Post Offices, Part II., refers.)

With reference to the increase in the duty on sample packets of tobacco (vide Post Office Circular of 5th of October, 1915) the number and amount of charges at 1s. and at 1s. 6d. per sample, respectively, should be shown separately.

Offices at which no such charges have been raised during the half-year need not furnish a "nil" return.

The half-yearly return of surcharges raised will not be required.

### Mails for Egypt and the East by French Packet.

In consequence of alterations in the date of despatch of Mails by French Packet the following alterations should be made in working copies of the Post Office Guide:—

Page 710.	ABYSSINIA.	}	By French Packet. Col. 4.—After "Feb. 16" read "Feb. 29;	
" 732.	FRENCH SOMALI COAST.		Mar. 10, 14, 24, 28; <i>Supplementary</i> following Evening."	
" 718.	BRITISH EAST AFRICA.	}	By French Packet. Col. 4.—After "Jan. 29" read "Mar. 24;	
" 768.	ZANZIBAR.		<i>Supplementary</i> following Evening."	
" 722.	CEYLON.	}	By French Packet. Col. 4.—After "Feb. 16" read "Feb. 29;	
" 732.	FRENCH INDO-CHINA.			Mar. 14, 28; <i>Supplementary</i> following Evening."
" 750.	NORTH BORNEO.			
" 752.	PHILIPPINE ISLANDS.			
" 758.	SARAWAK.			
" 760.	SIAM.			
" 762.	STRAITS SETTLEMENTS.			
" 724.	CHINA.	}	By French Packet. Col. 4.—After "Feb. 16" read "Mar. 14,	
" 736.	HONG KONG.			28; <i>Supplementary</i> following Evening."
" 740.	JAPAN.			
" 728.	DUTCH EAST INDIES.	By French Packet. Col. 4.—After "Feb. 17" read "Mar. 1, 15, 29."		
" 728.	EGYPT.	By French Packet. Col. 4.—After "Feb. 14" read "Mar. 11, 25; (Newspapers, &c., Mar. 1, 15, 29)."		
" 742.	MADAGASCAR.	}	By French Packet. Col. 4.—After "Feb. 12" read "Mar. 10,	
" 746.	MAURITIUS.			24; <i>Supplementary</i> following Evening."
" 750.	NOSSI BÉ.			
" 754.	RÉUNION.			
" 758.	SEYCHELLES.	By French Packet. Col. 4.—After "Feb. 12" read "Mar. 10; <i>Supplementary</i> following Evening."		

### Parcel Post to Seychelles.

The Parcel Post to Seychelles by P. & O. Line from the Thames to Bombay and thence by British India Line has been suspended.

In working copies of the Post Office Guide the dates shown in Col. 3 against the first entry under "Seychelles," page 830, should be deleted and "Service suspended" substituted therefor.



**Form Postmasters No. 230.****Open Competitions.—Learnerships in the Larger Provincial Post Offices.**

The above described form has been revised and reprinted. Supplies of the new form may be obtained from the Controller, Post Office Stores Department, on requisition in the usual way. Copies of previous prints in the hands of Postmasters should be treated as waste.

**POST OFFICE RELIEF FUND.**

During February 50 Widows and Dependants and 60 Orphans were added to the books. The totals are now 1077 and 1354 respectively.

577 Post Office men are known to be Prisoners of War; and, already, over 16,000 parcels of food have been despatched.

Every possible means has been taken to make known to Post Office servants with His Majesty's Forces the existence of the Post Office Hospital and Convalescent Home; and the success which has attended these efforts is evidenced by the steady flow of applications for admission maintained during the past eight or nine months. It is, however, still very desirable that Local Committees shall make a point of communicating information regarding the Hospital, and the steps to be taken to secure transfer, to wounded men from within their districts, or forward particulars of the men and their whereabouts to Mr. A. G. Ferard, Hon. Secretary, Post Office Relief Fund, St. Martin's-le-Grand, London.

**Army and Navy Allowances.**

Postmasters and Sub-Postmasters are reminded that **Army Books** (bound in brown covers) for the **13 weeks commencing 9 November, 1915**, which still remain on hand, should be returned forthwith to the Issuing Authority concerned at the **address shown on the cover of the book**.

**Mounted Postman's Cart for Sale.**

Length of body .....	3 ft. 4 in.
Width of body .....	3 ft. 0 in.
Height of body .....	1 ft. 9 in.
Height of Wheels .....	4 ft. 8 in.
Price .....	£6.

The cart is in fairly good condition.

Apply to Mr. J. Dixon, 17, Charles Street, York.

**Sub-Offices—Change of Address.**

On and from the 12th instant the postal address of the undermentioned Sub-Offices will be changed:—

FROM	TO	Character of Office
Butler's Cross, Tring.....	Butler's Cross, Princes Risborough, Bucks. ....	M.T. T.Ex.
Little Kimble, Tring.....	Little Kimble, Princes Risborough, Bucks. ....	—

The circulation will be as for Princes Risborough by all Mails.

**Hucknall Torkard.—Alteration in Designation.**

The designation of Hucknall Torkard, Nottingham, has been altered to Hucknall, Nottingham; the necessary correction should be made on page 321 of the Post Office Guide.



## Enquiries for Correspondence lost on the "Maloja"—(continued).

## MILITARY MAILS.

There were Military Mails on board for the Mediterranean Expeditionary Force, the Salonika Force and certain of the Indian Expeditionary Forces.

The Mails for the Mediterranean Expeditionary Force and the Salonika Force consisted exclusively of **Parcel Mails** containing the parcels for the Forces which reached the Army Parcel Office, London, after 8 p.m. on Wednesday the 16th of February and before 8 p.m. on Wednesday the 23rd of February.

There were no letter or newspaper Mails on board for the Forces.

The Mails for the Indian Expeditionary Forces which were on board consisted of:—

**Parcel Mails** for the Forces in Egypt and at Aden containing parcels which reached the Postal Section, India Office, between 4 p.m. on the 16th of February and 4 p.m. on the 23rd of February.

**Parcel Mails** for the Force in Mesopotamia containing parcels which reached the Postal Section, India Office, between 4 p.m. on the 18th of February and 4 p.m. on the 25th of February.

No letters or newspapers for the Indian Expeditionary Forces were despatched by the "Maloja"; and there were no parcels for Indian Expeditionary Forces elsewhere than in Egypt, Aden and Mesopotamia.

Registration or insurance with the Post Office does not cover war risks; and the Postmaster General is accordingly unable to entertain any claims arising out of the loss of the Mails on board the "Maloja."

## MONEY ORDERS.

## Telegraph Money Orders for Canada and Newfoundland.—Issue at Deferred Rates.

On and after the 8th instant and for the period of the war, the telegrams of advice for Telegraph Money Orders payable in Canada and Newfoundland may be accepted for transmission at the deferred rate.

**Formula.**—The formula for the telegrams of advice will be the same as that for full rate telegrams of advice for Canada and Newfoundland, with the addition of the supplementary instruction "LCO" at the beginning of the telegram.

**Charges.**—The method of assessing the telegraph charges will be the same as at present, viz.:—five words for the address of the telegram and the amount of the Order, and the cost of the other words in the text at the rate per word to the place of destination; but the instruction "LCO" must be paid for and the supplementary fee on Telegraph Money Orders sent at the deferred rate will be one shilling.

The remitters of Telegraph Money Orders for Canada and Newfoundland should be informed that the Orders will be accepted for transmission at the deferred rate, if they so desire, and that, in that case, the telegrams of advice may, if necessary, be deferred during transmission for a period not exceeding 24 hours in favour of full rate telegrams. For cases of urgency the full rate service should be recommended.

The supplementary fee of one shilling will apply only to Telegraph Money Orders for Canada and Newfoundland sent at the deferred rate. For Orders sent by the full rate service the supplementary fee will still be sixpence.

The following alterations will be necessary in the "Rules for Money Order Business"; and a Correction Slip will be issued in due course:—

Rule 118 c (iii) Add "except in the case of Orders for Canada and Newfoundland sent at the deferred rate, in which cases the supplementary fee is one shilling."

Rule 118 (e). Add "Private messages added to deferred Telegraph Money Orders must conform to the rules for the text of deferred telegrams which are given in the appendix to the Instructions regarding Foreign and Colonial Telegrams. Prepaid replies to deferred Telegraph Money Orders must be charged for at the full ordinary rate—not the deferred rate."

Rule 118 (f). Add "In the case of deferred Telegraph Money Orders, the additional charge is a quarter of the full rate—not the deferred rate."

Rule 120 (b) line 4. After " $A_{\frac{N}{A}}$ " insert "or, for a deferred Money Order, Form  $A_{\frac{D}{T}}$  or  $A_{\frac{DT}{NA}}$ ."

Rule 120 (d) line 2. After "Except in the case of" insert "Telegraph Money Orders for Canada and Newfoundland and of."

line 5. After "Egypt" insert "and for persons in Canada and Newfoundland."

lines 8 and 9. Alter "With this exception" to "With these exceptions."



**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.

**Males eligible for Military Service** will not be accepted for **Postal** 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.

**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.

**Rowland Hill Benevolent Fund.**

TO POSTMASTERS, SUPERINTENDING ENGINEERS, &C., WHO ARE NOW PAYING GRANTS MADE BY  
THE TRUSTEES OF THE FUND.

Postmasters, &c., are reminded that they should claim **not later than 31st March** all payments made by them **up to that date** in connexion with grants from the Rowland Hill Benevolent Fund.

The form to be used when claiming the amounts and forwarding the receipts is attached to the instructions issued by the Secretary of the Fund in the case of each grant.

**NATIONAL REGISTRATION.**

ENGLAND AND WALES AND SCOTLAND.

**Certificates handed in at Post Offices on change of Address.**

With reference to the notices on this subject which appeared in the Post Office Circulars of the 31st August (page 409) and 12th October (page 486) last:—

It is important that any certificates handed in at a Post Office should always be returned to the Local Authority without delay, and whenever possible by the next post.

**Economy in Official Stationery.**

With reference to the notice on page 621 of the Post Office Circular dated 21st December, 1915, attention is called to the importance at the present time of reducing the consumption of paper. Reports and endorsements should be written as compactly as is consistent with clearness, and each report should follow as closely as possible after the preceding report except when enclosures intervene. In typewritten reports the lines should be not more than two spaces apart.

Generally speaking, paper of quarto size should be used for typing any letters which will not cover more than two pages of that size and for which note size is not suitable. An envelope of note size may be used for enclosing a quarto letter.

Postmasters and other officers should see that a form with a printed address or a space for a written address on the back is not enclosed in an envelope.

A communication should not be written or typed on plain paper in any case where a suitable form is provided.

**Army Post Offices No. A. 3 and No. 5, Home Defence.**

The undermentioned Home Defence Army Post Offices were closed on the dates shown.

Army Post Office A. 3, Home Defence, closed 15th March, 1916.

„ „ No. 5, „ „ 17th March, 1916.



### Applications for Stamps and Licences.

TO POSTMASTERS IN SCOTLAND.

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

### Army Post Office No. 1, Home Defence, and Crowborough Camp P.O.

Army Post Office No. 1, Home Defence, was closed on the 20th instant, and Crowborough Camp Post Office opened on the same day. Full Postal and Telegraph business is being transacted.

## FOREIGN AND COLONIAL MAILS.

### Prisoners of War in German East Africa.

Letters and parcels for Prisoners of War in German East Africa may be accepted for transmission by post free of postage under the conditions applicable to those for Prisoners of War generally, except that books and other printed matter cannot be sent. The address should be in the following form:—

Rank, initials, name,  
 Regiment or other unit,  
 British Prisoner of War,  
 Place of internment (if known),  
 German East Africa,  
 c/o G.P.O., London, E.C.,  
 and (in the case of parcels but not letters)  
 Naval Officer in Charge, Zanzibar.

Money Orders may also be accepted free of poundage under the conditions laid down in Section L 8 of the Special Instructions issued with the Post Office Circular of the 30th November last. The address of the payee should be in the following form:—

Rank, initials, name,  
 Regiment or other unit,  
 British Prisoner of War,  
 Place of internment (if known),  
 German East Africa.

Enquiries from the public should be answered accordingly.

### Parcel Post to Turks and Caicos Islands.

The Parcel Post to Turks and Caicos Islands is suspended. A note to this effect should be made against the relative entry on pages 840 and 841 of working copies of the Post Office Guide; and parcels for the Islands should not be accepted until further notice.



## Requisitions for Savings Bank, Annuity and Insurance, and Government Stock Forms and Envelopes.

In future when an application for Savings Bank, Annuity and Insurance, and Government Stock forms and envelopes is made on requisition form S.B. No. 43, it will only be necessary to state the stocks on hand of the forms, &c., actually required.

### Inland Sample Rate.—Samples of Tea, Cocoa and Tobacco.

An inland packet containing samples of tea may be regarded as transmissible at the Inland Sample Rate up to the limit of 8 oz. in weight provided that it does not contain any one sample which exceeds 4 oz. in weight.

This rule is also applicable to packets containing samples of cocoa or tobacco.

Postmasters should so inform any firms within their districts which are known to be interested in the despatch of samples of tea, cocoa or tobacco.

The notice in Post Office Circular, No. 2278, page 60, dated 8th February last, is hereby cancelled.

## PARCEL POST.

### Parcels of Tobacco, Cigars and Cigarettes addressed to Officers and Men on board His Majesty's sea-going Ships in Commission.

Parcels bearing green labels printed "Exported from bond" or "Exported on drawback," re-directed to an address in the United Kingdom or marked for return to the sender at an address in the United Kingdom, should be referred to the Customs Authorities in order that Customs Duty may be charged, and any such parcel which may be observed not bearing a "Customs Charges" label and not accompanied by the usual "C" docket should be forwarded under cover addressed to the Surveyor of Customs, Mount Pleasant, London, E.C., with a report.

## FOREIGN AND COLONIAL MAILS.

### Importation of Unmounted Diamonds into India.

The importation of unmounted diamonds into India by letter or by parcel post is prohibited. The following alterations should be made in working copies of the Post Office Guide:—

Page 798-9. INDIA. Column 8. *Prohibitions*.—India generally. Add to end of paragraph "unmounted diamonds."

### Mail Service to Egypt.

The following additional despatches to Egypt by French Packet should be shown in working copies of the Post Office Guide:—

Page 728. EGYPT. By French Packet. Col. 4. Insert the dates: April 1, 15, 29; May 13, 27; June 10, 24.

### Parcel Post to Turks and Caicos Islands.

The Parcel Post to Turks and Caicos Islands is suspended. A note to this effect should be made against the relative entry on pages 830 and 831 of working copies of the Post Office Guide; and parcels for the Islands should not be accepted until further notice.

## MONEY ORDERS.

### Post Office Guide.—Alterations.

- Page 190. Under Birmingham *delete* New John Street West.  
 " 354. " Liverpool *delete* Rathbone Road, Old Swan.  
 " 406. *Delete* Oxbill, Stanley, Co. Durham.  
 " 460. Under Stanley, Co. Durham, *delete* Oxbill.  
 " 625. Netting Hill, Ladbroke Grove, 6, *amend designation to* Netting Hill, Ladbroke Grove, 2.



### Sub-Offices—Changes of Address.

On and from the 1st of May, 1916, the address of the undermentioned Sub-Offices will be changed:—

FROM	TO	Character of Office.
Chirk, Ruabon .....	Chirk, Denbighshire.....	T. Ex. M.T.
Chirk Bank, Ruabon .....	Chirk Bank, Chirk, Denbighshire .....	—
Glyn, Ruabon .....	Glyn, Chirk, Denbighshire .....	M.T. nS.
Halton, Ruabon .....	Halton, Chirk, Denbighshire .....	M. nS.
Llanarmon-Dyffryn-Ceiriog, Ruabon	Llanarmon-Dyffryn-Ceiriog, Chirk, Denbighshire.	T.L. Ex. M.T. nS.
Llwynmawr, Ruabon .....	Llwynmawr, Chirk, Denbighshire .....	nS.
Pandy, Ruabon .....	Pandy, Chirk, Denbighshire .....	nS.
Pontfadog, Ruabon.....	Pontfadog, Chirk, Denbighshire .....	M. nS.
Tregeiriog, Ruabon.....	Tregeiriog, Chirk, Denbighshire .....	nS. T.L.

The Night Mail circulation should be as for Chester (up to arrivals at 12.34 a.m.) or Crewe (up to arrivals by the Down Special T.P.O.). There will be a later outlet through the Bangor and Crewe T.P.O. Going West for letters only.

The Day Mail circulation should be as for Chester by all Mails.

On and from the 1st of May the postal address of the undermentioned Sub-Office will be changed:—

FROM	TO
Elstree, Herts. ....	Elstree, Boreham Wood, Herts.

### 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 and Hours of Attendance.
Flower Down Camp, Winchester ...	Already open .....	Winchester .....	Winchester .....	Telephone Call Office. Week-days— 9 a.m. to 1 p.m. 4.30 to 7 p.m. Sundays— 8.30 to 10 a.m.
Hursley Park Camp, Winchester ...	Already open .....	Southampton .....	Winchester .....	
Okehampton Camp, Okehampton ...	Already open .....	Okehampton.....	Okehampton.....	

### Crowborough Camp B.O., Tunbridge Wells.

The control of the Office has been transferred from the Army Postal Service to the Post Office, and the hours of Public Telegraph business are as follows:—

WEEK-DAYS—9 a.m. to 7 p.m.

SUNDAYS—8.30 a.m. to 10 a.m.

Correspondence should be circulated as for Tunbridge Wells. Tunbridge Wells is the transmitting office for telegrams.

### Circuits of the Judges.

#### SPRING ASSIZES.—COMMISSION DAYS.

North Eastern Circuit—(Mr. Justice Scrutton, Mr. Justice Avory). May 1, Leeds (Civil & Criminal).

Northern Circuit—(Mr. Justice Horridge, Mr. Justice Low). May 1, Liverpool (Civil & Criminal).  
May 15, Manchester (Civil & Criminal).



### Indian and Australian Mail Service.

Beginning with this week's despatch the times of posting letters and postcards for the Indian and Australian mail in London will be:—

G.P.O.—2.0 a.m. Friday without late fee.

3.0 a.m. Friday with late fee of 1d.

Other Offices in London: General Night Mails Thursday.

Mails from the Provinces reaching London for the evening duty of Thursday (12 midnight in the case of direct closed mails) will be included in the despatch.

The times of posting newspapers and printed matter will remain as at present.

These alterations should be brought to the notice of the public by means of notices in the local press and otherwise.

### MONEY ORDERS.

TO POSTMASTERS AND SUB-POSTMASTERS IN ENGLAND AND WALES.

#### Discontinuance of Use of Form No. 1—A.

When there are no Money Order transactions to report but Advices of Orders claimed in the previous Money Order Account have to be forwarded to London, such Advices should in future be sent as a separate bundle in the brown paper envelope without the form No. 1—A. The use of this form should be discontinued, and the stock in hand should be treated as waste.

The necessary corrections to Rules will be issued in due course.

### FOREIGN AND COLONIAL MONEY ORDER SERVICE.

#### Alterations in Rates of Conversion.

The rates shown below should be substituted for those now shown in the special statement issued with the Post Office Circular of the 4th of April:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	15 kroner 70 öre ...	16 kroner 40 öre.
France and Algeria, French Colonies ...	28 francs 70 centimes ...	29 francs 30 centimes.
Netherlands and Dutch Colonies ...	... ..	11 florins 20 cents.
Norway ... ..	15 kroner 70 öre ...	...
Russia ... ..	15 roubles ...	...
Sweden and Finland... ..	15 kroner 70 öre ...	...

### WAR SAVINGS CERTIFICATES.

Maximum Holding fixed at 500 Certificates.

The Treasury have decided that the maximum number of War Savings Certificates which may be held by one person shall be 500 £1 Certificates or the equivalent thereof in £12 or £25 Certificates.



### New Cash Account Forms.

TO POSTMASTERS AND SUB-POSTMASTERS IN ENGLAND AND WALES.

Before the 1st June next, every Post Office rendering a Cash Account will receive a suitable supply of Cash Account Forms to last until the 31st May, 1917, when a further supply will be issued.

The form of acknowledgment sent with the supply should be returned to the Comptroller and Accountant General immediately after the receipt of the Cash Account Forms.

### Tipton.—Alteration in Status.

On and from the 1st May, 1916, the Tipton Head Office will be converted into a Branch Office and placed with its 10 Town Sub-Offices under the control of the Postmaster of Dudley. The alterations in address are given below. There will be no change in circulation of letters, &c., and the character of the Offices remains unchanged:—

FROM			TO		
Tipton	.....		Tipton B.O.,	Staffs.	
Bloomfield	T.S.O., Tipton	.....	Bloomfield	T.S.O., Tipton, Staffs.	
Burnt Tree	"	"	Burnt Tree	"	"
Dudley Road	"	"	Dudley Road	"	"
Great Bridge	"	"	Great Bridge	"	"
Ocker Hill	"	"	Ocker Hill	"	"
Princes End	"	"	Princes End	"	"
Tipton Green	"	"	Tipton Green	"	"
Tividale	"	"	Tividale	"	"
Tividale Road	"	"	Tividale Road	"	"
Victoria Park	"	"	Victoria Park	"	"

### Temporary Branch Offices at Camps.

The temporary Branch Office at Reed Hall Camp, Colchester, has been closed.

## MONEY ORDERS.

### Advices of Forfeited Money Orders.

As Money Orders issued in April, 1915, and remaining unpaid, will become void on the 1st of May, 1916, 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, 1916, and not paid on or before the 29th of April, 1916, 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.



## ARMY AND NAVY ALLOWANCES.

Postmasters and Sub-Postmasters are reminded that **Navy Books** for the 13 weeks beginning the 6th of January, 1916, and **Army Books** (bound in green covers) for the 13 weeks beginning the 10th of January, 1916, which still remain on hand, should be returned forthwith to the Issuing Authority concerned at the address shown on the cover of the book.

### Change of Office of Payment.

It is necessary again to remind Postmasters and Sub-Postmasters that when payment of an Army or Navy Allowance has been transferred, and the upper part of form Postmasters No. 80 is sent from the new Office of payment to the Issuing Authority, **the address on the back of the form must be carefully filled in from the cover of the transferred Allowance Book.** As indicated in previous notices, considerable trouble is caused to the War Office and Admiralty by carelessness in this respect.

### Limitation of amount of Allowance Forms.

No Allowance Form in a green, brown, or blue covered book for an amount in excess of £4 should be paid.

All books of Allowance Forms with green, brown, or blue covers should as far as practicable be examined as soon as they are received at the Office of payment; and any book found either then or in course of payment to contain a form for an amount

- (1) in excess of that shown on the cover of the book, or
- (2) in excess of £4

should be returned at once to the Issuing Authority.

This notice does not apply to grey covered books (Army Pensions).

### 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 and Hours of Attendance.
Belhus Park Camp, Aveley, Purfleet, Essex .....	Already open .....	TS .....	Purfleet, Essex .....	Postal business transacted from 8.0 a.m. to 7.0 p.m. only. Sundays, nil.
Rochampton Camp, S.W. ....	" " .....	TS .....	—	Sundays, nil.
Romsey Camp, Romsey .....	" " .....	Southampton .....	Romsey .....	—

### Crouch End (14, Topsfield Parade) B.O., N.

A new Branch Office has been opened at Crouch End to take the place of the Crouch End Broadway Town Sub-Office. The designation of the new Office is as described above and the code CPE. The hours of business are from 8 a.m. to 8 p.m. on week-days only.

### King's Heath, Birmingham, and Moseley, Birmingham.—Alteration in Status.

Attention is drawn to the fact that on the 2nd instant the Offices at King's Heath, Birmingham, and Moseley, Birmingham, with their respective Town Sub-Offices, became Offices in the Town area of Birmingham. The names of all the Offices in question appear under Birmingham at pages 189 and 190 of the current edition of the Post Office Guide.



## FOREIGN AND COLONIAL MAILS.

### Mails for Egypt, Mauritius, Seychelles, &c., by French Packet.

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

Page 728.	EGYPT.—By French Packet.	Col. 4.—Delete “May 6.”
” 710.	ABYSSINIA.	} —By French Packet. Col. 4. Delete “May 5.”
” 732.	FRENCH SOMALI COAST.	
” 742.	MADAGASCAR.	
” 746.	MAURITIUS.	
” 750.	NOSSI BE.	
” 754.	REUNION.	
” 758.	SEYCHELLES.	

## FOREIGN AND COLONIAL MONEY ORDER SERVICE.

### Alterations in Rates of Conversion.

The rates shown below should be substituted for those now shown in the special statement issued with the Post Office Circular of the 4th of April:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	15 kroner 50 öre	
France and Algeria, French Colonies ...	28 francs	28 francs 60 centimes.
Netherlands and Dutch Colonies ...	11 florins 20 cents	11 florins 60 cents.
Norway ...	15 kroner 50 öre	16 kroner 20 öre.
Sweden and Finland... ..	15 kroner 50 öre	
Tunis ...		29 francs 30 centimes.

### Loss of Armlet.

A blue and white armlet bearing the mark “G.P.O. No. 1672” 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 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.
J. B. Salmon .....	E. 708.



### National Registration Certificates.

It is understood that in some places Local Authorities are still from time to time handing in at Post Offices **National Registration Certificates not enclosed in covers** for delivery to the owners.

A record should be kept of the number of certificates received in this way; and the number should be reported (monthly or quarterly as may be most convenient) in accordance with the instructions in the last paragraph of the notice on the subject in the Circular of the 24th August, 1915.

If complete records have not been kept at any Office it may be possible to make a rough estimate of the number dealt with since the report called for in that notice was made.

### Inland Revenue.—List of District Valuers' Addresses.

With reference to the last paragraph of the notice on page 61 of the Post Office Circular of the 17th February, 1914, a revised list of District Valuers' Offices is sent with this Circular to all Money Order Offices in England and Wales, and the old list should be treated as waste. The Officers concerned should acquaint themselves with the address of the nearest District Valuers' Office, in order that they may be in a position to furnish the information if enquiry should be made.

### Surcharged Packets to be tied with Letter Bill.

Special attention is again called to the rule that all surcharged packets other than parcels should be tied with the Letter Bill. Failure to observe this rule involves a risk that the surcharged packets may pass unnoticed at the delivering Office and be delivered without collection of the charges due. Any failure that comes under notice should be reported on form Postmasters No. 29A.

## FOREIGN AND COLONIAL MAILS.

### Parcels for Places Abroad posted under War Trade Department Licences.

Postmasters of Offices to which duplicate War Trade licences have been forwarded should take stock of the special red labels they have on hand; and any which may not be required for the current licences should be sent as early as possible to the Secretary, Foreign and Colonial Branch, under special cover marked "Red Labels for parcels under War Trade licences." It is probable that labels may be held at some Offices in respect of licences which have expired without being acted upon by the sender.

### Matches for the Troops.

The despatch of matches by post has resulted in numerous fires which have destroyed a large quantity of Mails. It has therefore been necessary to withdraw the concession which permitted the despatch of matches, subject to certain conditions, to the Expeditionary Force in France. The despatch of matches by post to any destination, whether in the United Kingdom or abroad, is now, as formerly, entirely prohibited. Section D 6 of the Special Instructions issued with the Post Office Circular of the 30th November last should be amended accordingly.

A Public Notice on the subject will be distributed this week. It should be substituted for the Public Notice No. 2 issued with the Circular of the 15th February.

### Russia.—Transmission of Books by Post.

Books in boards and bound books can again be accepted for transmission by Post to Russia.

The notice on the subject which appeared in the Post Office Circular of the 18th ultimo should accordingly be regarded as cancelled, and working copies of the Post Office Guide should be amended accordingly.



## Post Office Branch of the National Association for the Establishment and Maintenance of Sanatoria for Workers suffering from Tuberculosis.

The name of the above-mentioned Society has been changed to "The Post Office Sanatorium Society."

Postmasters are again reminded that when an Officer who is a Subscriber to this Society is transferred to another Office a report should at once be made to the Secretary of the Society, Mr. F. E. Durrant, 153, Barking Road, London, E.

### New Cash Account Forms.

TO POSTMASTERS AND SUB-POSTMASTERS IN ENGLAND AND WALES.

Before the 1st June next, every Post Office rendering a Cash Account will receive a suitable supply of Cash Account Forms to last until the 31st May, 1917, when a further supply will be issued.

The form of acknowledgment sent with the supply should be returned to the Comptroller and Accountant General immediately after the receipt of the Cash Account Forms.

### Reports of Letter and Parcel Post Errors on Form Postmasters No. 1126.

The use of envelopes for the despatch of these reports should be discontinued for the present. The forms should be suitably folded and addressed on the back.

### Postage Stamps not Obliterated or Imperfectly Obliterated.

Many letters, parcels and other postal packets pass through the post bearing postage stamps unobliterated or imperfectly obliterated, and are delivered without the omission being supplied.

The attention of all Officers should be drawn to the necessity of taking care that all postage stamps are effectually obliterated.

At Offices where stamping machines are in use, controlling Officers should see that the card "Letter Stamping Machines—Instructions"—Postmasters No. 573—is exhibited in a convenient place, and that the instructions are carefully observed, alike as regards care of the machines, inking the pads, feeding the machines and examination of the impressions made. It is essential that the pads should be kept properly inked and that the machines should not be used for stamping letters of unsuitable size and shape. Controlling Officers should make a special examination from time to time to satisfy themselves that the instructions are properly carried out, and that the proportion of imperfect obliterations is not excessive.

Officers using hand stamps, and especially those employed on parcel duties, should take care that the contents of bottles or tins of obliterating fluid are well stirred or shaken before being poured out, that the pads are kept properly inked and the obliterating stamps applied to the pads with sufficient frequency to ensure a complete and legible impression.

Anyone who observes a postage stamp on a postal packet not effectually obliterated is held responsible for obliterating it or getting it obliterated at once.

Notices on this subject appeared in the Circular (as regards parcels) on the 30th December, 1913, and the 27th April, 1915, and (as regards letters) on the 1st June, 1915.

## FOREIGN AND COLONIAL MAILS.

### Parcel Post to Chinese Post Offices in China.

Parcels up to 11 lb. in weight may now be accepted for transmission through the Chinese Post Office to any place in China.

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

Page 783. CHINA. Col. 8. *Observations. General*:—

For the present paragraph substitute—

"The postage covers transmission to certain Offices only, a list of which may be seen at any Post Office, and insurance extends to those Offices only. Extra postage is collected from the addressee for the inland transmission of parcels for other Offices. Such parcels may be insured but only so far as the service extends (see page 76)."

Delete the paragraph headed "Suez route."



### Mails for Mauritius, Seychelles, &c., by French Packet.

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

Page 710.	ABYSSINIA.	}—By French Packet. Col. 4.—Insert "May 26."
" 732.	FRENCH SOMALI COAST.	
" 742.	MADAGASCAR.	
" 746.	MAURITIUS.	
" 750.	NOSSI BÉ.	
" 754.	RÉUNION.	
" 758.	SEYCHELLES.	}—By British Packet from Bombay. Col. 4.—Delete "May 19."
" 758.	SEYCHELLES.	

### Parcel Post to Brazil via Portugal.

Parcels may now be accepted addressed to any place in the State of São Paulo, but parcels for places in the State other than the city of São Paulo must bear the words "Gare de São Paulo" in the address and must be claimed by the addressees at São Paulo City.

A suitable note should be made against the relative entry on pages 778 and 779 of working copies of the Post Office Guide.

## MONEY ORDERS.

### Free Money Orders for Payment of certain Excise and Inland Revenue Duties.

At present all free Money Orders for payment of Excise and Inland Revenue Duties are, with the exception of Orders issued in payment of Land Value Duties in England and Wales, made payable to the "Commissioners of Customs." See Rules 54 (b) and 55 (a).

In future all such Orders should be made payable either to the "Commissioners of Customs and Excise" or the "Commissioners of Inland Revenue" according to the instructions on the "Notice to Pay" which the remitters produce for inspection.

Instructions for the necessary alterations of the Rules for Money Order Business will shortly be issued in a Correction Slip.

### Theft of Forms from the Army Pay Office, Woolwich.

With reference to the notice on the above subject which appeared in the Post Office Circular of the 9th instant, Postmasters are informed that the full designation of the Issuing Office as printed on the stolen Army Order forms is:—

"Woolwich  
(Army Reserve No. 1 Section)  
Army Pay Office."

Other Woolwich Army Pay Offices also issue Money Orders, and care must be taken not to apply the instructions relating to the stolen forms to any Orders other than those printed as shown above.

## FOREIGN AND COLONIAL MONEY ORDER SERVICE.

### Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 4th April:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	15 kroner	
Netherlands and Dutch Colonies ...	...	11 florins 80 cents.
Norway ...	15 kroner	
Sweden and Finland ...	15 kroner	16 kroner 20 öre.
Tunis ...	...	28 francs 60 centimes.

### 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.  
E. W. J. Hargrave ..... E. 6861.



### Rural Postman's Cart for Sale.

Length of body .....	3 ft. 4 in.
Width of body .....	3 ft. 0 in.
Height of body .....	1 ft. 8 in.
Height of Wheels .....	3 ft. 6 in.
Price .....	£5.
Two carriage lamps .....	4s. the pair.

The cart was overhauled last year and is in very good condition.  
Apply to Mrs. Gibbon, 4, Queen Square, Brynmawr, Breconshire.

### Temporary Branch Offices at Camps.

**Rushmoor Camp, Aldershot.**—The hours of business at this Office are:—Week-days, 8 a.m. to noon, 4 p.m. to 8 p.m.; Sundays, 8 a.m. to 10 a.m., 5 p.m. to 6 p.m. The circulation of both letters and parcels should be as for Aldershot by all Mails. Telegraph business is not transacted.

### Change in Circulation of Parcels for certain London Sub-Districts.

On and after the 1st June next all parcels for:—

Barnes, Battersea,	Fulham, Mortlake,	Putney, South Lambeth,	Wandsworth, Wimbledon,
-----------------------	----------------------	---------------------------	---------------------------

will be dealt with at the **South Western** Parcel Office. The parcels should be sent to that Office (instead of to the South Eastern Parcel Office) by any Mails due to reach London after 5.30 p.m. on the 31st May.

### Circuits of the Judges.

The following Judges will remain in Town:—Rowlatt, J., and Atkin, J., during the whole of the Circuits; the other Judges till their respective Commission Days.

SUMMER ASSIZES, 1916.	S. EASTERN.	S. WALES.	N. WALES	OXFORD.	MIDLAND.	WESTERN.	NORTHERN.	N. EASTERN.
COMMISSION DAYS.	<i>L. C. J. of England (2) Darling, J. (1)</i>	<i>Ridley, J.</i>	<i>Lord Cole- ridge, J.</i>	<i>Bray, J. (1) Horridge, J. (2)</i>	<i>Avory, J. (2) Bailhache, J. (1)</i>	<i>A. T. Law- rence, J. (1) Scrutton, J. (2)</i>	<i>Lush, J. (2) Loic, J. (1)</i>	<i>Shearman, J. Sankey, J.</i>
Tuesday May 23	Cambridge							
Wednesday „ 24		Haverf'dwest	Newtown			Salisbury		
Friday „ 26	Bury St. Ed.		Dolgelley			Civil May 29		
Saturday „ 27		Lampeter		Reading				
Monday „ 29			Carnarvon					
Tuesday „ 30	Norwich	Carmarthen						
Wednesday „ 31						Dorchester		
Friday June 2			Beaumaris		Aylesbury	Civil June 3		
Saturday „ 3	Chelmsford	Brecon						
Monday „ 5			Ruthin	Oxford	Bedford		Dates	Dates
Tuesday „ 6		Presteign				Wells		
Wednesday „ 7				Worcester		Civil June 8		
Thursday „ 8			Mold		Northampton		not yet	not yet
Monday „ 12					Leicester			
Tuesday „ 13				Gloucester		Bodmin		
Friday „ 16					Oakham	Civil June 15	fixed.	fixed.
Saturday „ 17					Lincoln	Exeter 2		
Friday „ 23					Nottingham			
Saturday „ 24						Winchester 2		
Thursday „ 29					Derby			
Monday July 3						Bristol 2		
Wednesday „ 5					Warwick			
Saturday „ 8			Chester 2					
Monday „ 10				Birmingham 2				
Saturday „ 15			Swansea 2					



## FOREIGN AND COLONIAL MAILS.

### Mails for South America, Central America and Mexico.

After the 2nd of June next it will be necessary for correspondence for South America (except British Guiana) to circulate to Liverpool, whether intended for despatch by Packets sailing from Liverpool or not. The latest times at which correspondence for South America should reach Liverpool for the principal despatches are as follows:—

ROUTE.	LATEST TIME OF RECEIPT AT LIVERPOOL.
Direct Steamer (for Brazil, &c.) .....	8 a.m. on day previous to date of sailing of Packet.
Viâ U.S.A. (for Peru, Colombia, &c.) .....	8 a.m. on day previous to date of sailing of Packet.
Viâ London (Nelson Line) .....	7 a.m. on day previous to date of sailing from London.
Viâ Falmouth (Dutch Packet) .....	7 a.m. on day previous to date of sailing from Falmouth.

Correspondence for Central America (except British Possessions) and Mexico must also reach Liverpool earlier in future, viz., at 8 a.m. on the day previous to the sailing of the Packet for New York, as in the case of correspondence for the United States.

## MONEY ORDERS.

### Advices of Forfeited Money Orders.

As Money Orders issued in May, 1915, and remaining unpaid, will become void on the 1st of June, 1916, 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 April, 1916, and not paid on or before the 31st of May, 1916, 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.

## FOREIGN AND COLONIAL MONEY ORDER SERVICE.

### Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown on the special statement issued with the Post Office Circular of the 4th April:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	15 kroner 50 öre ...	15 kroner 60 öre.
Norway ...	15 kroner 50 öre	
Sweden and Finland... ..	15 kroner 50 öre	
Switzerland ... ..	24 francs 70 centimes	

### 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.

### Loss of Armlet.

A blue and white armlet bearing the mark "G.P.O. No. 3700" 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, Ireland District, Dublin.

### 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. S. Niblock .....	E. 8002	J. F. Waller .....	E. 7475
J. Barker .....	E. 7787	J. Macleod .....	E. 12818



## WAR SAVINGS CERTIFICATES.

### Dispensing with Signature in the case of Second and Subsequent Purchases on behalf of another person.

When a second or subsequent purchase of War Savings Certificates is made **on behalf of another person** the form of application need not be signed if the serial number of the first certificate purchased is furnished. The Postmaster should enter in the place provided for the signature the serial number of the first certificate in the book. Where there is no book (the earlier purchase having been a £12 or £25 Certificate) the applicant should produce the earlier certificate itself or the notice issued from the Money Order Department confirming the purchase, and the Postmaster should copy the serial number therefrom.

### Income limitation of £300 a year withdrawn.

The Treasury have decided that War Savings Certificates may now be held by persons whose income exceeds £300 a year, but no person may hold more than 500 £1 certificates or their equivalent in certificates for £12, £25, &c. The words—

“I declare that my income from all sources does not exceed £300 a year”

should be struck out of the declaration forms in the hands of Postmasters, &c.

### Issue of a Certificate for £500.

A War Savings Certificate for the maximum holding of £500 is being prepared. The Certificate will not be stocked at Post Offices but will be issued direct from the G.P.O., London. Forms of application for a £500 Certificate (Postmasters No. 581) are being sent to Postmasters for distribution to all Offices and a copy should be handed to any person applying for a £500 Certificate. The application form with a cheque for the purchase price, £387 10s., is to be sent direct by the applicant to the Comptroller and Accountant General, General Post Office, London.

If application be made to a Head Postmaster, he may issue a Money Order for the purchase price free of poundage. The Order should be drawn in favour of the Postmaster General and crossed Bank of England and is to be handed to the applicant for transmission to the G.P.O., London.

## ARMY AND NAVY ALLOWANCES.

Postmasters and Sub-Postmasters are reminded that Army Books (bound in brown covers) for the 13 weeks beginning the 8th of February, 1916, which still remain on hand, should be returned forthwith to the Issuing Authority at the address shown on the cover of the book.

### Cards bearing Illustrations of H.M. Ships.

With reference to the notice on page 180 of the Post Office Circular of the 2nd May, a series of postcards bearing illustrations of the fleet reproduced from pictures of the official cinema film “Britain Prepared” has been published by the Photochrom Company, London, E.C., with the sanction of the Admiralty. These cards, which bear above the picture the words “Britain Prepared” and “By permission of H.M. Admiralty,” and will therefore not be difficult to identify, should be allowed to pass without question.

In other respects the general prohibition against the transmission of cards bearing representations of H.M. Ships, remains in force, except that it does not extend to cards bearing representations of Hospital Ships.

### 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 July, 1916.



## Single Horse Mail Cart for Sale.

Length of body .....	4 ft. 5 in.	} inside measurements.
Width of body { top .....	3 ft. 10 in.	
{ bottom .....	3 ft. 5 in.	
Height of body .....	3 ft. 4 in.	
Height of Wheels .....	4 ft. 6 in.	
Weight .....	6 cwt.	
Price .....	£13.	

The cart has been in use for one year only and is in fair condition.

Apply to Mr. C. B. Thorpe, Beck Row, Mildenhall, Suffolk.

## Date Stamping of Letter and Parcel Bills at Office of Receipt.

Pending further instructions the date stamping at the Office of Receipt of Letter, Parcel and Combined Bills may be discontinued at the discretion of the Postmaster, where any appreciable advantage would be gained, except in the case of a Bill relating to a Mail received and opened at an Office other than that to which it is addressed. There should be no relaxation of the existing examination of Bills for the purpose of ascertaining that they have been properly completed in all other aspects.

## Parcel Post.—Entries in Column 4 of "X" List.

Cases have recently been observed in which parcels due to be recorded in Column 4 (Number of parcels to be deducted) of the Parcel Record List, X, Form P.P.—No. 1005 (Formerly P.P.—No. 15) have not been so recorded. The special attention of all Officers preparing "X" lists is called to the instructions on the cover of the pad of Form P.P. No. 1005, in the footnotes to Form P.P. No. 15, and in the Post Office Circular of 19th December, 1914.

## FOREIGN AND COLONIAL MAILS.

## Parcels for Prisoners of War Interned Abroad.

In spite of the notice issued in the Post Office Circular of the 26th October last, many parcels for Prisoners of War interned abroad are still received inadequately packed or not bearing the name and address of the sender. The attention of all counter clerks is again drawn to the importance of strictly enforcing both these regulations.

## Parcel Post to Chinese Post Office in China.

The insured Parcel Post service to the Province of Szechwan is temporarily suspended.

For the present therefore, insured parcels for Offices whose names are followed by "(Szechwan)" in the List of Chinese Post Offices participating in the International Parcel Post, as amended by the notice in the Post Office Circular of the 16th ultimo, can be accepted only under the arrangement for insurance so far as the service permits; but it is desirable that only uninsured parcels should be sent.

A note should be made in working copies of the Post Office Guide as follows:—

Page 783. CHINA. Column 8. *Observations. General.* Last sentence.—After "Such parcels" insert "and, temporarily, parcels for Szechwan Province."

## 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. Lockhead .....	E. 12829	A. W. Jacobs .....	E. 7086



**WAR SAVINGS CERTIFICATES.****Signature of Purchaser required.**

Telegraphic instructions as under have been issued to all Head Postmasters during the past week:—

- Instruct all Offices concerned that although declaration as to income not now required of persons buying War Savings Certificates their usual signature must be furnished for registration purposes in addition to full name and address.

**Purchase of War Savings Certificates by Affiliated Associations.**

With reference to the issue of War Savings Certificates to Affiliated War Savings Associations Postmasters and other Officers concerned are reminded that the special pink form (No. 8) should bear the signatures of **two** officials of the Association.

Care should also be taken to enter on the form No. 8 the correct serial numbers of the Certificates issued. Considerable trouble has been occasioned in cases where incorrect serial numbers have been entered on the form.

The date need not in future be written in manuscript on the receipts, and instruction (e) on the Form S should be amended accordingly, the words "both" and "and on the receipts" being struck out.

**Repayment.**

Repayment of War Savings Certificates must not be made except upon the authority of a Warrant issued from the Money Order Department.

**ARMY AND NAVY ALLOWANCES.****Inspection of Allowance Books on behalf of War Pensions Committees.**

Postmasters and Sub-Postmasters should note that representatives of Local Committees formed under the Naval and Military War Pensions &c. Act, 1915, may be permitted to inspect Army and Navy Allowance Books under the arrangements described in the Post Office Circulars of the 10th and 17th of November, 1914.

**Grey-covered books (Army Pensions): Amounts in excess of £4.**

Owing to a printer's error, a number of Allowance Forms for open amounts bound in books with **grey covers** for payment of Army Pensions have been printed with the words "Not exceeding £4" above the space for the entry of the amount in figures.

Where such Army Pension books reach Postmasters and Sub-Postmasters, the amount shown on the Allowance Form should be paid without reference to the limit of £4. That limit, as stated in the Post Office Circular of the 2nd of May last, does not apply to grey-covered books.

**Circulation of Letters and Parcels for Tarporley, Cheshire, by Night Mail.**

On Week-days this Office receives its Night Mail entirely from Crewe, and on Sundays partly from Crewe and partly from the Bangor and Crewe Travelling Post Office.

The circulation should be amended accordingly.

Letters or parcels for Tarporley should no longer circulate via Chester.

**Temporary Branch Offices at Camps.**

**Balmer Camp, Lewes.**—The circulation for both letters and parcels for this Office should be as for Lewes. Money Order business is not transacted. Telegraph business is transacted and the Transmitting Office is Lewes. The hours of attendance are:—

Week-days, 9 a.m. to 7 p.m.

Sundays, 8.30 a.m. to 10 a.m.; 5.30 p.m. to 6.30 p.m.

The temporary Branch Office at Pirbright Camp, Woking, has been closed.

**Applications for Stamps and Licences.**

TO POSTMASTERS IN SCOTLAND.

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



### Parcel Post to Russia.

In consequence of the restrictions which have been placed upon the use of the port of Archangel, it is not practicable to resume the despatch of Parcel Mails to Russia by the Archangel route.

Accordingly, parcels will again be accepted for transmission by post to Russia-in-Europe via Canada and Japan at the rates of postage shown in the relative entry at page 818 of the Post Office Guide.

The following paragraph should be added after the word "ends" in line 5 of the entry "Observations" at page 819 under the heading Russia-in-Europe:—"Parcels which are covered with oil-cloth must be provided with a stout linen-backed label securely sewn to the cover by stitching along the edges and diagonally across the label on which a clear space not less than 5 in. by 3 in. has been left for affixing official labels. The parcels may be addressed on the rest of the label. If addressed on the cover itself, the address must be painted on the cover, preferably with white paint."

Licences issued by the Privy Council authorizing the exportation of goods by Parcel Post to Russia via Archangel may be utilized without amendment for the route to Russia via Canada and Japan, provided that the licence is still valid.

Liverpool has been appointed an Office of Exchange for the despatch of parcels to Russia. From Offices in the South and West of England, the South Wales, South Midland and Eastern Surveyor's Districts the circulation should be on London; from other Offices, including those in Scotland and Ireland, the circulation should be on Liverpool.

Information regarding the transmission of goods to Russia otherwise than by Parcel Post can be obtained from the Commercial Intelligence Branch of the Board of Trade, 73, Basinghall Street, London, E.C.

## MONEY ORDERS.

### FOREIGN AND COLONIAL MONEY ORDER SERVICE.

#### Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 4th April:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	15 kroner 70 øre ...	16 kroner.
Netherlands and Dutch Colonies ...	11 florins 20 cents. ...	11 florins 60 cents.
Norway ...	15 kroner 70 øre ...	
Russia ...	15 roubles ...	
Sweden and Finland... ..	15 kroner 70 øre ...	16 kroner 30 øre.

#### 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. Davidson .....	E. 9384.



### Sub-Offices—Changes of Address.

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

FROM	TO	Character of Office.
Greenore, Co. Louth .....	Greenore, Newry .....	M.T.

The circulation will be to Newry by all Mails.

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

FROM	TO	Character of Office.
Ballylongford, Co. Kerry .....	Ballylongford, Tarbert, Co. Kerry .....	M.T.
Cappamore, Co. Limerick .....	Cappamore, Pallasgreen, Co. Limerick ..	M.T.
Doon, Co. Limerick .....	Doon, Pallasgreen, Co. Limerick .....	M.T. nS.

### Sub-Offices—Change of Control and Address.

On and from the 7th July the undermentioned Sub-Offices will be transferred from the control of the Postmaster of Huntly to that of the Postmaster of Aberdeen, and the addresses will be changed:—

FROM	TO	Character of Office.
Corgarff, Strathdon, Aberdeenshire .....	Corgarff, Strathdon, Aberdeen .....	nS.
Glenbuchat, Aberdeenshire .....	Glenbuchat, Aberdeen .....	—
Glenkindie, „ .....	Glenkindie, „ .....	M.T.
Mossat, „ .....	Mossat, „ .....	—
Strathdon, „ .....	Strathdon, „ .....	M.T.

The circulation will be as for Aberdeen by all Mails.

### Inland Registered Postal Packets re-directed to the Expeditionary Forces.

#### Treatment of A.R. Forms.

The following instruction should be substituted for those given in the notice which appeared in the Post Office Circular of the 13th June:—

When an A.R. Form is received in respect of an Inland Registered postal packet which has been re-directed to a soldier serving with the Expeditionary Forces, the form should be sent to the Secretary, London, with a report showing how the postal packet was disposed of.

## FOREIGN AND COLONIAL MAILS.

### Leaflets concerning the Expeditionary Forces.—Reprint of Forms

#### Postmasters No. 512 and No. 511.

Forms Postmasters No. 512, concerning the British Expeditionary Force, and Postmasters No. 511, concerning the Expeditionary Forces in the Eastern Mediterranean, have been reprinted with some amendment; and supplies will be issued in the course of a few days. All copies of the superseded leaflets should be treated as waste.

Head Postmasters at their discretion should forward to their Sub-Offices a few copies of the new leaflets, if they are likely to be required for distribution to persons posting letters or parcels to the Expeditionary Forces in question. Further supplies of the leaflets will be obtainable on requisition in the usual way.

It should be noted that Form No. 512 no longer contains information as to the Indian Troops, and that Form No. 511 contains the regulations applicable to the service to the troops of the Salonika Force and of the Egyptian Expeditionary Force (which includes the Force until recently known as the Mediterranean Expeditionary Force and any other troops in Egypt).



### Parcel Post to New Zealand, Samoa, and Tonga.

It has become necessary to reduce the maximum size of parcels for New Zealand, Samoa, and Tonga from 6 ft. to 4 ft. in length and girth combined; and on and from the 1st of July parcels exceeding 4 ft. in length and girth combined must not be accepted for transmission to those places.

The lower rates of postage on parcels for New Zealand, Samoa, and Tonga shewn in the Post Office Guide will apply in future to all parcels for those destinations.

Suitable alterations should be made in Columns 4 and 6 at pages 808, 820, and 830 of working copies of the Post Office Guide, and in the corresponding portions of the July Supplement to the Guide.

### Parcel Post to Russia.

With reference to the notice which appeared in the Post Office Circular of the 20th instant, it should be noted that the rates of postage on parcels sent to Russia via Canada and Japan are now as follows:—

	3 lb.		7 lb.		11 lb.	
	s.	d.	s.	d.	s.	d.
RUSSIA-IN-EUROPE .....	5	4	6	6	7	8
RUSSIA-IN-ASIA—						
Maritime Province .....	3	2	4	4	5	6
Amur Province .....						
Island of Saghalien .....						
Other places .....	4	5	5	7	6	9

The necessary corrections should be made on page 818 of working copies of the Post Office Guide.

## FOREIGN AND COLONIAL POST.

### Restrictions on Transmission of Printed Matter, and also of Stamp Collections, to Neutral Countries in Europe and America.

On and after the 1st of July, the War Office Censors will extend to neutral countries in America, and to stamp-collections, stamp-albums, &c., the restrictions already announced in the Post Office Circular of 2nd November, 1915 (page 523); that is to say, Printed Matter and Stamp Collections will not be passed by the Censors for despatch to neutral countries in Europe or America unless posted by a firm which has received a special permit from the War Office.

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 should be warned of the possibility of stoppage, and advised to enquire of the Secretary of the War Office.

Firms holding permits from the War Office will send their packets under cover addressed either—

- (a) "The Censor of Printed Matter,  
Mount Pleasant, London,"
- or (b) "The Censor of Printed Matter,  
King Edward Building, London,"
- or (c) "The Postmaster,  
Liverpool,  
for the Censor of Printed Matter,  
Letter Section } (as the case may be)  
Parcel Section," }

according to instructions given to them with their permit.

Packages so addressed may be accepted (free of postage) up to a maximum weight of 50 lb.; they should be sent to the Inland or Foreign Section, London, or the Postmaster of Liverpool, 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. The packages should **not** be sent as parcels.



## VACANCIES.

**POSTMASTERSHIP OF ROCHESTER AND CHATHAM.**—Salary, £500 a year (Provisional).

**SALARIED SUB-POSTMASTERSHIP OF CANNOCK, STAFFORD.**—Salary, £160 a year.

**KIRKBY LONSDALE, CARNFORTH.**—Salary, £130 a year.

The incoming Sub-Postmaster of Cannock will be required to occupy an official residence for which an annual rent will be charged at the rate of 14 per cent. of the salary. The accommodation comprises a sitting room, four bedrooms, bathroom, kitchen, scullery and usual offices.

The incoming Sub-Postmaster of Kirkby Lonsdale will be required to occupy an official residence for which an annual rent will be charged at the rate of 14 per cent. of the salary. The accommodation consists of sitting-room, four bedrooms, bathroom, kitchen and usual offices. He will also be required to provide for Telephone calls at night and on Sundays when the staff is not in attendance and for this duty he will receive remuneration at the rate of £10 15s. a year.

With this exception 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 10th 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, in certain circumstances, to severer penalties.

## VOLUNTEER TRAINING CORPS.

## Enrolment of Post Office Servants.

In connexion with the official recognition of Volunteer Training Corps by the War Office, it has come to notice that certain Post Office Servants have taken the Oath of Allegiance in a Volunteer Training Corps carrying with it the obligation to undertake military service in case of necessity. No Post Office servant should enrol as a member of a Volunteer Training Corps which is liable for mobilisation or take the Oath of Allegiance, until permission has been obtained from his superior Officer. For the present, permission to take the Oath of Allegiance or undertake a liability for military service in a Volunteer Training Corps will not be given to officers on the Traffic and Engineering staffs whose withdrawal might inconvenience the civil work of the Department. The question whether such officers may be allowed to enrol in Volunteer Training Corps is under consideration and a further announcement will be made shortly. Officers of other grades will normally be allowed to take the Oath of Allegiance, but permission should first be obtained in every case from their superior officer.

## Western (Scotland) Surveyor's District.

## REMOVAL OF HEADQUARTERS.

The Headquarters of the Surveyor of the Western (Scotland) District have been removed from 2, Park Gardens to 83, Wellington Street, Glasgow. Correspondence should be addressed to:—

The Surveyor (Post Office),  
Western (Scotland) District,  
83, Wellington Street,  
Glasgow.

## Postmen and the Harvest.

Attention is directed to the notice which appeared in the Post Office Circular of the 6th of July, 1915, respecting the release of Postmen for harvesting work. Similar arrangements will be in force again this year, and special leave will be allowed, wherever possible, to Postmen who desire to assist in the harvest. The Postmen will be entitled to receive their Post Office pay during the period of special leave, but will be required to bear the cost of their substitution.

## ARMY AND NAVY ALLOWANCES.

## Distribution of Army Form W. 3465.

An Army Form W. 3465 (informing soldiers' wives of a change in the Army regulations) will be enclosed in each green-covered Allowance Book for the period beginning the 10th of July. The form should be handed to the payee when the first payment is made from the new book.



### Sub-Offices—Changes of Address.

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

FROM	TO	Character of Office
Ardagh, Kingscourt, Co. Cavan.....	Ardagh, Kells.....	nS.
Kilmainhamwood, Kingscourt, Co. Cavan ..	Kilmainhamwood, Kells.....	
Kingscourt, Co. Cavan.....	Kingscourt, Kells.....	M.T.

The circulation should be as for Kells by all Mails.

On and from the 12th July the addresses of the undermentioned Sub-Offices will be changed:—

FROM	TO	Character of Office
Hook Green, Lamberhurst, Kent.....	Hook Green, Tunbridge Wells.....	
Lamberhurst, Kent.....	Lamberhurst, Tunbridge Wells.....	T M.T.

The circulation will be as for Tunbridge Wells by all Mails.

### Kirkby Lonsdale.—Alteration in Status.

On the 1st July, 1916, the Kirkby Lonsdale Head Office was converted to a Salaried Sub-Office and transferred, together with ten of its subordinate Offices, to the control of the Postmaster of Carnforth. There is no change in the circulation, but the official addresses are altered as follows:—

FROM	TO
Kirkby Lonsdale.....	Kirkby Lonsdale, Westmorland.
Arkholme, Kirkby Lonsdale....	Arkholme, Kirkby Lonsdale, Westmorland.
Barbon, .....	Barbon, .....
Burton-in-Lonsdale, .....	Burton-in-Lonsdale, .....
Casterton, .....	Casterton, .....
Cowan Bridge, .....	Cowan Bridge, .....
Hutton Roof, .....	Hutton Roof, .....
Middleton-in-Lonsdale, .....	Middleton-in-Lonsdale, .....
Old Town, .....	Old Town, .....
Tunstall, .....	Tunstall, .....
Whittington, .....	Whittington, .....

The following remaining subordinate Offices were transferred to the control of the Postmaster of Lancaster:—

Ingleton, Yorks. | Chapel-le-Dale, Ingleton, Yorks. | High Westhouse, Ingleton, Yorks.  
but there is no change in the circulation or postal address.

## FOREIGN AND COLONIAL MAILS.

### Mails for South America.

As indicated in a notice which appeared in the Post Office Circular of the 30th of May, all correspondence (except Parcels) for South America must now circulate to Liverpool, whether it is intended for despatch by Packets sailing from Liverpool or not.

This instruction of course applies even to such correspondence as is marked by the sender for transmission by ships sailing from London, Falmouth, &c.; and incorrect circulation of the correspondence to London, &c., instead of Liverpool, involves delay.

It should be clearly understood and explained to members of the public, if need arises, that the circulation of all correspondence for South America to Liverpool does not restrict in any way the choice of the service by which the correspondence is to be conveyed to destination. Provided that correspondence is posted at the earlier times prescribed to allow for transmission to, and examination at, Liverpool, it will, so far as possible, be despatched by steamer from Liverpool, London, or otherwise, under the same conditions as were in force up to the beginning of June.

The circulation of Parcels for South America remains unchanged.



### Parcel Post to New Guinea.

Parcels can now be accepted for transmission to the territory formerly known as German New Guinea. The following fresh entry should be inserted after "Newfoundland" at page 84 of the July Supplement to the Post Office Guide:—

Col. 1	2	3	4	5	6	7	8
New Guinea ..... (except Dutch New Guinea)  [See also Papua]	P. & O. & Orient Lines from the Thames via Sydney or Bris- bane & thence by Colonial Packet [about 2 months]	Every Wednes- day night as a rule	Not over 1 lb. 1s. 2d. For each addi- tional lb. or fraction thereof up to 11 lb. 0s. 10d.	No ser- vice	3½	6	A  <i>Prohibitions</i> :—Same as Australia.  <i>Observations</i> :—No compensation is given for the loss or damage of parcels or their contents.

### Parcel Post to New Zealand, Samoa, and Tonga.

It has become necessary to reduce the maximum size of parcels for New Zealand, Samoa, and Tonga from 6 ft. to 4 ft. in length and girth combined; and parcels exceeding 4 ft. in length and girth combined must not be accepted for transmission to those places.

The lower rates of postage on parcels for New Zealand, Samoa, and Tonga shewn in the Post Office Guide will apply in future to all parcels for those destinations.

Suitable alterations should be made in Columns 4 and 6 at pages 808, 820, and 830 of working copies of the Post Office Guide, and in the corresponding portions of the July Supplement to the Guide.

### Parcel Post to West Africa.

Attention is drawn to the new requirements as regards the packing of parcels for Gambia, Gold Coast Colony, Liberia, Nigeria, and Sierra Leone which appear in the Parcel Post Tables of the July Supplement to the Post Office Guide. It will be seen that such parcels must be very strongly packed, and that those of which the contents are liable to be affected by damp should be enclosed in waterproof covers.

The special attention of persons posting parcels to West Africa should be drawn to these regulations whenever possible.

## MONEY ORDERS.

### FOREIGN AND COLONIAL MONEY ORDER SERVICE.

#### Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 4th April:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	15 kroner 70 öre ...	17 kroner 40 öre.
France and Algeria, French Colonies ...	27 francs 80 centimes ...	28 francs 40 centimes.
Netherlands and Dutch Colonies ...	11 florins 30 cents. ...	
Norway ...	15 kroner 70 öre ...	16 kroner 70 öre.
Sweden and Finland ...	15 kroner 70 öre ...	17 kroner.

### Loss of Armlets.

Blue and white armlets bearing the marks "G.P.O. No. 3408" and "G.P.O. No. 3409" have been lost. If either of them be found by a member of the public it should be accepted and sent, with the name and address of the finder, to the Superintending Engineer, South Midland District, Reading.



**SALARIED SUB-POSTMASTERSHIP OF BURNHAM, BRIDGWATER.**—Salary, £165 a year.

**WALTON T.S.O., LIVERPOOL.**—Salary, £100 a year.

The incoming Sub-Postmaster of Burnham will be required to occupy an official residence for which an annual rent will be charged at the rate of 14 per cent. of the salary. The accommodation comprises two sitting rooms, four bedrooms, bathroom, kitchen, scullery and the usual offices.

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 17th 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 28.)**

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.**

### POST OFFICE RELIEF FUND.

The Royal Patriotic Fund Corporation have found themselves compelled to modify the conditions under which they have made grants to the dependants of deceased and missing sailors and soldiers. The Committee of the Post Office Relief Fund, however, do not propose to alter their practice in this matter, as the circumstances are different and the grants undoubtedly serve a useful purpose.

There are on the books 1,251 Widows and Dependants and 1,558 Orphans. The recent fighting at Vimy Ridge, in which the Post Office Rifles bore themselves with conspicuous gallantry, has unfortunately increased the claims on the resources of the Fund and already resulted in the addition of 74 men of that Regiment to the list of prisoners to whom weekly parcels of food are despatched. The number of Post Office men now known to be Prisoners of War is 658.

The accommodation at both the Hospital and Convalescent Home continues to be in great demand, and Mr. Ferard will gladly receive offers for Concerts there, on Fridays, during August and the following months.

The attention of Local Committees, who have not yet furnished a statement of the earnings of Widows in their districts, is drawn to the notice which appeared in the Post Office Circular of the 2nd May, 1916.

### The Post Office Sanatorium Society.

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 28th or 29th 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 .....	£	:	:
Sanatorium Society .....	£	:	:
Total.....	£	:	:

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 Society is transferred, the fact should be notified at once to the Secretary of the Society (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.

### Temporary Branch Offices at Camps.

**Ballinvonear Camp, Buttevant, Co. Cork.**—Letters, Parcels and Telegrams for this Office should circulate to Buttevant, Co. Cork. Telegraph business is conducted by the Military Authorities.



## FOREIGN AND COLONIAL MAILS. X

### Circulation of correspondence for Indian Expeditionary Forces.

The instructions which were given in the Post Office Circular of the 27th of June and the Special Instructions which were issued with the same Circular for the altered circulation of correspondence for Indian Expeditionary Forces are in many instances being disregarded, and much correspondence is being misdirected to the South Western District Office, London.

It is pointed out that under the altered instructions "Indian Expeditionary Force, c/o India Office," has ceased to be an authorized form of address. Correspondence and parcels which are nevertheless still addressed in this way should be sent to the Foreign Section, London, for the Army Letter Office, No. 2 Section, or the Army Parcel Office as the case may be, **and are not to be sent to the South Western District Office**—see Sections F and D of the Special Instructions.

### Parcels for Prisoners of War in Bulgaria and Turkey.

In future, parcels for Prisoners of War in Bulgaria and Turkey must be packed in wood, tin, canvas, linen or similar material. Parcels packed merely in paper or cardboard should not be accepted. An amendment of Section M 4 of the Special Instructions will be issued in due course.

### Prisoners of War in Switzerland.

Letters for Prisoners of War in Switzerland may be insured but not registered.

For the words "Turkey, Bulgaria and Switzerland" in the 2nd line of paragraph 6, Section M, of the Special Instructions issued with the Post Office Circular of the 27th ultimo should be substituted "Turkey and Bulgaria." This alteration will be announced in due course in a Correction Slip; but copies of the Instructions in use for reference should be amended in manuscript at once.

### Parcel Post to China.

The Parcel Post to Weihsien and Chowtsun in Shantung Province and to the Provinces of Shansi and Kansu is suspended.

### Parcel Post to Russia.

With reference to the 5th paragraph of the notice under the above heading in the Post Office Circular of the 20th ultimo, it should be noted that Offices in the West of England and the South Wales and South Midland Surveyors' Districts should, in future, circulate parcels for Russia on Liverpool instead of on London.

## MONEY ORDERS.

### Post Office Guide.—Additions and Alterations.

Page 158.	<i>Under</i> Abergavenny <i>delete</i> Cross Street.
" 205.	" Bristol <i>delete</i> Leigh Road South.
" 265.	" Eastbourne <i>delete</i> Cavendish Place.
" 328.	" Kenilworth <i>delete</i> New Street.
" 363.	<i>Delete</i> Lower Broughton, Manchester.
" 369.	" Malpas, Newport, Mon.
" 370.	<i>Under</i> Manchester <i>delete</i> Lower Broughton.
" 372.	<i>Delete</i> Mardy, Abergavenny.
" 379.	Milton, Steventon, Berks.— <i>Insert</i> M. in column 2.
" 470.	<i>Under</i> Surbiton B.O., Surrey, <i>re-insert</i> Ditton Hill   TEx. M.T.   (Office re-opened).
" 494.	" Warwick <i>delete</i> Emscote Road.
" 616.	<i>Delete</i> Clapton, Powerscroft Road, E.
" 624.	" Netherwood Road, West Kensington Park, W.



### Temporary Branch Offices at Camps.

The temporary Branch Office at St. Anthony Camp, Portscatho, Falmouth, has been closed.

### Sub-Offices—Changes of Address.

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

FROM	TO	Character of Office.
Caledon, Co. Tyrone .....	Caledon, Portadown .....	M.T.
Carrickroe, Emyvale, Co. Monaghan .....	Carrickroe, „ .....	nS.
Clabby, Fivemiletown, Co. Tyrone .....	Clabby, „ .....	nS.
Cooneen, Fivemiletown, Co. Tyrone.....	Cooneen, „ .....	nS.
Derryhaw, Tynan, Co. Armagh .....	Derryhaw, „ .....	nS.
Dyan, Caledon, Co. Tyrone .....	Dyan, „ .....	nS.
Emyvale, Co. Monaghan .....	Emyvale, „ .....	M.T.
Fivemiletown, Co. Tyrone .....	Fivemiletown, „ .....	M.T.
Middletown, Tynan, Co. Armagh.....	Middletown, „ .....	M.T.
Mullin, Emyvale, Co. Monaghan .....	Mullin, „ .....	nS.
Munterbyrne, Caledon, Co. Tyrone .....	Munterbyrne, „ .....	nS.
Sciencien, Fivemiletown, Co. Tyrone .....	Sciencien, „ .....	nS.
Tynan, Co. Armagh .....	Tynan, „ .....	M.T.

The circulation should be as for Portadown by all Mails. The Offices remain under the control of the Postmaster of Armagh.

### Sub-Office—Change in Designation.

On and from the 1st August, 1916, the designation of the undermentioned Sub-Office will be changed:—

FROM	TO	Character of Office.
Llanfihangel, Aberystwyth.....	Llandoe, Aberystwyth.....	nS.

### Rules for Postmen (except in London) employed on Town Duties.

A Correction Slip (No. 8) to the Rules for Postmen (except in London) employed on Town Duties 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.

### Inland Parcel Post.—Rules for Head Postmasters.

A Correction Slip (No. 5) to the Inland Parcel Post Rules for Head 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.

### Parcels for the Channel Islands.—Customs Declarations.

It is reported that many parcels addressed to soldiers and others in the Channel Islands are received without Customs Declarations. The attention of Officers dealing with Parcels is therefore drawn to the Inland Parcel Post Rules on the subject, viz., Rule No. 25 (a), (b) and (c) for Head Postmasters; Rule No. 12 (a), (b), (c) and (d) for Town Sub-Postmasters; and Rule No. 23 (a), (b), (c) and (d) for Country Sub-Postmasters.



### Sub-Offices—Change of Control.

On the 9th instant the undermentioned Sub-Offices were transferred from the control of the Postmaster of Newcastle, Staffs., to that of the Postmaster of Crewe and the addresses changed:—

FROM	TO	Character of Office.
Little Madeley, Newcastle, Staffs.....	Little Madeley, Crewe .....	—
Madeley,                   "                   " .....	Madeley,                   " .....	T Ex. M.T.
Woore,                   "                   " .....	Woore,                   " .....	T Ex. M.T. nS.

The circulation to these Offices is now as for Crewe by all Mails.

### Sub-Offices—Changes of Address.

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

FROM	TO	Character of Office.
Annalong, Kilkeel, Co. Down.....	Annalong, Newry .....	M.T.
Ballymartin,                   "                   " .....	Ballymartin,                   " .....	—

The circulation should be as for Newry by all Mails.

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

FROM	TO	Character of Office.
Rainham, Kent.....	Rainham, Chatham.....	M.T. T Ex.

The circulation should be as for Chatham by all Mails.

On and from the 1st of August the address of the undermentioned Sub-Office will be changed:—

FROM	TO	Character of Office.
Limavady Junction, Limavady, Co. Londonderry..	Limavady Junction, Londonderry ....	nS.

### Sub-Office—Change in Designation.

In the announcement in the Post Office Circular of the 18th July, 1916, regarding the change of name of the Llanfihangel Sub-Office the new designation was given as Llandoe instead of Llandre. The necessary correction should be made.

### Corrections to Rules.

Correction Slips to the undermentioned Rule Books are issued with this Circular:—

Instructions concerning the application of the National Insurance Act to Post Office Servants (Correction Slip No. 7).

Rules for Rural Postmen (No. 13).

Rules for Postmen in London (No. 12).

Copies of the different books should be amended accordingly, the officer responsible making the necessary entries in and initialling the table at the beginning of the proper book.

### Currency Notes unfit for reissue.

Complaint has been made that notes too dirty for general use are being issued at Post Offices. Postmasters and Sub-Postmasters are reminded that any Currency Notes which have become so worn or defaced as to be unfit for further use should be withdrawn from circulation and remitted to the Metropolitan Office of Account. Sub-Postmasters who do not normally remit direct to the Metropolitan Office of Account should remit the worn or defaced Notes to their Head Postmaster.

### Ink Powders.

It has been decided, for the present, to supply blue-black and red ink-powders in lieu of fluid ink. The powders will be made up in tins or packets containing the equivalent of 1 pint of fluid ink; and the mixture should be made locally in strict accordance with the directions on the packets. Requisitions should be forwarded in the usual course to the Controller, Post Office Stores Department, Studd Street Depot, London, N., to Aldborough House Depot, Dublin, or to Russell Road Depot, Edinburgh, as the case may be.



Mr. G. B. Loyns, Assistant Postmaster, Cardiff, to be Postmaster of Taunton.  
 Mr. T. L. Davies, Postmaster, Carmarthen, to be Postmaster of Llanelli.  
 Mr. T. W. Bird, Postmaster of Kelso, to be Postmaster of Ely.  
 Mr. F. R. Forsyth, Sorting Clerk and Telegraphist, Blackburn, to be Salaried Sub-Postmaster of Kirkby Lonsdale, Carnforth.

### Form Postmasters 569.—Return of Post Office Servants enlisted.

The above form has been revised and reprinted and copies of the revised form are being distributed by the Controller, Post Office Stores Department. They should be used in all future monthly returns commencing from the 31st of July, and copies of the old form should be made waste.

### Envelopes Nos. 168 and 169.—Covers for Made-up quantities of Treasury Notes.

In order to minimize the work of counting Treasury Notes and to simplify their transfer from one officer to another, special envelopes (Nos. 168 and 169) for 10s. and £1 notes respectively have been prepared for use by Cashiers and other Accounting officers.

Supplies may be obtained by requisition on form Postmasters No. 1056 (late Postmasters No. 84 B).

## WAR SAVINGS CERTIFICATES.

### Issue of Revised Summary of Instructions.

A revised summary of the instructions regarding the issue of War Savings Certificates has been prepared and supplies of the summary (Postmasters No. 600) will be sent to Postmasters in the course of a day or so for distribution to all offices at which Certificates are sold. The attention of all officers dealing with the Certificates should be drawn to the revised instructions and copies of the summary should be made available at the counter for ready reference.

## ARMY AND NAVY ALLOWANCES.

### Return of Books.

Postmasters and Sub-Postmasters are reminded, with reference to Rule 28 regarding Army and Navy Allowance Forms, that any of the undermentioned Allowance Books still on hand should be returned forthwith to the Issuing Authority at the address shown on the cover of the book:—

**Army Books**, bound in green covers, for 13 weeks beginning the 10th of April, 1916;

**Navy Books**, bound in blue covers, for 13 weeks beginning the 6th of April, 1916.

(Navy Books for 26 weeks beginning on that date are **not** to be returned).

### Issue of New Identity Certificates.

As indicated in the Notice under the above heading in the Post Office Circular of the 8th of February last, when a new Identity Certificate is issued to a Post Office to be handed to the payee in exchange for the old Certificate, an addressed envelope is provided in which it is intended that the old Certificate shall be returned from the Post Office to the Issuing Authority.

There is in some cases considerable delay in returning the old Certificates. Postmasters and Sub-Postmasters are therefore instructed that any exchanged Certificate which by oversight has remained on hand should be returned to the Issuing Authority forthwith, and that old Certificates received hereafter should be returned with as little delay as possible. The payee must not be allowed to keep the old Certificate.

### Temporary Branch Offices at Camps.

**Mytchett Camp, Farnborough, Aldershot.**—A temporary Branch Office has been opened at this Camp for transaction of all classes of Postal business. Letters and parcels should circulate to Farnborough, Hants., telegrams to Frimley Green.

### Circulation of Correspondence for Fair Isle.

In future, the circulation of letters and parcels for Fair Isle should be to Kirkwall by all Mails.



**Short-paid Postal Packets.**

With reference to the notice in the Post Office Circular of the 25th January last, it appears that short-paid letter packets still escape surcharge at the offices of posting. Postmasters should again impress upon all officers engaged on sorting duties the importance of surcharging all postal packets not fully prepaid at the new postage rates.

**Extension of Savings Bank Business to certain Non-Money Order Offices.**

Non-Money Order Offices at which Savings Bank business is transacted will be indicated by the letters SB in the Post Office Guide. An explanation of the symbol is given at the foot of page 123 of the July Supplement.

**Staff Rules; Rules for Postmasters and Sub-Postmasters at Money Order Offices and Rules for Sub-Postmasters at Non-Money Order Offices regarding Postal Order and Old Age Pension Business.**

Correction Slips (No. 2) to the Staff Rules, (No. 9) to the Rules for Postmasters and Sub-Postmasters at Money Order Offices regarding Postal Order and Old Age Pension Business, and (No. 7) to the Rules for Sub-Postmasters at Non-Money Order Offices regarding Postal Order and Old Age Pension Business, are issued with this Circular. Copies of the books should be amended accordingly, the officer responsible making the necessary entries in and initialling the tables at the beginning of the books.

**Temporary Branch Offices at Camps.**

**Acknerowe Camp, Hawick.**—A new Branch Office has been opened at this Camp. The hours of attendance are:—Week-days, 8.15 a.m. to 11.15 a.m., 4 p.m. to 8 p.m. Sundays, 9.15 a.m. to 11 a.m., 5 p.m. to 6 p.m.

The circulation should be as for Hawick.

**Durrington Camp B.O., Salisbury.**—A temporary Branch Post Office was opened on the 7th instant at this Camp for the transaction of all classes of Postal and Telegraph business on week-days from 9 a.m. to 7 p.m., and on Sundays from 8.30 a.m. to 10 a.m.

The Transmitting Office is TS.

Letters and parcels should circulate to Salisbury.

**Rushmore Camp B.O., Aldershot.**—Telegraph business is now transacted at this Office between 8 a.m. and 8 p.m. on week-days and from 8 a.m. to 10 a.m. on Sundays.

The transmitting Office is Stanhope Lines B.O. (Aldershot).

**Sub-Offices—Changes of Address.**

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

FROM	TO	Character of Office.
Greenore, Newry .....	Greenore, Co. Louth .....	M.T.

The circulation will be by Night Mail (Irish) as for Newry and by Day Mail (Irish) as for the Dublin and Belfast T.P.O.

The address of the undermentioned Sub-Office will be changed on and from the 3rd September, 1916:—

FROM	TO	Character of Office.
Coughton, Warwickshire .....	Coughton, Redditch .....	M.T.

**Change of Circulation.**

On and from the 15th instant, night and day mail services to the following places will be forwarded through London:—

Butler's Cross, Princes Risboro', Bucks.  
 Little Kimble, Princes Risboro', Bucks.  
 Princes Risboro', Bucks.  
 Wendover, Bucks.

A day mail service only for these places will be forwarded through Aylesbury.



## Letters and Newspapers for the Expeditionary Forces.

Attention is directed to the Special Instructions issued with the Post Office Circular of the 27th of June last, Section D, paragraph 7 (ii.) with reference to the separation of correspondence for the two Sections of the Army Letter Office. A large amount of correspondence is being missorted into the bags and bundles made up for the Army Letter Office, No. 1 Section.

The proper division as indicated in the Special Instructions is as follows:—

### Army Letter Office, No. 1 Section.

British Units of the British Expeditionary Force (i.e., British Units in France and Belgium).

### Army Letter Office, No. 2 Section.

Egyptian Expeditionary Force.

Salonika Force.

Mesopotamian Expeditionary Force.

East African Expeditionary Force.

Indian, Canadian, Australian, New Zealand and other Colonial Contingents operating with the Imperial Forces whether in France or elsewhere.

The use of the appropriate letter bundle labels will facilitate the proper division of correspondence. These labels, particulars of which are given in the Post Office Circular of the 18th of July, 1916, may be obtained on requisition from the Post Office Stores Department.

## Dutch East Indies.

The importation of coffee into the Dutch East Indies has temporarily been prohibited.

The following alterations should be made in working copies of the Post Office Guide and Supplement:—  
Post Office Guide, April Edition. Page 729. DUTCH EAST INDIES. Column 9. *Prohibited articles*.—

Add "Coffee" at the end of the first paragraph.

July Supplement. Page 65. DUTCH EAST INDIES. Column 8. *Prohibitions*.—Add "Coffee."

## FOREIGN AND COLONIAL MONEY ORDERS.

### Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 18th July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	16 kroner 60 øre ...	17 kroner.
Norway ...	16 kroner 40 øre ...	17 kroner.
Sweden and Finland...	16 kroner 40 øre ...	17 kroner.

## Loss of Armlets.

Blue and white armlets bearing the marks "G.P.O. No. 3051" and "G.P.O. No. 3308" have been lost. If 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, South Midland District, Reading.

## 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.
J. Pauling.....	E. 6957.



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.

#### 5 PER CENT. EXCHEQUER BONDS (POST OFFICE ISSUE).

A supply of a revised application form has been forwarded to every Money Order Office. The new form should be brought into use on the 1st September, but not before that date. Any copies of the old form then in stock should be treated as waste, and care should be taken to see that this is attended to.

Further supplies should be requisitioned in the usual way:

By Head Offices from the Post Office Stores Department;

By Branch and Sub-Offices from the Head Office.

#### ARMY AND NAVY ALLOWANCES.

**Army Pension Books not impressed with metal stamp of Issuing Office.**

The instruction in the Post Office Circular of the 18th of July is cancelled.

Army Pension Books issued by the Central Army Pension Issue Office are now impressed with a metal date-stamp, and any book received in future not bearing the impression of such a stamp should be returned to the Issue Office in accordance with Rule 9 of the Rules regarding Army and Navy Allowance Forms.

#### War Pensions, &c., Statutory Committee.

Authority has been given for the exhibition at Post Offices of posters indicating the name and address of the Secretaries to Local War Pensions Committees for the information of Soldiers and Sailors and their dependants.

The War Pensions, &c., Statutory Committee will send a supply of the poster to their Local Committees, who will communicate with the Postmaster as regards their exhibition at Post Offices under his control.

#### Entertainments Duty Stamps.

Attention is drawn to the notice which appeared under this heading on page 298 of the Post Office Circular, No. 2305, of the 25th of July last. Postmasters, &c., should satisfy themselves that the total value of the Entertainments Duty Stamps remaining in hand at the close of business on the last day of each month is correctly shown as a separate item of the Balance in hand on the Cash Account of that date. It should not be included in the totals shown either as Inland Revenue Stamps or as Income Tax Stamps.

#### Temporary Branch Offices at Camps.

**Kilbride Camp, Dublin.**—With reference to the notice in the Post Office Circular of the 14th of July, 1914, it should be noted that Money Order business has now been resumed at the above Office.

#### Teddington.—Alteration of Status.

On and from the 1st of September the Teddington Head Office will be converted to the status of a Branch Office and will be placed, together with its four Town Sub-Offices, under the control of the Postmaster of Twickenham. The postal address will become Teddington B.O., Middlesex. There will be no change in circulation.

#### UNEMPLOYMENT INSURANCE STAMPS.

##### Increased demands anticipated.

It is anticipated that there will be a considerably increased demand for Unemployment Insurance Stamps from the beginning of next month.

The Controller of the Post Office Stores Department will advise the Postmasters in the districts likely to be most affected of the probable extent of the increased demand. Any Head Postmaster who does not receive such an intimation on or before the 1st September should examine the stock of Unemployment Insurance Stamps in hand at the Head Office and if necessary augment it to meet an increase of 10 per cent. over the normal sales.

Arrangements should be made to deal promptly with applications from Branch or Sub-Offices where no stock has hitherto been kept.



**Stocktaking of Parcel Post Receptacles—(continued).**

It should be distinctly understood that the number of receptacles must be actually counted, not estimated.

As recent stocktaking returns have shown serious deficits in stock of Parcel Post Bags, the greatest care should be taken in compiling this part of the new return.

All Parcel Post Bags held in reserve must be included, and stocks of Letter Bags must be examined to ensure that no Parcel Bags have been mis-sorted and overlooked in consequence. It should be borne in mind that Parcel Bags are square-bottomed, whereas Letter Bags are of ordinary sack shape.

Particular care should be taken to see that all bags that may be held of the "Old Double Canvas" type (48 in. by 41 in. with double canvas bottom) should be included in the column provided in the return.

Receptacles of the following descriptions—

- (a) Baskets "Old" pattern,
- (b) "Noble" pattern,
- (c) "Combined" pattern,
- (d) "Extra Heavy" for Foreign work,
- (e) "Extra Size,"
- (f) Protectors, Long Wicker (for Umbrellas),

whether in store, or in circulation for Foreign and Inland Services, should be included in the column headed "Other receptacles."

Postmasters are enjoined to use every effort to furnish accurate figures and to make the return as complete as possible.

**FOREIGN AND COLONIAL MAILS.****Letters and Parcels sent by Soldiers to Prisoners of War in Enemy Countries.**

Soldiers are forbidden to disclose their number, unit, or station in sending letters and parcels to Prisoners of War in enemy countries.

The regulation that letters must bear the name and address of the sender inside (Section M 3 (b) of the Special Instructions) will be waived in the case of letters sent by soldiers.

All parcels must bear the name of the sender and some address to which they can be returned if undeliverable (Section M 4 (b)). A soldier tendering a parcel not bearing his name and some address should be advised to give the address of relatives or friends or of the shop at which the goods were purchased. Men of the Colonial Contingents who are unable to give any other address should be advised to give that of their Military or Record Office.

**Mails for Tristan da Cunha.**

With reference to the notice on this subject which appeared in the Post Office Circular of the 15th instant, it should be noted that the date of despatch of Letter and Parcel Mails for Tristan da Cunha has been fixed for the evening of Monday, the 11th of September. The Mails will be made up in London; and correspondence and parcels should be circulated accordingly.

**FOREIGN AND COLONIAL POST.****Restrictions on Despatch of various articles to Destinations Abroad.**

Instructions have been issued in the Post Office Circular that counter officers should remind enquirers of the restrictions imposed by the War Office on the despatch of Printed Matter, Photographs and Pictures to places abroad, although counter officers are not to take responsibility for deciding whether a packet does or does not come within the regulations.

There are other restrictions imposed by various authorities on the despatch of goods by post to places abroad on which the Post Office does not undertake to give detailed information; and counter officers must in no circumstances attempt to advise the senders of packets or parcels whether their packets or parcels comply with these restrictions.

The onus of ascertaining and complying with these restrictions rests with the senders; and, when counter officers are asked whether packets or parcels are in order for transmission by post to places abroad, they should explain that they can only advise as to the postal regulations (as shown in the Post Office Guide), that there may be restrictions imposed by other Departments (principally the War Office, the War Trade Department or the Customs) but that they cannot give any detailed information as to these restrictions which can be ascertained by the sender from the Department concerned.

It is essential that all officers performing counter duties should note and strictly observe these instructions.



### Cash on Delivery Service with Egypt (Sudan).

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

Page 848. Entry "EGYPT." Footnote A.—After "Dongola" insert "El Fasher."

### 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 must be written on the envelope containing the counter stock.

### Post Office Guide.—Additions and Alterations.

- Page 215. *Delete* Caledon, Co. Tyrone. *Insert* Caledon, Portadown.
- " 242. *Enter* Coxlodge, Newcastle-on-Tyne | M. | Gosforth, Northumberland, T.
- " 258. Drax, Selby.—*Delete* M.
- " 272. *Delete* Emyvale, Co. Monaghan. *Insert* Emyvale, Portadown.
- " 275. *Under* Exeter *delete* Queen Street.
- " 275. *Delete* Fair Isle, Lerwick. *Insert* Fair Isle, Kirkwall.
- " 280. " Fivemiletown, Co. Tyrone. *Insert* Fivemiletown, Portadown.
- " 321. *Under* Hull *delete* Margaret Street.
- " 335. Kingston, Kingsbridge.—*Delete* M.
- " 345. *Under* Leeds *delete* Belle Vue Road.
- " 348. " Lewes *delete* North Street.
- " 353. " Liverpool *delete* Chapel Street, Bootle.
- " 370. " Manchester *delete* Mill Street, Bradford.
- " 378. *Delete* Middletown, Tynan, Co. Armagh. *Insert* Middletown, Portadown.
- " 379. Milton, Steventon, Berks. *Second column.*—*Insert* M. *Third column.*—*Delete* M.
- " 380. *Under* Mirfield, Yorks., *delete* Knowl.
- " 390. " Newcastle-on-Tyne *delete* Blackett Street B.O.
- " 397. " Northfield, Birmingham, *insert* West Heath | T. M. | Northfield, T.
- " 402. " Oldbury, Birmingham, *delete* Rounds Green.
- " 418. " Portsmouth *delete* Clive Road.
- " 446. " Sheffield *delete* Attercliffe Common.
- " 463. " Stockton-on-Tees *enter* Bowesfield Lane | M.
- " 471. " Swansea *delete* Cwmbwrla.
- " 487. *Delete* Tynan, Co. Armagh. *Enter* Tynan, Portadown.
- " 499. " West Heath, Birmingham.
- " 504. *Under* Whitley Bay, Northumberland, *delete* Park View.
- " 517. " York *delete* Layerthorpe.
- " 613. *Delete* Arbour Square, Charles Street (127), E.
- " 615. " Charlton, 815, Woolwich Road, S.E.
- " 618. *Alter* Essex Road (404), Balls Pond, N., to Essex Road (354), Islington, N.
- " 632. *Delete* West Norwood, High Street, S.E.
- " 632. " West Norwood, Norwood Road (184), S.E.
- " 632. *Enter* West Norwood, The Broadway (5) | S.E. | t | — | Wed., 1 p.m.

### MONEY ORDER FORMS.

Theft of, from Steeley Lane T.S.O., Chorley.

Money Order Forms and Advices, "Steeley Lane, Chorley," Nos. 6 to 11 inclusive, are reported to have been stolen from the Steeley Lane T.S.O., Chorley.

Money Order Rule No. 134, paragraphs (e) and (f), should be acted upon at all Money Order Offices.



**Official Letters.—Withdrawal of List of Government Offices (Postmasters No. 1055).**

All copies of the "List of Government Offices authorized to despatch and receive unpaid official letters" (Postmasters No. 1055, formerly 391) issued to Head Post Offices in November, 1913, should be treated as waste, and no fresh issue of the List will be made.

The treatment of unpaid letters marked "On His Majesty's Service" was fully explained in the Post Office Circular of the 5th October, 1915; and a Provincial Postmaster should surcharge any unpaid letter posted in his district, even if superscribed "O.H.M.S." and purporting to be addressed to a Government servant, **unless it be addressed to an Office in London, Dublin or Edinburgh**, believed by the Postmaster to be a Headquarter Office of Government (or to the Welsh National Health Insurance Commission at Cardiff). When a Postmaster is in doubt whether the office addressed is a Headquarter Office of Government he should leave to London, Dublin or Edinburgh, the responsibility of raising a surcharge and can send forward the letter unmarked.

If such an unpaid letter (not exceeding 3 lb. in weight or if exceeding 3 lb. alleged to be urgently required by addressee) be tendered at a Post Office counter for free transmission, prepayment need not be insisted on if the sender alleges (and the Postmaster has no reason to doubt) that it is sent on the business of the State at the addressee's request, that the office addressed is a Headquarter Office of Government, and that the addressee is a high officer thereof. But the sender should be warned that the letter will be surcharged if on examination by the delivering office it is found not to be entitled to transmission without prepayment of postage.

Any private person who enquires whether postage should be prepaid on any letter addressed to a Government Office or Official in London, Dublin or Edinburgh, should be answered in accordance with the paragraph on page 50 of the Post Office Guide headed "Letters or other postal packets addressed to Officers of the Government."

Letters enclosed in covers bearing the "Official Paid" design, and those sent by or to Officers of the Post Office authorized to send or receive letters on Post Office service unpaid, should be forwarded as hitherto without prepayment or surcharge, provided that they comply with the regulations governing the treatment of such letters.

The necessary corrections for Rules for Head Post Offices, Part II., will be issued in due course.

**Custody of Date-Stamp used for Letter Bills and omission of Clock Time.**

It has recently come under notice that at some offices a date-stamp showing clock time used for date-stamping letter bills is accessible to practically all officers on duty.

Precautions should be taken at all offices to prevent the use of date-stamps by unauthorized persons or for unauthorized purposes. It is not necessary to assign each date-stamp permanently to one officer but the arrangements should be such that it will be possible to ascertain at any time later what officer was using a particular date-stamp at any particular time. Each date-stamp while in use should be in the hands of a particular officer responsible for it for the time being. As far as possible this system should be followed in regard to date-stamps used for date-stamping letter bills.

Clock time should be omitted in any date-stamp which is being used solely for letter bills.

Report should be made to the Secretary of any difficulty in complying with this instruction.

**Postal Packets addressed London, W.—Division between Western and Paddington Districts.**

The following rule has been drawn up for the assistance of the Staff at Provincial Offices where bags or labelled bundles are made up for the Western and Paddington Districts.

Any letter or other postal packet bearing in the address in addition to "London, W." the words, Avenue, Crescent, Gardens, Road, or Terrace should be sorted to the Paddington District, unless it is addressed to—

Shaftesbury Avenue, W. (1 to 113 and 2 to 136), the remaining numbers are in the W.C. District.

Park Crescent, W.

Burlington Gardens, W.

Chesterfield Gardens, W.

Hereford Gardens, W.

Tottenham Court Road, W.

Queen's Terrace, Queen's Street,

Edgware Road, W.

Devonshire Terrace, Marylebone, W.

when it should be sorted to the Western District Office.

The attention of the Officers concerned should be specially drawn to this rule.



**WAR SAVINGS CERTIFICATES.****Repayment.**

It is necessary to remind Postmasters and Counter Officers that repayment of War Savings Certificates must not be made except upon the authority of a warrant issued from the Money Order Department.

Special care must be taken to see that the Certificates in respect of which the warrant is issued are surrendered when repayment is made.

**Stamped Stationery bearing Queen Victoria Stamps.**

It has come under notice that at some Offices stamped stationery bearing Queen Victoria stamps (which ceased to be valid on and after 1st July, 1915—see Post Office Circular of 22nd June, 1915, page 272) is still in stock. All such stationery, and any Queen Victoria adhesive stamps still on hand, should be withdrawn from stock at once and remitted in accordance with No. 89 (a) of the Rules for Head Offices, Part III., and No. 114 (a) of the Rules for Sub-Postmasters, as the case may be.

**Stubshaw Cross S.O., Newton-le-Willows.**

In connexion with the transfer of Ashton-in-Makerfield S.O. to the control of Wigan on the 1st of October next (see Post Office Circular of the 29th of August), Stubshaw Cross S.O., Newton-le-Willows, will on the same date become a Town Sub-Office and be placed under the control of Wigan, the official address being altered to "Stubshaw Cross T.S.O., Ashton-in-Makerfield, Wigan." The circulation will be as for Wigan by all Mails.

**TO POSTMASTERS AND SUB-POSTMASTERS IN SCOTLAND.****Stamps and Licences**

will not be issued from the Inland Revenue Office, Edinburgh, on the 18th of September, or the 2nd of October. Requisitions should be regulated accordingly.

**Remittances, &c.,**

can neither be received at, nor despatched from, Edinburgh on the 18th of September. This does not apply to Accountable Receipts, which should be forwarded as usual.

**Army Parcel Office.—Discontinuance of use of N Bills.**

With reference to Section D 7 (c) of the Special Instructions, it has been decided to discontinue the use of N bills in cases where separate despatches are made up for the Army Parcel Office. The bag labels should continue to be numbered and finalled as at present.

An amendment of the Special Instructions will be issued in due course.

**FOREIGN AND COLONIAL MAILS.****Letters and Packets for the Expeditionary Forces.**

Cases have come under notice in which Expeditionary Force correspondence posted on Sunday has been held over for despatch to London on Monday because of the difficulty of completing the sub-division required. In future all Expeditionary Force correspondence that cannot be fully sub-divided in time for the last despatch to London due to reach London before 9.0 a.m. on Monday should be divided between A.L.O. 1 (British Units in France) and A.L.O. 2 (other Expeditionary Force correspondence), and sent to London by that despatch in bundles labelled "Unsorted, A.L.O. 1" (blue label) or "Unsorted, A.L.O. 2" (pink label).

As a general rule Expeditionary Force correspondence should not be withheld from despatches to London without special arrangement with the O/C., Home Depot, R.E.P.S. In no case should it be withheld from despatches due to reach London between the hours of 9.0 a.m. and 6.0 p.m.

This instruction does not relieve despatching offices of the responsibility of sub-dividing their Expeditionary Force correspondence to the fullest extent that time permits, in accordance with the Special Instructions issued with the Post Office Circular of the 27th of June last.

**Postage on Letters for China.—Increased Rates to the Treaty Ports.**

A notice with the above heading is issued with this Circular for exhibition. The alteration in rates should be brought to the notice of any firms who are known to be interested in the China trade.



## LICENCES.

TO POSTMASTERS AND SUB-POSTMASTERS IN CHARGE OF MONEY ORDER OFFICES THROUGHOUT THE UNITED KINGDOM.

With reference to the issue of part-year Carriage and Motor Car Licences for the period 1st October to 31st December, Postmasters and Sub-Postmasters are reminded that a stock of the relative declaration forms should be in hand at all Money Order Offices. The forms are as follows:—

	ENGLAND & WALES.	SCOTLAND.	IRELAND.
Part-Year Declaration Form for Carriage and Motor Car Licences ..	No. 2	No. 132A	No. 2
Part-Year Declaration Form for Motor Car Licences issued at the reduced rates to Medical Practitioners.....	No. 2A	No. 132E	No. 2A
(Forms now in hand obsolete—see last paragraph below).			
Part-Year Declaration Form for Hackney Carriage and Hackney Motor Car Licences .....	No. 4	(Not stocked)	

In England and Wales, Head Postmasters and London Sub-Postmasters should requisition fresh supplies of the forms from the Controller, Stores Department, Studd Street Depot, London, N., and Provincial Sub-Postmasters from their respective Head Offices.

In Scotland and Ireland fresh supplies should be requisitioned from the Comptroller of Stamps and Taxes, Edinburgh or Dublin as the case may be.

Attention is directed to the fact that under the Finance Act, 1916, Veterinary Surgeons may now obtain Motor Car and Motor Cycle Licences at the reduced rates hitherto allowable to Medical Practitioners only. The part year declaration forms, Nos. 2A and 132E, have been revised accordingly, and the stock of forms Nos. 2A and 132E in hand are therefore obsolete and must be treated as waste. A supply of the revised forms should be requisitioned without delay. The relative Licences are issued in the scheduled form only.

TO POSTMASTERS AND SUB-POSTMASTERS IN ENGLAND, WALES AND IRELAND AUTHORIZED TO ISSUE  
LICENCES IN SCHEDULE FORM.

**Issue of Motor Car (including Motor Cycle) Licences at reduced rates to Veterinary Surgeons.**

As stated in the last paragraph of the preceding notice, Veterinary Surgeons are now entitled to take out Motor Car (including Motor Cycle) licences at the reduced rates hitherto applicable to Medical Practitioners' Motor Cars only. The part-year form of licence for Medical Practitioners' Motor Cars has been revised and made applicable to Veterinary Surgeons' cars also. The stocks of such licences now in hand are therefore obsolete and must be returned in the brown paper envelope containing the cash account of the 29th instant. The covers of the books of licences should be date-stamped, and the consignment should be accompanied by a note stating the name of the Office and the serial numbers of the licence forms returned. The serial numbers should also be entered on the Form No. 150. Part year forms of Medical Practitioners' licences only should be returned. The whole year forms of licence should be retained for the present. A supply of the revised form of part year licence should be requisitioned without delay on a separate requisition form.

Veterinary Surgeons who have paid the ordinary rates of Motor Car or Motor Cycle duty in respect of the current year and desire a refundment of a portion of the amount, should be referred to the Local Authorities.

## FOREIGN AND COLONIAL MAILS.

## Parcel Post to Bolivia.

Parcels up to 11 pounds in weight may now be accepted for all places in Bolivia to which the Parcel Post extends.

The words "and parcels over 7 lb. in weight.....only" should be deleted from the relative entry in Column 8 on page 53 of the July Supplement to the Post Office Guide; and the Appendices in the Books of Rules for Head and Sub-Postmasters (Foreign and Colonial Parcel Post) should be amended accordingly.



## Separation Allowance for Dependants of Soldiers.

### ABOLITION OF TIME-LIMIT FOR APPLICATIONS.

Copies of a window-notice with the above heading will shortly be distributed to all Post Offices and should be exhibited on receipt.

## 5% EXCHEQUER BONDS—POST OFFICE ISSUE.

### Applications made on and after 2nd October, 1916.

In order to allow time for the preparation of the dividend payable on 1st December, it has been decided that the interest on Exchequer Bonds applied for through the Post Office during the months of October and November shall be paid with the dividend due on 1st June, 1917. This will be notified in a reprint of the prospectus and should be mentioned to all persons who apply for Exchequer Bonds on and after 2nd October. Bonds applied for during September will not be affected.

## WAR SAVINGS CERTIFICATES.

### Counterparts of War Savings Certificates to be signed by Issuing Officer.

Postmasters and other officers concerned are reminded that counterparts of War Savings Certificates must be date-stamped and signed (or initialed) by the issuing officer.

### Filled-up signature forms to be accepted from War Savings Associations.

If the Secretary of a War Savings Association presents at a Post Office filled-up signature forms for transmission to the Money Order Department they should be accepted and sent to the Money Order Department in the "War Savings Certificates" envelope with a slip attached endorsed "Received from the.....War Savings Association."

## Temporary Branch Offices at Camps.

The temporary Branch Office at Acreknowe Camp has been closed.

## Sub-Offices—Change of Address.

On and from the 4th October the address of the undermentioned Sub-Offices will be changed:—

FROM	TO	Character of Office.
East Runton, Cromer .....	East Runton, Norfolk .....	T. Ex. M.T.
Overstrand, Cromer .....	Overstrand, Norfolk .....	T. Ex. M.T.
Sidestrand, Cromer .....	Sidestrand, Overstrand, Norfolk .....	T.
West Runton, Cromer .....	West Runton, Norfolk .....	M.T.

The circulation should be as for Norwich by all Mails.

The offices will remain under the control of the Postmaster of Cromer.

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

FROM	TO	Character of Office.
Turloughmore, Athenry, Co. Galway .....	Turloughmore, Galway .....	—

The circulation should be as for Galway by all Mails.

## Branch Office—Change of Address.

On and from the 1st October, 1916, the address of the undermentioned Branch Office will be changed:—

FROM	TO	Character of Office.
Kimmel Park Camp B.O., Rhyl .....	Kimmel Park Camp, Denbighshire .....	T. Ex. M.T.

Kimmel Park B.O. will receive a mail from the Bangor and Crewe T.P.O. going West viâ Rhyl Station. The general circulation will be changed from Rhyl to Chester up to the train arrivals due at the latter place at 12.34 p.m.



## Supplement to the Post Office Guide.

A Supplement to the Post Office Guide will appear on the 1st of October. The arrangement of the contents follows that of the Post Office Guide issued in April last, which remains in force except where modified by this Supplement. The Amendments to the List of Provincial Offices are given on pages 15 to 80 of the Supplement, and can also be obtained separately.

Further instructions will be issued concerning the disposal of copies of the Supplement issued in July, which is superseded by the new Supplement.

### Plain Mail Bags for use during the forthcoming Christmas Season.

Postmasters requiring Plain Mail Bags for use during the approaching Christmas Season should apply for them without delay to the Controller, Post Office Stores Department, London, Edinburgh or Dublin, as the case may be. The applications should be made on form Postmasters No. 3, which should be endorsed "Plain Bags for use during Christmas Pressure." Applications for stencilled bags should not be included on the same form.

In view of the necessity for economy of stores, Postmasters should personally satisfy themselves that the smallest possible quantities are asked for and that the fullest provision is made for the use of the smaller sizes of bags. A note should be made on the requisition showing the proportion of the quantities estimated for Mails for the Expeditionary Forces.

Labels for use with the bags will be provided, if required, on receipt of an application on form Postmasters 1056, late No. 84B, and, in accordance with the usual practice, where at least 1000 manilla labels are used for inland despatches in a year the labels will be printed with the name of the Office. Requisitions for printed labels, which should be for a full year's requirements, must be accompanied by a pattern for the printer's guidance, and should be put forward at least one month before the labels are required for use.

The bags should all be returned after the Christmas pressure. A further notice on this point will appear in due course.

It should be borne in mind that applications for **Parcel Post Bags** No. 49, No. 49a, No. 298 and No. 295M should be addressed to the "centre" proper to the Office.

### Parcel Post.—Blackberries and other Soft Fruit.

The attention of all officers who deal with parcels is drawn to the notice in the Post Office Circular of the 20th 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 should be accepted.

## FOREIGN AND COLONIAL MAILS.

### Reply Coupons.

Portuguese India is now included in the Reply Coupon System. The necessary note should be made at page 37 of the Supplement to the Post Office Guide.

### Parcel Post with Colombia.—Reduction of Postage.

On and after the 1st of October next the undermentioned rates of postage will be charged on parcels for Colombia:—

	For parcels not exceeding—					
	3 lb.		7 lb.		11 lb.	
	s.	d.	s.	d.	s.	d.
(A) For all places except those in the Departments mentioned below ....	2	7	3	3	3	7
(B) For Departments of Caldas, Cauca, El Valle and Narino .....	3	6	4	10	5	10

These rates are shown in Column 4 on page 60 of the October Supplement to the Post Office Guide; and care should be taken to ensure that parcels for Colombia are correctly prepaid.



## POST OFFICE ROLL OF HONOUR—(continued).

Postmasters and other Supervising Officers should report to the Secretary without delay any information that may reach them of the names of Post Office Servants who are killed in action, who have died of wounds or disease, who are mentioned in despatches, or who receive special promotion in the Army or Navy. In reporting cases of death the name and address of the person to whom the Postmaster General might properly send a Letter of Condolence should, if possible, be stated, together with the deceased officer's name in full and the date when his employment in the Post Office first began.

### Scale Payment Sub-Postmasters.—Remuneration for War Loan Work and Allowance Form Work.

The Postmaster General has obtained authority to pay the following rates of remuneration to Scale Payment Sub-Postmasters for War Loan work in lieu of those set forth on page 44 of the Post Office Circular of the 25th of January last:—

For receiving applications for subscriptions of £5 or a multiple thereof up to £200 (other than Scrip Certificates) .....	£6 per thousand transactions.
For selling Scrip Vouchers and Certificates .....	£1 10s. per thousand sold.
For receiving Scrip Vouchers and Certificates in exchange for War Loan .....	£2 per thousand received.
For the issue of Exchequer Bonds .....	£6 per thousand transactions.
For selling War Savings Certificates .....	£2 5s. per thousand sold.
For receiving back War Savings Certificates in exchange for cash. £1 10s. per thousand received.	

Payment of the amounts due at these rates will be made at an early date.

The Postmaster General has also, in consultation with the Lords Commissioners of the Treasury, had under review the rate of payment for Allowance Form work, which was fixed provisionally at £4 per thousand Allowance Forms with an additional payment for the first six months (Post Office Circular of 23rd February, 1915). He finds that no alteration of the provisional rate is required at Offices where the volume of Allowance Form work is small but the enquiries made show that where the amount of work is large the provisional rate is unnecessarily high. It has therefore been decided that as from the quarter beginning the 1st of October, 1916, the rates of payment shall be as follows:—

For the first 2,500 Allowance Forms in each quarter.....	£4 per thousand.
Above 2,500 up to 3,750 .....	£3       "
Above 3,750 .....	£2       "

## ARMY AND NAVY ALLOWANCES.

### Issue of "Official Paid" Labels to replace "Official Paid" cover No. 411.

Supplies of two new "Official Paid" Labels, Postmasters No. 583 and No. 584, will shortly be issued to all Head Postmasters who should distribute them to their Sub-Postmasters. These labels will take the place of the "Official Paid" cover No. 411 for communications to Army Postmasters and other Issuing Authorities, and are intended to be affixed to used covers received enclosing communications from such Authorities, or to any other used covers which may be found convenient, in the same way as labels No. 361 and No. 362 are affixed to cover No. 312.

Supplies in hand of cover No. 411 should be used up. Further supplies of the labels should be requisitioned from the Post Office Stores Department or from the Head Postmaster in the ordinary way.

Label, Postmasters No. 583 bears the alternative addresses:—

- (1.) The Accountant General of the Navy, Admiralty, London, S.W.
- (2.) The Superintendent, Central Army Pension Issue Office, 33, Baker Street, London, W.

Label, Postmasters No. 584 bears the alternative addresses:—

- (1.) The Regimental Paymaster, Army Pay Office.
- (2.) The Secretary, Territorial Force Association, County of.....

In every case the address which is not required must be struck out; and on No. 584 the remaining address must be completed. Omission to do this causes much trouble.



## WAR SAVINGS CERTIFICATES.

### Issue of a Single Certificate for amounts above £25.

In future a single War Savings Certificate for any amount above £25 (up to the limit of £500) may be obtained from the G.P.O., London, on application being made on Form No. 581. Counter clerks should advise applicants accordingly.

### Statement of Income Limit to be struck out of Pink or Orange Book.

On the issue of War Savings Certificate books of the earlier supply, Postmasters should strike out from page 2 of the cover of the book the second of the terms and conditions, viz.: "that the purchaser's income must not exceed £300 a year." This condition is omitted from the later issues.

### Sub-Offices—Change of Address.

The TADWORTH Sub-Office (EPSOM) has been converted to the rank of a Salaried Sub-Office. The Postal address of the undermentioned Sub-Offices has been changed:—

FROM	TO	Character of Office.
Tadworth, Epsom .....	Tadworth S.O., Surrey .....	T. Ex. M.T.
Burgh Heath, Epsom .....	Burgh Heath, Tadworth S.O., Surrey .....	T. Ex. M.T.
Walton-on-the-Hill, Epsom .....	Walton-on-the-Hill, Tadworth S.O., Surrey..	T. Ex. M.T.

The circulation of letters and parcels will be to London.

The undermentioned Sub-Office has been raised to "Independent" rank and the address has been changed:—

FROM	TO	Character of Office.
Ballincollig, Cork .....	Ballincollig, Co. Cork.....	T.M.T.

A direct bag will be made up for Ballincollig in the Great Southern and Western T.P.O. Down Day Mail.

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

FROM	TO	Character of Office.
Drumshambo, Co. Leitrim .....	Drumshambo, Carrick-on-Shannon .....	M.T.

The circulation should be as for Carrick-on-Shannon by all Mails.

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

FROM	TO	Character of Office.
Lawderdale, Carrick-on-Shannon .....	Lawderdale, Ballinamore, Co. Leitrim .....	—

The circulation should be as for Ballinamore by all Mails.

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

FROM	TO	Character of Office.
Lisduff, Virginia, Co. Cavan .....	Lisduff, Kells .....	nS.
Virginia Road, Co. Cavan .....	Virginia Road, Kells .....	nS.

The circulation should be as for Kells by all Mails.

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

FROM	TO	Character of Office.
Tubbercurry, Co. Sligo .....	Tubbercurry, Ballymote, Co. Sligo .....	M.T.

The circulation should be as for Ballymote Sub-Office by all Mails.

### Branch Office—Change of Address of Kimmel Park Camp, Denbighshire, B.O.

In the announcement of the Post Office Circular of the 26th September regarding the change of address of the Branch Office at Kimmel Park Camp, Denbighshire, the general circulation was given as being changed from Rhyl to Chester up to the train arrivals due at the latter place at 12.34 p.m., instead of 12.34 a.m. The necessary correction should be made.



## FOREIGN AND COLONIAL MAILS.

## British Mission with Royal Serbian Army.

With reference to the notice under this heading in the Circular of the 6th June, certain units formerly attached to the British Mission with the Royal Serbian Army at Corfu have been advised to have their correspondence addressed direct to Corfu instead of to the Salonika Force. The rates of postage on letters addressed to Corfu are the same as for the Salonika Force; but parcels for British troops addressed to Corfu, whether or not the words "British Mission with Royal Serbian Army" are also included in the address, must be prepaid at the rates of 1s. 6d. and 1s. 10d., if they do not exceed 3 lb. and 7 lb. respectively, whereas the corresponding rates for the Salonika Force are 1s. and 1s. 9d. Members of the public enquiring on the subject should be informed that the inclusion of "Corfu" in the address of letters and parcels for men at Corfu ensures a much earlier delivery.

## Foreign and Colonial Mails.

The following corrections, notified in recent Circulars, should be made in working copies of the October Supplement to the Post Office Guide:—

Page 107. Column 1.—Before "Portuguese India" insert the sign "†."

## PARCEL POST TO BOLIVIA.

Page 123. Column 8.—*Observations*.—Delete the words "and parcels over 7 lb. in weight..... only."

## PARCEL POST TO DANISH WEST INDIES.

Page 132. Column 3.—For "Every Friday morning" substitute "Every Saturday morning."

## PARCEL POST TO LEEWARD ISLANDS AND ST. LUCIA.

Pages 148 and 166. Column 2.—For "Viâ Trinidad" substitute "Viâ New York."

„ 3.—For "About three times a month. Dates uncertain." substitute "Every Saturday morning."

## Mails for Pitcairn Island.

An opportunity of communicating with Pitcairn Island will be afforded by a steamer which will leave London shortly for the Island.

Letters and printed matter for Pitcairn Island should be posted so as to reach the London Chief Office not later than the afternoon of the 13th instant, but parcels can only be received up to the evening of the 11th instant.

The rate of postage to be prepaid on letters is 1d. per ounce, and on newspapers and other printed matter ½d. per 2 ounces.

Parcels may not exceed 4 feet in length and girth combined; and they should on this occasion be prepaid at the following rates, namely, 1s. for a parcel not exceeding 3 lb. in weight, 2s. for a parcel exceeding 3 lb. but not exceeding 7 lb., and 3s. for a parcel exceeding 7 lb. but not exceeding 11 lb.

## Parcel Post to Russia.

Each parcel sent to Russia (European and Asiatic) by way of Canada and Japan must in future be accompanied by three copies of the Customs Declaration Form.

The relative entries "C2" in Column 7 at page 165 of the October Supplement to the Post Office Guide should be amended to read "C3."

## MONEY ORDERS.

## FOREIGN AND COLONIAL MONEY ORDER SERVICE.

## Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 18th of July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	17 kroner 20 öre ...	17 kroner 55 öre
France and Algeria, French Colonies ...	27 francs 50 centimes ...	28 francs.
Sweden and Finland ...	16 kronor 50 öre ...	
Switzerland ...	25 francs 10 centimes ...	
Tunis ...	27 francs 50 centimes ...	28 francs 20 centimes.



### Temporary Branch Offices at Camps.

The temporary Branch Office at Rushmoor Camp (Aldershot) has been closed. The temporary Branch Office at Okehampton Camp will be closed after the 19th instant.

### Otterpool Camp B.O., Folkestone.

This Office was closed on the 7th instant.

### 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 15th November. Sub-Postmasters should apply to their Head Postmasters as usual.

### Rural Postman's Cart for Sale.

Length of body .....	3 ft. 7 in.)	} inside measurements.
Width { at top .....	3 ft. 7 in.)	
{ at bottom .....	3 ft. 3 in.)	
Height .....	2 ft. 0 in.)	
Height of Wheels .....	4 ft. 6 in.	
Weight .....	4½ cwt.	
Price .....	£6.	

The cart is in good condition.

Apply to Mr. C. Johnstone, Postman (R), Ecclefechan, Dumfriesshire.

### OLD AGE PENSIONS.

Orders not payable 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.

### EXCHEQUER BOND POSTERS TO BE ALTERED.

The posters exhibited in Post Offices with reference to Exchequer Bonds should be altered boldly in red ink, 6% being substituted for 5% and on those where the date of repayment appears 16th February, 1920, being substituted for 1st December, 1920.

### FOREIGN AND COLONIAL MAILS.

#### Parcel Post to China.

The insured parcel service to Chengtu, Chungking and Wanhshien in the Province of Szechwan has been resumed. The October Supplement to the Post Office Guide should be amended as follows in working copies:—

Page 129. **China.** (A) Chinese Post Offices, Col. 8. Observations. In the note in italics, after "Szechwan" insert "(except to Chengtu, Chungking and Wanhshien)."

#### Parcel Post to Mexico.

In consequence of a printer's error the postage payable on each parcel for Mexico not exceeding 3 lb. in weight is incorrectly stated as 2s. in Column 4 on page 152 of the October Supplement to the Post Office Guide. The correct postage is 2s. 3d.; and the relative entry should be amended in working copies of the Supplement.



## Foreign and Colonial Parcel Post.

### Certificates of the Posting of certain classes of Uninsured Parcels.

On and after the 1st of November next, the present Certificates of Posting (Forms Postmasters No. 1029 and Postmasters No. 1030), issued in respect of Foreign and Colonial parcels, are to be used only for insured parcels, and for uninsured parcels which are treated as "Valuable," "Cash on Delivery," "Express," or those on which the senders desire to undertake the payment of Customs charges.

The senders of all other uninsured parcels who require a certificate of posting must themselves prepare the certificate, as in the case of unregistered Inland parcels. The present form of certificate for unregistered Inland parcels, P.P. No. 32, is being adapted for use for uninsured parcels in the Foreign and Colonial Post also; and supplies of the revised form will be issued to all Postmasters in readiness for use on the 1st of November next. If any Postmaster does not receive a supply in due course, he should make application for it through the usual channel.

One certificate will be sufficient for a batch of parcels posted at the same time by the same senders, provided that the parcels are for the same addressees and that the postage prepaid is the same in each case; and one certificate may be accepted in respect of a number of parcels recorded on a list prepared by the senders as in the Inland service.

Serial number labels will still be used on all Foreign and Colonial parcels; and care should be taken to ensure that the certificates, before being finally handed to the senders, bear the relative serial numbers of the parcels.

No alteration will be made in the present practice of recording Insured parcels, and uninsured "Valuable," "Cash on Delivery," and "Express" parcels, and those on which the senders desire to undertake the payment of Customs charges; and the usual certificates should be employed for such parcels, the record of posting being maintained in such cases, as heretofore. A collective receipt may, however, be given in the case of insured parcels posted by the same sender for the same addressee if the postage prepaid and the declared value are the same in each case.

Correction slips amending the various rules involved by the alteration in practice will be issued as soon as possible.

### Parcel Post to South-West Africa.

The parcel post to the Territory formerly known as German South-West Africa has been re-established; and working copies of the October Supplement to the Post Office Guide should be amended as follows:—

Pages 140 and 141. Delete present entries.

Pages 172 and 173—

Column 1. Insert VI. South-West Africa (formerly German South-West Africa).

" 2. " do.

" 3. " do.

" 4. " For each lb. or fraction thereof up to 11 lb., 1s. 0d.

" 5. " No service.

" 6. { " 3½.

" 6. { " 6.

" 7. " A.

" 8. " Prohibitions and Observations—same as I. Union of South Africa.

### Packing of Parcels for South America and the West Indies.

In consequence of alterations in the working of the parcel post service, parcels for the Argentine Republic, Uruguay, Venezuela, British Guiana and the West Indies, generally, should be very strongly packed in future; and those of which the contents are liable to be affected by damp should be enclosed in waterproof covers.

The special attention of persons posting parcels to the places mentioned should be drawn to this new requirement whenever possible.

The following paragraph should be inserted in working copies of the October Supplement to the Post Office Guide at pages 121, 125, 133, 135, 143, 149, 167, 177 and 181, against Argentine Republic, Barbados, British Guiana, Danish West Indies, Dutch West Indies, Grenada, Leeward Islands, St. Lucia, St. Vincent, Trinidad and Tobago, Uruguay and Venezuela (column 8):—

"All parcels must be very strongly packed; and those of which the contents are liable to be affected by damp should be enclosed in waterproof covers."



## Private Boxes and Bags for Sunday Use.

The notice at page 48 of the Post Office Guide headed as above will be amended in the next issue of the Supplement and will then read as follows:—

"A Private Box may be rented for use on Sundays only for the purpose of obtaining correspondence when the Office is ordinarily closed for callers; but correspondence can only be obtained during the hours of attendance of the staff. The charge for a Sunday Box in London for use during the day or night or in a Provincial Town for use during the night is two-thirds of the fee for an ordinary Private Box. In Provincial Towns when the call is made in the day time only, the charge is 10s. 6d. a year. A resident in a Rural District who has no Sunday delivery business, may rent a Private Bag, to be called for on Sundays only when the Office is open for public business, on payment of one-third of the usual fee."

Postmasters and Sub-Postmasters should note.

### Letters for Night and Sunday Private Boxes enclosed in red covers.

Letters for Sunday Private Boxes enclosed in red covers must be tied up with the letter bill on despatch and advised thereon in the space for Express Letters in the same way as similar letters for Night Private Boxes. See Rule 134, Head Post Offices Part II. and Rule 1064, Head Post Offices Part I.

## FOREIGN AND COLONIAL MAILS.

### Foreign and Colonial Parcel Post.

#### Certificates of the Posting of certain classes of Uninsured Parcels.

On and after the 1st of November next, the present Certificates of Posting (Forms Postmasters No. 1029 and Postmasters No. 1030), issued in respect of Foreign and Colonial parcels, are to be used only for insured parcels, and for uninsured parcels which are treated as "Valuable," "Cash on Delivery," "Express," or those on which the senders desire to undertake the payment of Customs charges.

The senders of all other uninsured parcels who require a certificate of posting must themselves prepare the certificate, as in the case of unregistered Inland parcels. The present form of certificate for unregistered Inland parcels, P.P. No. 32, is being adapted for use for uninsured parcels in the Foreign and Colonial Post also; and supplies of the revised form will be issued to all Postmasters in readiness for use on the 1st of November. If any Postmaster does not receive a supply in due course, he should make application for it through the usual channel.

One certificate will be sufficient for a batch of parcels posted at the same time by the same senders, provided that the parcels are for the same addressees and that the postage prepaid is the same in each case; and one certificate may be accepted in respect of a number of parcels recorded on a list prepared by the senders as in the Inland service.

Serial number labels will still be used on all Foreign and Colonial parcels; and care should be taken to ensure that the certificates, before being finally handed to the senders, bear the relative serial numbers of the parcels.

No alteration will be made in the present practice of recording Insured parcels, and uninsured "Valuable," "Cash on Delivery," and "Express" parcels, and those on which the senders desire to undertake the payment of Customs charges; and the usual certificates should be employed for such parcels, the record of posting being maintained in such cases, as heretofore. A collective receipt may, however, be given in the case of insured parcels posted by the same sender for the same addressee if the postage prepaid and the declared value are the same in each case.

Correction slips amending the various rules affected by the alteration in practice will be issued as soon as possible.

At Offices at which Inland parcels are at all times accepted at a separate counter from Foreign and Colonial parcels or at a separate and distinct part of the same counter, the existing stock of certificates for unregistered Inland parcels should be used up, and requisitions for certificates of the old pattern for use for Inland parcels should continue to be made.

All unused forms of the old pattern on hand at other Offices should be returned at once to the Controller, Post Office Stores Department, through the usual channel.



### Winchfield Head Office.—Alteration of Status—(continued).

The following Sub-Offices formerly controlled by the Postmaster of Winchfield have been transferred to the control of the Postmaster of Aldershot. There is no alteration in address:—

Fleet, Hants.  
Avondale Road, Fleet, Hants.  
Pondtail, Fleet, Hants.  
Reading Road, Fleet, Hants.  
Church Crookham, Hants.  
Crookham, Hants.

All night mail letters and parcels for these offices should circulate to Aldershot. The Day Mail circulation remains unchanged.

### Sub-Offices—Change of Address.

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

FROM	TO	Character of Office,
Arbuthnott, Kincardineshire.....	Arbuthnott, Fordoun, Kincardineshire.....	—

The circulation should be as for Fordoun by all Mails.

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

FROM	TO	Character of Office,
Parbrook, Glastonbury, Somerset.....	Parbrook, Bridgwater.....	nS.
West Pennard, Glastonbury, Somerset.....	West Pennard, Bridgwater.....	M.T.

The circulation should be as for Bridgwater by all Mails.

### INLAND PARCEL POST.

#### Rules for Sub-Postmasters.

A Correction Slip (No. 7) to the Inland 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.

### Unpaid or Short Paid Inland Letters sent to Soldiers in the United Kingdom.

Deficient postage at the double rate should be charged and collected.

The single rate of surcharge authorized in paragraph 4 (b) Section C of the Special Instructions, issued with the Post Office Circular of the 27th June last, applies only to letters from soldiers.

### Stamping Pads for use with Metal Stamps.

Stamping Pads covered with Italian Cloth instead of Green Baize are now being issued for use with Metal Stamps. These pads are provided with three layers of Italian Cloth on each side, and, when the outer layer is worn out, it should be cut away close inside the stitching and the next layer exposed. The attention of Stampers should be directed to this in order that the pads may not be discarded prematurely.

### Temporary Branch Offices at Camps.

The temporary Branch Offices at Hursley Park Camp (Winchester), at Gosforth Park Camp (Newcastle-on-Tyne), and at Belhus Park Camp (Aveley, Purfleet, Essex), have been closed.

**Kinross Camp, Kinross.** A temporary Branch Office has been opened at this Camp for Postal (not Money Order and Savings Bank) business. Letters and Parcels should circulate to Edinburgh.



## Parcel Post to Egypt, India, Australia, &c.—Earlier Posting.

A Public Notice with the above heading is distributed with this Circular for exhibition. The attention of any firms known to be interested should be directed to the earlier posting. Working copies of the October supplement to the Post Office Guide should be corrected by substituting "afternoon" for "night" in the entries in Col. 3 of the Tables at pages 118-181 for despatches by Peninsular and Oriental Line to the destinations named below:—

Aden.	Dutch East Indies.	Malay States.	Portuguese India.
Australia.	Egypt.	Malta.	Portuguese Timor.
British East Africa and Uganda.	Gibraltar.	Morocco.	Sarawak.
British Somaliland.	Gilbert and Ellice Islands.	New Guinea.	Seychelles.
Brunei.	Hong Kong.	New Hebrides.	Siam.
Ceylon.	India.	North Borneo.	Solomon Islands.
China.	Macao.	Papua.	Straits Settlements.
Cyprus.		Persia (Southern).	Zanzibar.

## FOREIGN AND COLONIAL MONEY ORDER SERVICE.

### Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 18th of July:—

COUNTRY.	RATE FOR ORDERS PAYABLE ABROAD
Russia .....	15 roubles.
Switzerland .....	24 francs 60 centimes.

## MONEY ORDERS.

### Post Office Guide.—Additions and Alterations.

- Page 190.—*Under* Birmingham *delete* Saltley Road.  
 „ 191.—*Under* Blackburn *delete* Nova Scotia.  
 „ 191.—*Under* Blackburn *delete* Dukes Brow.  
 „ 204.—*Under* Brighton *delete* Victoria Road.  
 „ 242.—Cowes, Medina Road—*Amend* to Cowes, Medina.  
 „ 245.—Cromer, Suffield Park, *delete* M.  
 „ 247.—Cudworth, Barnsley, Pontefract Road, *delete* M.  
 „ 274.—*Under* Evesham *delete* Windsor Road.  
 „ 313.—Higham, Barnsley, *delete* M.  
 „ 315.—Hillstown, Chesterfield, *delete* M.  
 „ 321.—*Under* Hull *delete* Garden Village.  
 „ 322.—Hundon, Clare, Suffolk, *delete* M.  
 „ 345.—*Delete* Leavening, Malton.  
 „ 374.—*Under* Maryport *delete* Grasslot.  
 „ 420.—*Under* Preston *delete* Ashton Lane Ends.  
 „ 443.—*Under* Scotstoun, Glasgow, *delete* Dumbarton Road.  
 „ 466.—Stowe-by-Chartley, Stafford, *insert* SB.  
 „ 469.—Suffield Park, Cromer, *delete* M.  
 „ 498.—*Under* West Bromwich *delete* Golds Hill.  
 „ 499.—Westerhope, Newcastle-on-Tyne, *insert* SB.  
 „ 500.—West Moor Colliery, Newcastle-on-Tyne, *insert* SB.  
 „ 622.—Lewisham, Hither Green Lane (112), S.E.—*Amend* to Lewisham, Hither Green Lane (110), S.E.  
 „ 629.—*Delete* Sydenham, Newlands Park, S.E.



## POST OFFICE ROLL OF HONOUR—(continued).

Postmasters and other Supervising Officers should report to the Secretary without delay any information that may reach them of the names of Post Office Servants who are killed in action, who have died of wounds or disease, who are mentioned in despatches, or who receive special promotion in the Army or Navy. In reporting cases of death the name and address of the person to whom the Postmaster General might properly send a Letter of Condolence should, if possible, be stated, together with the deceased officer's name in full and the date when his employment in the Post Office first began.

The attention of Postmasters, &c., is directed to Rule 624 of the Rules for Head Post Offices, Part I., with special reference to the cases of officers who lose their lives in the War. If it is found that the instruction in question has been overlooked in any instance, the matter should receive immediate attention.

## VACANCIES.

POSTMASTERSHIP OF LOUTH.—Salary, £265 a year.

„ „ PORTRUSH.—Salary, £190 a year.

The incoming Postmaster of Portrush will be required to occupy an official residence for which he will be charged an inclusive rental of £26 12s. 0d. a year. The accommodation comprises two sitting rooms, four bedrooms, box room, kitchen and usual offices. He will also be required to attend to Telephone calls when the staff is not on duty and for such attendance he will receive remuneration at the usual rates.

With this exception 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 20th 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 Rules, Rule 28.)

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 Male and Female Indoor Officers are required in the South Western District for Postal and Telegraph work.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyor, Portsmouth. Candidates should apply through the usual official channels.

Males eligible for military service will not be accepted.

## Sub-Office—Change of Address

The address of the undermentioned Office has been changed:—

FROM	TO	Character of Office
Ashgill, Netherburn, Lanarkshire .....	Ashgill, Lanarkshire .....	nS. M.T.

The circulation for Ashgill remains unchanged, except from a few offices which have been specially notified.

## Boosterstown Sub-Office—Change of Address.

Boosterstown S.O. (Dublin) has been converted into a Town Sub-Office under Blackrock. Its new address is Boosterstown T.S.O., Blackrock, and the circulation should be as for Blackrock by all Mails.

## Leicester Square, Cranbourn Street (47) B.O., London, W.C.

The above-named Branch Office was closed on the 11th instant.

A temporary Branch Office to take its place has been opened at No. 34, Leicester Square, W.C.

## Postage Stamps not obliterated or imperfectly obliterated.

Many letters, parcels and other postal packets pass through the post bearing postage stamps unobliterated or imperfectly obliterated, and are delivered without the omission being supplied.

The attention of all officers should be drawn to the necessity of taking care that all postage stamps are effectually obliterated.



### Sub-Offices—Change of Control and Address.

On and from the 3rd December, the undermentioned Sub-Offices will be transferred from the control of the Postmaster of Ashby-de-la-Zouch to that of the Postmasters of Leicester and Derby, respectively, and the address will be changed:—

FROM	TO	Character of Office.
Coleorton, Ashby-de-la-Zouch .....	Coleorton, Leicester .....	M.
Griffydam, .....	Griffydam, .....	nS.
Heather, .....	Heather, .....	TEEx. M.T. nS.
Newton Burgoland, .....	Newton Burgoland, .....	M.T. nS.
Normanton-le-Heath, .....	Normanton-le-Heath, .....	nS.
Ravenstone, .....	Ravenstone, .....	M.
Sweepstone, .....	Sweepstone, .....	nS.
Breedon-on-the-Hill, .....	Breedon-on-the-Hill, Derby .....	—

The circulation will be as for Leicester (Derby in the case of Breedon-on-the-Hill) by all Mails after the night of the 1st December.

### Temporary Branch Offices at Camps.

**Netherburn, Lanarkshire.**—This Office has been closed.

**Roehampton Camp, S.W.**—The temporary Branch Office at the above camp was closed on the 8th instant.

**Kinross Camp, Kinross-shire.**—The address of this Office was given in the Post Office Circular of the 7th November as **Kinross** instead of **Kinross-shire**. The necessary correction should be made.

## MONEY ORDERS.

### Rules for Money Order Business.

A Correction Slip (No. 6) to the Rules for Money Order business was issued last week. 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.

## FOREIGN AND COLONIAL MONEY ORDER SERVICE.

### Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 18th of July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Faröe Islands and Iceland ...	17 kroner 40 öre	25 francs 30 centimes.
Netherlands and Dutch Colonies ...	11 florins 50 cents	
Norway ...	17 kroner	
Sweden and Finland ...	16 kronor 60 öre	
Switzerland ...	...	

### Loss of Armlets.

Blue and white armlets bearing the marks "G.P.O. No. 2521," and "G.P.O. No. 409" have been lost. If either 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. 2521 to the Post Office Superintending Engineer, South Midland District, Reading.  
 " " 409 " " North Midland District, Nottingham.

### 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.  
 J. H. Hughes ..... E. 12389.



## POST OFFICE ROLL OF HONOUR—(continued).

Name	Post Office Rank	Office	Regiment or Ship
Rolfe, R. H. ....	Labourer ... ..	Engrg. Dept., S. Eastern District	Royal Engineers (Signal Service).
Rooney, J. ....	Auxiliary Postman ... ..	Gortgarrigan, Sligo ... ..	Royal Engineers.
Ruff, R. ....	Auxiliary Postman ... ..	Henfield, Brighton ... ..	Royal Sussex Regiment.
Senior, A. E. ....	Labourer ... ..	Engrg. Dept., Eastern District...	Prince Consort's Own (Rifle Brigade)
Stone, W. G. ....	Auxiliary Postman ... ..	Chalfont St. Giles, Uxbridge ...	King's Royal Rifles.
Taylor, C. W. ....	Auxiliary Postman ... ..	Staines ... ..	Lincolnshire Regiment.
Tress, N. W. ....	Assistant Clerk ... ..	Engineer-in-Chief's Office ...	15th Battalion London Regiment (Civil Service Rifles).
Waller, H. W. ....	Deliverer ... ..	Chipstead, Redhill ... ..	Royal Fusiliers.
Wiltshire, A. E. ....	Postman ... ..	Marske, Richmond, Yorks. ...	The Prince of Wales's Own (West Yorkshire Regiment).

Postmasters and other Supervising Officers should report to the Secretary without delay any information that may reach them of the names of Post Office Servants who are killed in action, who have died of wounds or disease, who are mentioned in despatches, or who receive special promotion in the Army or Navy. In reporting cases of death the name and address of the person to whom the Postmaster General might properly send a Letter of Condolence should, if possible, be stated, together with the deceased officer's name in full and the date when his employment in the Post Office first began.

The attention of Postmasters, &c., is directed to Rule 624 of the Rules for Head Post Offices, Part I., with special reference to the cases of officers who lose their lives in the War. If it is found that the instruction in question has been overlooked in any instance, the matter should receive immediate attention.

## Temporary Indoor Officers.

Temporary Male and Female Indoor Officers are required in the South Western District for Postal and Telegraph work.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyor, Portsmouth. Candidates should apply through the usual official channels.

Males eligible for military service will not be accepted.

## 4½ % War Stock and 5 % Exchequer Bonds, Dividend Warrants and Coupons.

Full instructions relating to the payment of Dividends on the Post Office issues of 4½ per cent. War Stock and 5 per cent. Exchequer Bonds were issued with the Circular of the 21st instant. Care should be taken to ensure that a copy of the instructions is available for the use of all Counter Officers dealing with these transactions.

## Droitwich—Alteration of Status.

On the 1st December the Droitwich Head Office will be converted to a Salaried Sub-Office and transferred with its nine Sub-Offices to the control of the Postmaster of Worcester. There will be no change in the circulation but the official addresses will be altered by the addition of Worcestershire in each case as follows:—

Droitwich, Worcestershire.	Himbleton, Droitwich, Worcestershire.
Queen Street, T.S.O.	Ombersley, " "
Witton, T.S.O.,	Rushock, " "
Cutnall Green, Droitwich, Worcestershire.	Tibberton, " "
Hadley, " "	Wychbold, " "

## Independent Sub-Office.

Netherburn, Lanarkshire.—This Office has been closed.  
(The notice respecting this Office which was inserted in error under Temporary Branch Offices at Camps in the Post Office Circular of the 21st instant should be deleted.)



# Suspension of Combined Vouching during the Christmas Season—(continued).

## PROVINCES—(continued.)

### SOUTH WALES DISTRICT.

Bridgend  
Cheltenham  
Gloucester  
Hereford  
Llanelly  
Malvern  
Neath  
Newport (Mon.)  
Swansea  
Worcester

NORTH WALES DISTRICT.  
(20 noon to 26 Dec. noon.)

Chester  
Crewe  
Shrewsbury  
Stafford

### BIRMINGHAM DISTRICT.

Birmingham  
Wolverhampton

### SOUTH WESTERN DISTRICT.

All Offices  
Suspension to commence at  
noon on 18th December at  
Portsmouth

Edinburgh (20 noon to 25 Dec.  
midnight)  
Glasgow (midnight 19—20 to  
midnight 25—26 December)

Dublin and T.P.O.'s  
Belfast  
Cork

### SOUTH EASTERN DISTRICT.

Chatham  
Cranbrook  
Croydon  
Eastbourne  
Folkestone  
Hastings  
Lewes  
Maidstone  
Red Hill  
Tonbridge  
Tunbridge Wells

### SOUTH MIDLAND DISTRICT.

Bletchley  
Oxford  
Reading  
Slough  
Swindon  
Watford (inwards only)

MANCHESTER DISTRICT.  
(midnight 19—20 to midnight  
25—26 December)

Manchester  
Stockport

### SCOTLAND.

Aberdeen (21—25 December  
inclusive)  
Stirling

### IRELAND.

(20 to 25 December inclusive)  
Mallow  
Tralee

### WEST YORKSHIRE DISTRICT.

Batley  
Bingley  
Cleckheaton  
Dewsbury  
Ilkley  
Keighley  
Leeds  
Otley  
Shipley  
Skipton  
Wakefield

### SHEFFIELD.

(19—26 December inclusive)

### BRIGHTON.

### LEICESTER.

### SOUTHAMPTON.

NEWCASTLE-ON-TYNE.  
(19 noon—26 Dec. noon)

### BRISTOL.

### CARDIFF.

(18 noon—25 Dec. noon)

### HULL.

### NOTTINGHAM.

Dumfries  
Dundee  
Perth

Dundalk  
Portadown

## STORES DEPARTMENT.

### Acknowledgment of supplies of Stamps, Licences, and War Savings Certificates.

Notwithstanding the notices in the Post Office Circulars of the 18th of April and 30th of May last, many acknowledgments are still wrongly returned to the Stores Department.

When Postage, Insurance, Inland Revenue or Fee, or Entertainments Duty Stamps, War Savings Certificates, or Licences, are received from the Stores Department, the requisition or invoice **should not be returned**, but should be signed and filed by the Postmaster or Sub-Postmaster concerned immediately after the consignment has been checked.



### Mail Service to German East Africa.

Correspondence (except parcels) for the civil population in German East Africa can now be transmitted, and should be circulated to London (Foreign Section). The rate of postage to be prepaid on letters is 1d. per ounce. The Parcel Post (except to the troops) is still suspended. The relative entries on pages 734 and 735 of the April edition of the Post Office Guide should be amended as follows:—

Columns 2, 3, 4, 7, 8 and 9. Delete present entries.

Column 2. Insert 1d.

" 3. " viâ Aden or Cape Town.

" 4. " At frequent intervals.

" 7. " 5 lb.

" 8. " 5 lb.

" 9. " Prohibited Articles. Same as British East Africa.

The entry under "German East Africa" on page 99 of the October Supplement should also be amended.

### MONEY ORDERS.

#### Advices of Forfeited Money Orders.

As Money Orders issued in November, 1915, and remaining unpaid, will become void on the 1st of December, 1916, 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 October, 1916, and not paid on or before the 30th of November, 1916, 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.

### LICENCES FOR 1917.

#### 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 1917 should be made on the revised form of requisition referred to in the Post Office Circular of the 25th May, 1915, and 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, and reminders or duplicate requisitions should not be forwarded unless there is reason to believe that the original applications have gone astray.

Separate requisitions should be used for Licences required for issue during the remaining period of 1916 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.

#### 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.  
D. Callaghan ..... E. 5330.



## ARMY AND NAVY ALLOWANCES.

Postmasters and Sub-Postmasters are reminded that Army Books bound in brown covers for the 13 weeks beginning the 8th of August, 1916, which still remain on hand, should be returned forthwith to the Issuing Authority at the address shown on the cover of the book.

## ARMY AND NAVY ALLOWANCE BUSINESS.

**Special payment of Army Allowances falling due at Christmas.**

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

Army and Navy Allowance business will not be transacted on Christmas Day, the 25th of December, or on Tuesday, the 26th.

**Army Allowance Forms falling due on either of those days are to be paid in advance together with the Forms for the previous week:** that is to say, Forms in green books bearing the due date "25 Dec." may be paid on or after Monday, the 18th, and Forms in brown books bearing the due date "26 Dec." may be paid on or after Tuesday, the 19th.

When two or more Forms are paid at the same time, a separate impression of the date-stamp should be made on the Identity Certificate in respect of each Form paid, in accordance with Rule 14 (e).

A printed Notice as to the dates of payment will be distributed. The notice should be exhibited in a conspicuous position in every Office, so that attention may be directed to it when Army Allowances are paid on the 18th and 19th.

Head Postmasters should take care that requisitions for the additional funds required are forwarded in good time; and, where necessary, should make suitable provision beforehand for the additional pressure at the counter on the 18th and 19th which may result, consulting their Surveyors as occasion arises.

## 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 30th of December, 1916.

## Sub-Offices—Change of Address.

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

FROM	TO	Character of Office.
Douglas Water, Douglas, Lanarkshire.....	Douglas Water, Lanark .....	M.T. nS.
Glenbuck, " " .....	Glenbuck, " .....	M.T.

The circulation should be as for Lanark by all Mails.

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

FROM	TO	Character of Office.
Ballymurray, Co. Roscommon .....	Ballymurray, Roscommon .....	—
Knockeroghery, " .....	Knockeroghery, " .....	M.T.

The circulation should be as for Roscommon by all Mails.

The address of the undermentioned Sub-Offices will be changed on the 10th December:—

FROM	TO	Character of Office.
Ballymoe, Co. Galway .....	Ballymoe, Castlereagh .....	M.T.
Bracklagh, Ballymoe, Co. Galway .....	Bracklagh, " .....	nS.
Cloonminda, " .....	Cloonminda, " .....	nS.
Glinisk, " .....	Glinisk, " .....	nS.
Kilsallagh, " .....	Kilsallagh, " .....	nS.
Pollremon, " .....	Pollremon, " .....	nS.
Williamstown, " .....	Williamstown, " .....	M.T.
Glenamaddy, Co. Galway .....	Glenamaddy, Ballinasloe .....	M.T.
Boyounagh, Glenamaddy, Co. Galway .....	Boyounagh, " .....	nS.

The circulation should be as for Castlereagh and Ballinasloe, respectively, by all Mails due to reach those Offices on and after the evening of the 9th December. The Glenamaddy and Boyounagh Offices remain under the control of the Postmaster of Castlereagh.

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

FROM	TO	Character of Office.
Ballyglass, Co. Mayo .....	Ballyglass, Claremorris .....	M.T.
Clogher, Ballyglass, Co. Mayo .....	Clogher, " .....	—
Mayo, " .....	Mayo, " .....	nS.

The circulation should be as for Claremorris by all Mails.

Murrayfield S.O., Midlothian, has been converted into a Town Sub-Office under Edinburgh. The official address is Murrayfield, Edinburgh, and postal packets should be circulated at all times as for Edinburgh, ordinary sized letters, &c., being enclosed in a Town Bundle where such a bundle is made up.



### 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 23rd of December.

No supplies will be despatched to Postmasters on the following days :—

	Stamps.	Licences.	Postal Orders.
In England & Wales	25th and 26th December .....	25th December to 1st January .....	} 25th and 26th December.
In Ireland*	25th to 27th December .....	25th to 27th December .....	
In Scotland	25th December ..... 1st and 2nd January .....	25th December ..... 1st and 2nd January .....	

\* Exceptionally urgent requisitions for Stamps and Licences can be dealt with in Dublin on the 27th of December.

### Remittances.

Remittances cannot be received at or despatched from the Chief Offices on the following days :—

London and Dublin—25th and 26th December.

Edinburgh—25th December and 1st January.

These arrangements do not apply to Accountable Receipts, which should be forwarded as usual.

## FOREIGN AND COLONIAL MAILS.

### Parcels for Prisoners of War.

(1) In spite of the notice in the Circular of the 28th November many parcels for British and Colonial Prisoners of War (other than officers) are still being accepted at Post Offices although they are not addressed to the care of an authorized Association. On the other hand parcels for French and other Allied Prisoners are being refused on the ground that they are not so addressed. The special attention of all Counter Officers is drawn to paragraphs 1 and 7 of the notice.

(2) An amendment slip to Form M.—No. 142, "List of Associations, &c.," is issued with this Circular. It should be attached to the list, and a suitable mark should be made against each of the entries in the list which is affected by the amendments.

### Tunis.—Prohibition of the Importation of certain Articles.

With reference to the notice with the above heading in the Post Office Circular of the 7th of November last, a further list of articles prohibited from importation into Tunis appears in the Board of Trade Journal of the 30th of November. The notes made in working copies of the Post Office Guide should be added to as follows :—

Page 89. Additional entry "(P. 765) Tunis, &c." After "12th of October" insert "and 30th of November."

„ 177. Tunis. Prohibitions. After "12th of October" in the manuscript addition insert "and 30th of November."

### Parcel Post to Canada.

Parcels sent to Canada **cannot be insured** with the Post Office.

It is found that as in previous 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; and Postmasters should draw the special attention of Officers dealing with parcels to the regulations on the subject.

### Parcel Post to Fanning Island.

The next Parcel Mail for Fanning Island will be despatched from Liverpool on the 29th instant. A suitable note should be made at page 136 of the October Supplement to the Post Office Guide.

### Parcel Post to Greece.

The Parcel Post to Greece is suspended.



### Temporary Branch Offices at Camps.

**Ewshot Camp and Twizeldown Camp.**—These camps have been transferred from the control of the Postmaster of Farnham to that of the Postmaster of Aldershot.

The postal address for both camps is now "Fleet, Hants."

Telegrams should circulate to Aldershot.

### Record of Substitution.—(Postmasters No. 1110).

The record of the substitution of Postmasters and Salaried Sub-Postmasters by established Officers employed at the same Offices should in future be kept in the book hitherto reserved for recording the substitution of Supervising Officers, &c. The General Instructions at the beginning of the book in question should be cancelled and replaced by revised instructions issued with this Circular in the form of slips to be pasted over the existing instructions.

### Winter Coats for Postwomen and Girl Messengers.

Winter Coats will be issued as soon possible to all Postwomen and Girl Messengers entitled to uniform. It is not intended that the Coats should be worn over the short coats (jacket) already supplied. The latter should be put by carefully for use next summer. The winter coats about to be issued are to serve for this and next winter.

Short coats will be issued next summer to those officers who, as new entrants, are for the present being supplied with Winter Coats only.

### Newspapers, Clubs, &c.

The following alterations should be made in the List:—

- Alter* (*Chertsey*) Surrey Herald, Woking Mirror and Egham and Staines News to (*Chertsey*) Surrey Herald and Egham and Staines News.
- " (*Chertsey*) Woking Herald, Surrey Herald and Egham and Staines News to (*Chertsey*) Woking Herald.
- " address of Iron and Steel Trades Journal and Iron Trade Circular (Ryland's) to 55-57, Drury Lane, W.C.
- Erase* (*Liverpool*) City Social Club.
- " (*Liverpool*) Devonshire Social Club.
- Alter* address of Sportsman to Bridewell House, Bridewell Place, New Bridge Street, E.C.
- " address of Sunday Times and Sunday Special to St. Clement's Press, Newspaper Buildings, Portugal Street, W.C.
- " Surrey Herald, Woking Mirror and Egham and Staines News (*Chertsey*) to Surrey Herald and Egham and Staines News (*Chertsey*).
- " Woking Herald, Surrey Herald and Egham and Staines News (*Chertsey*) to Woking Herald (*Chertsey*).
- " address of World to 85, Long Acre, W.C.

## TELEGRAPHS.

NOTE.—(\*) To be entered in the Telegraph Circulation Book.  
(†) " " Index of Codes.

**Alterations in the Telegraph Circulation Book and the Index of Codes as regards Offices already open.**

\*Page 46. \*Knitsley R.S. (N.E.)—Office closed. Delete entry.

\* " 64. QUEENSTOWN.—Delete Dublin as a Transmitting Office.

†(Code HFD).—Insert "(152)" after "Finchley Road."

### CONTRACTED SIGNALS.

Hampstead (Finchley Road, 225)..... Hampstead D. Alter number to "152."



**BANK HOLIDAY, TUESDAY, 26th DECEMBER.**

**Mails to and from London.**—The Night Mails should be despatched as on an ordinary Bank Holiday.

**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, 1917.

**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.

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 56 to 58 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 at the Halfpenny Rate.

Christmas and other cards addressed to neutral countries in Europe or America are stopped by the Military Censors if they bear any kind of picture, whatever the subject. Persons posting such cards at the counter, or enquiring, should be warned of the Censor's rule; but the circulation of such cards, if posted, should not be disturbed.

**PARCEL POST.****Inland Parcel Post.—20th December to 1st January inclusive (excepting Christmas Day).**

Arrangements have been made for special relief and supplementary Parcel Mails between various Offices, 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 Saturday, the 23rd December, should be made as on an ordinary week night (so far as the train service will allow) with the addition of any special Mails arranged for. Despatches ordinarily made in the early morning for conveyance by the Night Mail trains or for connexion with the first delivery at the offices of receipt should also be made up on the morning of Sunday, the 24th December.



### 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.

In packing parcels for despatch, special care should be taken to see that the bags are 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 or List, on which the parcels contained in it should be advised instead of on the Bill sent in the outer receptacle. The bill or list 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 should be used for the enclosure bags where they are available. Where they are not available, hessian bags of a suitable size should be used.

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.

### G.P.O. Parcel Office, London.—Liverpool Street Division.

As the work of the G.P.O. Liverpool Street Division will, from 9 a.m. on the 19th December to the 26th December inclusive, be carried out in a separate building ("D" Block, Mount Pleasant, 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 19th to the 25th 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 in that Division should be addressed to the Officer in Charge, Temporary Parcel Office, "D" Block, Mount Pleasant, E.C.

### G.P.O. Euston Division.

As the work of the G.P.O. Euston Division will from 9.0 a.m. on the 19th 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 Euston 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 Euston Division.

Telegrams relating to parcels for the Euston Division and to parcel Mails made up in that Division should be addressed to the Officer in Charge, Temporary Parcel Office, Iron Shed, Mount Pleasant Yard, E.C.



## 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 23rd, 24th or 25th 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 Tuesday, the 26th 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 22nd, 25th and 26th 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 21st, 22nd and 23rd 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 23rd of December.

No supplies will be despatched to Postmasters on the following days:—

	Stamps	Licences	Postal Orders
In England & Wales	25th & 26th December .....	25th December to 1st January.....	} 25th & 26th December.
In Ireland* .....	25th to 27th December .....	25th to 27th December .....	
In Scotland .....	{ 25th December .....	{ 25th December .....	
	1st & 2nd January .....	1st & 2nd January .....	

\* Exceptionally urgent requisitions for Stamps and Licences can be dealt with in Dublin on the 27th of December.

### Remittances.

Remittances cannot be received at or despatched from the Chief Offices on the following days:—

London and Dublin—25th and 26th December.

Edinburgh—25th December and 1st January.

These arrangements do not apply to Accountable Receipts, which should be forwarded as usual.

### Money Order and Advice Forms.

Postmasters and Sub-Postmasters transacting Money Order business are requested to examine their stock of unused Money Order and Advice forms. If at any office the stock is not sufficient to last over Christmas, immediate application should be made for a fresh supply, as these forms cannot be sent through the Post between the 23rd and the 27th of December (inclusive).



**Sub-Offices—Change of Address.**

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

FROM	TO	
Craughwell, Co. Galway.....	Craughwell, Athenry, Co. Galway.....	Character of Office M.T.

The circulation should be as for Athenry by all Mails.

The address of the undermentioned Sub-Office will be changed as from the 1st January, 1917:—

FROM	TO	
Alcombe, Taunton .....	Alcombe, Minehead, Somerset .....	Character of Office —

The circulation should be as for Minehead by all Mails due to reach this Office on and after the 1st January.

**Sub-Offices—Change of Control and Address.**

On and from the 1st of January, 1917, the undermentioned Sub-Offices will be transferred from the control of the Postmaster of Bedale to that of the Postmaster of Ripon and the address will be changed as follows:—

FROM	TO
Masham, Yorkshire.....	Masham, Ripon.
Healey, Masham, Yorkshire .....	Healey, „
Swinton, „ .....	Swinton, „

The circulation is already the same as for Ripon by all Mails, and any other circulation should be amended at once.

**Temporary Post Offices at Camps.**

**Kilbride Camp.**—The temporary Office at this Camp has been closed.

**Old Street (99) T.S.O., London, E.C.**

The Old Street T.S.O. is still at No. 99.

It has not yet been possible to transfer the business to No. 80, Old Street, and the alteration announced on page 486 of the Post Office Circular of the 5th of December is therefore suspended.

Notice of the date of transfer will be given in due course.

**Introduction of Halfpenny Post-cards and Wrappers bearing a new design of stamp.**

Post-cards and newspaper wrappers bearing a halfpenny impressed stamp in which His Majesty's head is represented in profile are about to be issued. Reply post-cards of the new pattern will be supplied first, about the date of this Circular.

**Cash Books, 1917, 1918 and 1919—England and Wales.**

Supplies of Cash Books for use at all offices concerned in England and Wales, on and from the 1st proximo, are being distributed by the Stores Department. The descriptions and numbers of the books concerned are as follows:—

Head Office Book (1917 and 1918), Postmasters	No. 1014.
Money Order Sub-Office Book, „	No. 1015
Daily Account (1917).	
Money Order Sub-Office Book, „	No. 1016
Weekly Account (1917).	
Non-Money Order Sub-Office Book „	No. 1017
(1917, 1918 and 1919).	
London Town Sub-Office Book L.P.S.	No. 1072
(1917 and 1918).	

In the event of the non-receipt at any London Office or Provincial Head Office of the requisite number of copies by the 29th instant, a report should at once be made to the Stores Department, Studd Street Depot, N., on form Postmasters No. 379.



# Droitwich—Alteration of Status.

It should be noted that the alteration announced in the Post Office Circular of the 28th of November will not be made until the 1st of January.

## STAMPED POSTAL STATIONERY.

### Increase of Prices of Embossed Postage Envelopes.

On and after 1st of January, 1917, the number in each packet of embossed postage envelopes will be reduced by one. The revised prices will be as follows:—

Number.	Price. s. d.	Number.	Price. s. d.
1d. "A" ENVELOPES.		½d. "N" ENVELOPES—contd.	
1 .....	1 ¼	18 .....	10 ½
2 .....	2 ½	19 .....	11
3 .....	3 ¾	20 .....	11 ½
4 .....	5	Packet of 21 .....	1 0
5 .....	6	Parcel of 210 .....	10 0
6 .....	7 ¼		
7 .....	8 ½	1d. "COMMERCIAL" ENVELOPES.	
8 .....	9 ¾	1 .....	1 ¼
9 .....	11	2 .....	2 ¼
Packet of 10 .....	1 0	3 .....	3 ½
Parcel of 200 .....	£1	4 .....	4 ½
		5 .....	5 ½
½d. "N" ENVELOPES.		6 .....	6 ¾
1 .....	¾	7 .....	7 ¾
2 .....	1 ¼	8 .....	8 ¾
3 .....	1 ¾	9 .....	10
4 .....	2 ½	10 .....	11
5 .....	3	11 .....	1 0
6 .....	3 ½	12 .....	1 1 ¼
7 .....	4	13 .....	1 2 ¼
8 .....	4 ¾	14 .....	1 3 ½
9 .....	5 ¼	15 .....	1 4 ½
10 .....	5 ¾	16 .....	1 5 ½
11 .....	6 ½	17 .....	1 6 ¾
12 .....	7	18 .....	1 7 ¾
13 .....	7 ½	19 .....	1 8 ¾
14 .....	8	20 .....	1 10
15 .....	8 ¾	21 .....	1 11
16 .....	9 ¼	Packet of 22 .....	2 0
17 .....	9 ¾	Parcel of 220 .....	£1

Postmasters should bear these alterations in mind when sending forward requisitions on the 29th and 30th December.

One envelope should be withdrawn from each packet of the old size on hand at the opening of business on the 1st January, and the number printed on the banding of each packet should be altered accordingly. The value of the envelopes withdrawn should then be calculated at the prices shown above.

The total increase in value having thus been ascertained postage stamps to an equivalent amount should be withdrawn from stock and disposed of as follows:—

- (1) At Offices which render Cash Accounts the stamps should be affixed to the back of the next Cash Account rendered.
- (2) At Offices which do not render Cash Accounts the stamps should be forwarded to the Head Postmaster, who will then dispose of them as in (1) above.

No entry in the Cash Account will be necessary.

The stamps should in all cases be cancelled with the office date stamp. Amounts of less than ½d. should be ignored.



### Packets containing Medical Cards addressed to National Health Insurance Commission.

Such packets when addressed to the Commission at Leonard Street, London, E.C. (as distinct from a County Committee) may be accepted without payment of postage and should be transmitted by letter and not by parcel post, if not exceeding 3 lb. in weight. Packets which exceed that weight should either be divided by the senders into two or more packets so as to come within the limit, or be prepaid at the parcel rate by the senders and sent forward by parcel post.

### Inland Sample Rate.—Samples of Tea.

No inland packet containing tea is admissible at the Inland Sample Rate if it exceeds 4 oz. in weight.

Postmasters should so inform any firms within their districts which are known to be interested in the despatch of tea samples.

Any packet prepaid at Inland Sample Rate which contains tea and which exceeds 4 oz. in weight should hereafter be treated as inadmissible at that rate, unless the sender is a trader whose attention has not previously been called to the regulations. In that case he should be informed of the regulation and allowed either to pay the additional postage due on the packet at Letter Rate, or to make the packet admissible at Sample Rate by reducing the amount of tea enclosed.

## FOREIGN AND COLONIAL MAILS.

### Parcels for Prisoners of War.

There appears to be some misapprehension as to the limit of weight for parcels addressed to Prisoners of War interned abroad. The limit of weight (7 lb.) for parcels addressed to the British Expeditionary Force is not applicable to parcels addressed to Prisoners of War, which may be sent up to 11 lb. in weight. The words "(up to 11 lb.)" should be inserted after "PARCELS" in line 1 of paragraph L 1 of working copies of the Special Instructions issued with the Post Office Circular of the 30th November last.

## LETTERS AND PARCELS FOR THE EAST AFRICAN EXPEDITIONARY FORCE.

Letters and other postal packets for the British Force operating in British East Africa should be addressed with all the regimental and other details required in the case of the British Expeditionary Force and the address should conclude with the words:—

### East African Expeditionary Force.

The rates of postage are:—

Letters, postcards, newspapers, &c. ....	As for the British Expeditionary Force.
Parcels .....	As for British East Africa.

### Registration, Declaration of Contents of Parcels, &c.

The whole of the regulations given in Section D, paragraph 3, of the Special Instructions issued with the Post Office Circular of 30th November, 1915, apply.

**Packing of Parcels.** As for the Mediterranean Expeditionary Force (See G 3 of the Special Instructions).

**Circulation.** On the lines laid down for the British Expeditionary Force and the Mediterranean Expeditionary Force (D 7). Separate divisions of letters and parcels should be made where justified. When the only division is between British Expeditionary Force and Mediterranean Expeditionary Force the correspondence should be included with the latter, the labels being suitably marked to show that the bundle or receptacle contains correspondence for both.

**Remittances** can be made by means of Postal Orders only.



## ARMY ALLOWANCES.

### Change of Allowance Books: Introduction of Yellow Label.

A new procedure will in future be followed when an Army Allowance Book is recalled and a new book at a different rate issued to the same payee.

The new book will be received from the Issuing Authority before the old book is recalled, and will bear on the cover a yellow label (Army Form W. 3224) giving full instructions, with particulars of the old book for which it is to be substituted.

On receipt of a book bearing this label the old book should be found, and all the forms in it which would be payable after the date mentioned on the yellow label should be cancelled by tearing off and destroying half of each form. The counterfoil of the yellow label should be detached, date-stamped, folded at the dotted line, and affixed to the front cover of the old book, the larger portion inside and the smaller portion outside (so as not to conceal any of the particulars shown on the outside of the cover).

As soon as all the forms in the old book payable up to and on the date mentioned on the yellow label have been paid, the old book should be returned to the Issuing Authority. An addressed envelope for this purpose bearing the Official Paid design will be received with the new book. Care should be taken that the two books and the envelope are kept together until the old book is returned.

### Sub-Office—Alteration in Designation.

On and from the 1st March the designation of the undermentioned Sub-Office will be altered:—

FROM	TO
Ash Parva, Whitechurch.....	Ash, Whitechurch.

### Temporary Branch Offices at Camps.

On and from the 1st March the designation of the Camp Post Office known as Richmond Camp, Yorks., will be altered to **Catterick Camp, Yorks.**

**Rugeley Camp B.O., Stafford.**—On and after the 18th instant, Birmingham will be the Transmitting Office throughout the 24 hours.

### Air Raids, &c.—Government Insurance for Household Goods, Stock, &c.

In connexion with the issue of War Risks Insurance Certificates, Postmasters and Sub-Postmasters are reminded that—

(1) The maximum amount insurable through the Post Office is £75. **Certificates must not be issued for amounts in excess of £75.**

(2) The particulars on the counterpart should be fully completed, the top part by the applicant and the lower part by the Postmaster, and the complete counterpart (not the lower part only) forwarded to the Accountant General's Department. The Certificate, i.e., the right hand half of Form Postmasters No. 570 to which the stamps are affixed, should be handed to the Insured person.

Sub-Postmasters' applications for further supplies of Certificates, &c., should be addressed to the Head Postmaster and not to the Accountant General's Department.

### Inland Parcel Post Rules for Town Sub-Postmasters.

A Correction Slip (No. 3) to the Inland Parcel Post Rules for Town 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.



### Parcels for West Africa.

With reference to the Notice which appeared in the Post Office Circular of the 12th of October last, it should be noted that the regulation which requires parcels for certain places in West Africa to bear the sender's instructions for disposal in the event of non-delivery will not in future apply to parcels for the British forces on active service in the Cameroons.

A suitable note should be made in the entry relating to the Cameroons on page 787 of working copies of the Post Office Guide.

### Parcel Post to Costa Rica.—Reduction of Rates of Postage.

On and after the 1st of March next the following rates of postage will be charged on parcels for Costa Rica:—

For every parcel not exceeding 3 lb. in weight.....	1s. 6d.
„ „ over 3 lb. but not over 7 lb. in weight .....	2s. 3d.
„ „ „ 7 lb. „ 11 lb. „ .....	2s. 9d.

The relative entry at page 792 of working copies of the Post Office Guide should be amended accordingly; and care should be taken to ensure the application of the new rates.

### Half-Yearly Return of Customs Charges on Sample Packets.

Offices of Exchange and all other offices at which Customs charges on **Sample Packets** have been raised during the six months ending 29th of February, 1916, should forward to the Comptroller and Accountant-General, **not later than the 3rd proximo**, a written statement showing separately the **number** and **amount** of Customs charges raised on **sample packets** of (1) **unmanufactured tobacco** and (2) **spirits (not perfumed)** (Rule 219 of the Rules for Head Post Offices, Part II., refers.)

With reference to the increase in the duty on sample packets of tobacco (vide Post Office Circular of 5th of October, 1915) the number and amount of charges at 1s. and at 1s. 6d. per sample, respectively, should be shown separately.

Offices at which no such charges have been raised during the half-year need not furnish a “nil” return.

The **half-yearly return of surcharges** raised will not be required.

### Loss of Pass Cards.

Card L.P.S. 115 authorizing the bearer to visit Branch Offices and Town Sub-Offices on behalf of the London Postal Service has been lost. Postmasters, Sub-Postmasters and Officers in charge of Branch Offices—especially those in London or its neighbourhood—are warned not to admit to Post Offices anybody using the card as a credential.

The Pass Cards, particulars of which follow, are also 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. Blake .....	E. 4816	C. Press.....	E. 364
H. H. Glaister .....	E. 3582		



### Uniform for Postwomen and Girl Messengers.

Uniform as follows will as soon as possible be supplied to Postwomen and Girl Messengers employed on full duties:—

Postwomen.....	Serge Coat. Serge Skirt. Straw Hat. Waterproof cover for hat. Waterproof Cape and Skirt. Boots.
Girl Messengers .....	Serge Coat. Serge Skirt. Straw Hat. Waterproof cover for hat. Waterproof Coat. Special Belt and Pouch. Boots.

Measurements of the women and girls entitled should be furnished forthwith on the special forms S.D. No. 301 (a) S., which are being distributed to all Head Postmasters.

As some time will elapse before the waterproof garments can be supplied, the women and girls should, where possible, take over, as a temporary measure, the oilskin capes supplied for the use of the men and boys whom they are replacing.

### Exchange of French Notes.

Counter Officers should exercise great care in calculating the amount to be given in exchange for French Notes or French Coin under the arrangement described in Section D 10 of the Special Instructions issued with the Post Office Circular of the 30th of November last.

If any doubt is felt as to the value of the Notes, Supervising Officers should be asked to check them.

It must be clearly understood that the amount to be given in exchange is to be calculated at the rate of 8½d. for each franc, except that, if the Notes presented exceed 5 francs in total value, the amount to be given for each 5 francs is 3s. 7d., any fraction of 5 francs being reckoned at the rate of 8½d. per franc. As an example, if the total value of the Notes presented is 23 francs, the amount to be given in exchange will be:—

$$\begin{array}{rcl}
 4 \times 5 \text{ francs at } 3\text{s. } 7\text{d.} & = & 14\text{s. } 4\text{d.} \\
 3 \text{ francs at } 8\frac{1}{2}\text{d.} & = & 2\text{s. } 1\frac{1}{2}\text{d.} \\
 \hline
 & & 16\text{s. } 5\frac{1}{2}\text{d.}
 \end{array}$$

On and from the 1st of March the amount to be given in exchange for French Notes on any one occasion is to be **limited to five pounds**.

Section D 10 of the Special Instructions has been revised, as indicated in the Correction Slip issued with this Circular.

## FOREIGN AND COLONIAL MAILS.

### Royal Naval Division in Mediterranean.—Letters and Parcels.

With reference to the notice on this subject in the Post Office Circular of the 1st instant, Postmasters are reminded that letters and parcels should be circulated to the Inland Section, London (see Section B 1 (a) of the Special Instructions). Since the issue of the notice much inconvenience has been occasioned by the misdirecting to the Army Post Office of large numbers of such letters and parcels.



**Grosvenor Street (3) Branch Office, W.**

A new Branch Office in Grosvenor Street, W., to take the place of the New Bond Street, Grosvenor Street (83) Town Sub-Office, was opened on the 6th instant.

The designation of the new Office is as described above, and the code is GVO. The hours of business are from 8 a.m. to 8 p.m., Monday to Friday, and from 8 a.m. to 2 p.m. on Saturdays. The Office will not be open on Sundays.

**Wimbledon Common Camp, S.W.**

A Temporary Branch Post Office has been opened at this Camp for the transaction of Postal and Telegraph business. The hours of business are 8 a.m. to 8 p.m. on week-days. There will be no Sunday attendance.

The transmitting office is TS.

**FOREIGN AND COLONIAL MAILS.****Enquiries for Correspondence lost on the "Maloja."**

Enquiries for correspondence and parcels supposed to have been lost on the "Maloja" should be addressed as follows:—

Unregistered Letters, ) The Controller,  
Newspapers, &c. ) London Postal Service,  
Returned Letter Section,  
London, E.C.

Registered Packets. The Controller,  
London Postal Service,  
Foreign Section

(unless it is known that the packet would be despatched in a Mail from a Provincial Office of Exchange, when that Office of Exchange should be addressed).

Parcels. The Controller,  
London Postal Service,  
Inland Section

(unless it is known that the parcel would be despatched in a Mail from Edinburgh).

In forwarding the enquiries, particulars of circulation from the Office of posting should be furnished if the application has been made there, otherwise the applications should be sent at once to the addresses given without search or enquiry.

It may be possible to answer many enquiries by means of the information given below.

Only a few letters **specially marked by the senders for transmission by the long sea route** were on board. (In ordinary course the Packet would have received her Letter Mails at Marseilles.)

**CIVIL MAILS ON BOARD.**

Mails for:—

Egypt	Persian Gulf Ports	Siam
Aden	Malay States	Manila
British East Africa	Straits Settlements	Dutch East Indies
Zanzibar	North Borneo	Hong Kong
India	Sarawak	

containing **commercial papers, printed papers, newspapers and samples only** which reached the General Post Office, London, after midnight on Tuesday the 22nd of February and up to the evening of Friday the 25th of February.

**Parcel Mails** for Gibraltar, Tangier, Morocco, Malta, Egypt, Cyprus, Aden, British Somaliland and India containing parcels which reached the General Post Office, London, after 8 p.m. on Wednesday the 16th of February and before 8 p.m. on Wednesday the 23rd of February.

There were no Mails of any kind on board for Ceylon, Australia or New Zealand.



### British Mission with the Royal Serbian Army.

1. Correspondence for members of the British Mission with the Royal Serbian Army should be addressed as follows:—

Name (with rank or title),  
British Mission with the Royal Serbian Army,  
c/o General Post Office,  
London, E.C.

2. 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.

3. Customs Declarations, &c., will be required as for parcels for Italy via France.

4. Letters, &c., should circulate to the Foreign Section, London, bundles of letters labelled "British Mission with the Royal Serbian Army" 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 Russia-in-Europe.

It is expected to resume the despatch of parcels to Russia by direct service to Archangel about the end of April or the middle of May.

No parcels should be accepted for Russia-in-Europe by the existing route via Canada and Japan after the 15th instant, as the parcels should in ordinary course reach their destination earlier if held over for despatch until the re-opening of the Archangel route. Members of the public tendering parcels for Russia-in-Europe should be informed of the reason for the temporary suspension of the service.

Parcels must not be accepted to await the resumption of the service by sea direct to Archangel.

For the present, parcels for Russia-in-Asia may continue to be accepted for transmission via Canada and Japan.

### Parcels and Sample Packets containing Steel or Articles made of Steel addressed to places abroad.

With reference to the notice under the above heading which appeared in the Post Office Circular of the 5th of October, 1915, it has now been arranged that certificates relative to such parcels and packets issued by the Cutlers' Company, Sheffield, or by the Chambers of Commerce at Glasgow, Newcastle-on-Tyne, Belfast or Birmingham are to be posted by the holders directly to the Surveyor, H.M. Customs and Excise, Mount Pleasant, E.C.

The senders of such parcels and packets should be informed to this effect if they tender the certificates for despatch with the parcels or packets under the arrangements previously in force.



**Mosley Street B.O., Manchester.**

This Office was closed on the 18th instant.

**Bodelwyddan, Rhuddlan, Flints.**

The above-mentioned Sub-Office has been closed.

**Sub-Offices—Changes of Address.**

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

FROM	TO	Character of Office
Ballyroddy, Elphin, Co. Roscommon.....	Ballyroddy, Castlerea .....	nS.
Cloonyquin, „ „ .....	Cloonyquin, „ .....	—
Drummullin, „ „ .....	Drummullin, „ .....	nS.
Elphin, Co. Roscommon .....	Elphin, „ .....	M.T.
Tulsk, Elphin, Co. Roscommon .....	Tulsk, „ .....	M.T.

The circulation should be as for Castlerea by all Mails.

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

FROM	TO	Character of Office
Ballindine, Co. Mayo.....	Ballindine, Claremorris .....	M.T.

The circulation should be as for Claremorris by all Mails.

On and from the 27th instant the address of the undermentioned Sub-Office will be changed:—

FROM	TO	Character of Office
Garelochhead, Dumbartonshire.....	Garelochhead, Helensburgh .....	T.Ex. M.T.

The circulation should be as for Helensburgh by all Mails.

On and from the 27th instant the address of the undermentioned Sub-Offices will be changed:—

FROM	TO	Character of Office
Arden, Dumbartonshire .....	Arden, Alexandria, Dumbartonshire .....	T.Ex. M.T. nS.
Balloch, „ .....	Balloch, „ „ .....	T.Ex. M.T. nS.
Gartocharn, Balloch, Dumbartonshire ..	Gartocharn, „ „ .....	M.T. nS.
Jamestown, „ „ ..	Jamestown, „ „ ..	M.T. nS.

The circulation should be as for Alexandria, Dumbartonshire, by all Mails.

**FOREIGN AND COLONIAL MAILS.****Expeditionary Forces.—Advices of delivery of Registered Letters.**

In future A. R. Forms should not be issued in respect of registered letters for the Expeditionary Forces. Applications for the advice of delivery of a letter made at the time of posting should therefore be refused. In cases where an applicant, after sufficient time has elapsed, has reason to believe that a registered letter has not been delivered, enquiry will be made by means of Form Postmasters No. 58 on payment of the usual fee (2½d.). The form, when the particulars of registration and the circulation from the office of posting have been entered on it, should be sent **direct** to the Officer Commanding, Home Depot, Regent's Park, N.W.

**Exportation by Parcel Post of Woollen Goods under Licence from the War Trade Department.**

Arrangements are being made by which a record is to be kept of the quantity of woollen goods exported under a general licence from the War Trade Department.

Special instructions will be issued to Postmasters when the copy of the licence is sent from this Office; and it is essential that the instructions should be carefully followed.







### Mails on board the "Sussex."

The following is a list of the Mails which were on board the "Sussex."

Mails for **France** containing letters, newspapers, &c., which reached the General Post Office, London, between 6 p.m. on the 23rd of March and 6.30 a.m. on the 24th of March.

Mails for **Malta** containing letters, newspapers, &c., which reached the General Post Office, London, between 6 p.m. on the 22nd of March and 6.30 a.m. on the 24th of March.

Mails for **Cyprus, Egypt, Aden, British Somaliland, British East Africa, Zanzibar, Seychelles, Mauritius, India, Persian Gulf Ports, Malay States, Straits Settlements, North Borneo, Sarawak, Siam, Manila, Dutch East Indies, Ceylon, Australia and New Zealand**, containing all registered letters which reached London between the morning of Monday the 20th instant and the morning of Friday the 24th instant, and all **ordinary letters** for those destinations which reached London between Wednesday morning the 22nd and Friday morning the 24th, also a few newspapers.

Mails for the **Indian Expeditionary Forces** elsewhere than in France containing letters, newspapers, &c., which reached London between Tuesday night the 21st and Thursday night the 23rd, and a few bags of Mails for the Headquarters' Establishments of the **Mediterranean Expeditionary Force** (General Headquarters, Headquarters of Brigades, Divisions, &c.), containing correspondence which reached London after Saturday evening the 18th of March and up to Thursday night.

There were no **Parcel Mails** on board.

So far as is known at present about one-half of the mails has been lost but no definite information has yet been received as to which bags have been recovered.

Registration or insurance with the Post Office does not cover losses due to the acts of the King's enemies; and the Postmaster General is accordingly unable to entertain any claims arising out of the loss of mails on the "Sussex."

Enquiries should be addressed as follows:—

Correspondence for the Mediterranean Expeditionary Force.

The Officer Commanding,  
R.E. Postal Section,  
Home Depot,  
Regent's Park,  
London, N.W.

Other registered correspondence and correspondence for Indian Expeditionary Forces.

The Controller,  
Foreign Section,  
London Postal Service.

Other unregistered correspondence, newspapers, &c.

The Controller,  
Returned Letter Section,  
London Postal Service.

### Parcels containing Prohibited Goods Posted under Licence from the War Trade Department and consigned to the Société Suisse de Surveillance Economique.

In future, certain licences authorizing the despatch of parcels consigned to the Société Suisse de Surveillance Economique will bear a label with the following text:—

"When any parcel is tendered at a Post Office under this licence, the person tendering it must copy the undernoted particulars from the licence on to the back of the Customs Declaration form (which will be supplied by the Post Office authorities). Otherwise the parcel will not be accepted by the Post Office:—

Name of ultimate consignee .....  
Address of ultimate consignee .....  
Net weight of contents .....  
Group No. ....

The following words must also be clearly written both on the despatch note and on the parcel itself after the name of the addressee (i.e., the Société Suisse de Surveillance Economique):—

'Via the International Postal Parcels Bureau, Vallorbe.'

The name and address of the ultimate consignee must of course also be given both on the despatch note and on the parcel itself."

The greatest care must be taken that parcels are not accepted without full observance of the instructions given on the label. The usual red label must, of course, be affixed to the parcels.



X

**Postal Drafts.****TO HEAD AND SUB-POSTMASTERS.**

Postal Drafts, similar in form to that of which a rough illustration was given in the Post Office Circular of the 17th of November, 1914, page 603, will shortly be issued for making payments to certain men of the staff of the Forage Committee, Army Service Corps. These Drafts should be dealt with in accordance with the instructions issued in the Circular quoted, subject as regards Head Postmasters to the modified procedure described below.

The Drafts after completion by the Issuing Authority will be sent direct to the payees. They may be presented for payment at any Post Office on any week-day within one month from the date of issue and are to be paid without the production of any other document.

**TO HEAD POSTMASTERS ONLY.**

The following modified procedure at Head Offices should be followed in the case of all paid Postal Drafts remitted to the Head Postmaster.

On and from Monday next, the 10th April, all envelopes containing paid Postal Drafts received by the Head Postmaster from his Sub-Offices, whether Cash Account or Non-Cash Account Offices, should be opened, the contents checked by the Head Postmaster, and the paid drafts forwarded to the Metropolitan Office of Account with those paid at the Head Office. The number and value of the paid Drafts received from each Sub-Office must be recorded by the Postmaster.

**Brompton Road (195) Branch Office, S.W.**

A new Branch Office in Brompton Road, S.W., to take the place of the Brompton Road (124) Town Sub-Office, will be opened on the 10th instant.

The designation of the new Office is as described above, and the code is "BRA." The hours of business will be from 8 a.m. to 8 p.m. on week-days only.

**Upper Baker Street B.O., N.W.**

This office will be closed temporarily as from the 5th instant.

**Windmill Hill Camp (Andover).**

A temporary Branch Office will be opened at this Camp on the 8th 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 Tidworth Barracks. Letters and parcels should circulate via Andover.

**Larne.—Alteration of Status.**

On the 1st April, 1916, Larne was converted to a Salaried Sub-Office and transferred, together with its subordinate Offices, to the control of the Postmaster of Belfast. There is no change in the circulation, but the official addresses are now as follow:—

FROM	TO	Character of Office.
Larne.....	Larne, Co. Antrim .....	T. Ex. M.T.
Barnhill, Larne .....	Barnhill, Co. Antrim .....	M.
Kilwaughter, Larne .....	Kilwaughter, Co. Antrim .....	nS.
Millbrook, Larne .....	Millbrook, Co. Antrim .....	—
Raloo, Larne.....	Raloo, Co. Antrim .....	nS.

**Arms not to be sent by Post to Ireland.**

Instructions have been given to all Offices in Ireland which receive Mails from Great Britain to stop and hand over to the Competent Military Authority any postal packets which contain or are suspected of containing arms.

If any postal packet which is addressed to Ireland and which obviously contains arms be tendered at a counter in Great Britain the sender should be warned of this Regulation. But if, none the less, he desires to send the packet, it should be accepted.



**Registered Postal Packets.—Delivery Receipt Book (small—without tabs),  
Postmasters No. 1040.**

The Delivery Receipt Book, Postmasters No. 1040, hitherto supplied to certain Sub-Offices, has been revised to correspond in form with the Delivery Receipt Book, Postmasters No. 1038, supplied to Head Offices and to most Salaried Sub-Offices. The revised book, Postmasters No. 1040, which contains 200 receipts, should be requisitioned in future instead of book Postmasters No. 1038 by the smaller Head Offices, and should be supplied to Salaried Sub-Offices, and, when the stock of the old print is exhausted, to other Sub-Offices where a Delivery Receipt Book is in use.

**Inland Sample Packets.**

With reference to the notice in the Post Office Circular of the 14th December, 1915, page 604, it is not considered necessary that the penalty of surcharge with double the deficient postage at the letter rate should be enforced in the case of packets marked with the words "Samples of no value" or "Pattern Post" instead of "Sample Post." But the attention of the senders should be drawn to the proper method of marking the packets by the Postmaster in whose district they have been posted.

It is intended, on the next reprint of the Post Office Guide, to make it clear that the use of the word "Sample" is regarded as a sufficient indication that the packet is intended for transmission at Inland Sample Rate. But no alteration is contemplated in the regulation which requires the name, trade and address of the dealer to be printed or conspicuously stamped on the outside, and the penalty of surcharge should continue to be enforced for any breach of this regulation.

**FOREIGN AND COLONIAL MAILS.**

**Letters and Parcels for Troops in Egypt.**

In consequence of a revision of the arrangements for delivering letters, &c., to troops in Egypt, correspondence and parcels for such troops should not in future be addressed to any particular place; but the final words of the address should be "Egyptian Expeditionary Force." This arrangement applies to all troops in Egypt, including the troops forming the Force hitherto known as the Mediterranean Expeditionary Force as well as those forming the Force in Egypt (late Army of Occupation).

The regulations in Section G of the Special Instructions issued with the Post Office Circular of the 30th of November, 1915, and in the leaflet entitled "Letters and Parcels for the Mediterranean Expeditionary Force and for the Salonika Force," are applicable to all the troops above mentioned; and the use of the address "Mediterranean Expeditionary Force" in cases where it has hitherto been employed need not be objected to, although the attention of the public should, when occasion arises, be called to the new address "Egyptian Expeditionary Force."

The Special Instructions should be amended as follows:—

Section G. *Alter heading to read:—*

EGYPTIAN EXPEDITIONARY FORCE (including all troops in Egypt and the Force hitherto known as the MEDITERRANEAN EXPEDITIONARY FORCE.

Paragraph 1. *Delete:—*"Letters and parcels for soldiers convalescent in Italy should be addressed to:—

Palermo Hospital Camp,  
Mediterranean Expeditionary Force."

Paragraph 4. *Cancel the second sentence.*

**Russia.—Restriction on transmission of Books by Post.**

The transmission to Russia of books in boards and bound books is prohibited.

The relative entries under Russia in working copies of the Post Office Guide should be amended as follows:—

Page 757. Col. 9. Line 9.—After "firms" insert "books in boards and bound books."

„ 10.—Delete "Bound books."

„ 12.—Delete "bound or"

„ 819. Col. 8. *Prohibitions.* Line 11.—Add "books in boards and bound books."



**APPOINTMENTS.**

X Mr. J. Tresidder, Salaried Sub-Postmaster, Newnham, Gloucester, to be Salaried Sub-Postmaster, Dursley, Gloucester.

Mr. C. D. Homersham, Overseer, Grays, to be Salaried Sub-Postmaster of Crowborough, Tunbridge Wells.

**VACANCIES.**

POSTMASTERSHIP OF STOWMARKET.—Salary, £235 a year.

SALARIED SUB-POSTMASTERSHIP OF CATHCART, GLASGOW.—Salary, £140 a year.

EAST COWES, COWES.—Salary, £130 a year.

HOLBEACH, SPALDING.—Salary, £130 a year.

The incoming Sub-Postmaster of East Cowes will be required to occupy the official residence for which an annual rent will be charged at the rate of 14 per cent. of the salary. The accommodation comprises two sitting rooms, five bedrooms, bath room, kitchen and usual offices.

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 1st proximo.

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.

Males eligible for Military Service will not be accepted.

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

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

**5 % EXCHEQUER BONDS—POST OFFICE ISSUE.**

Applications made on and after 1st May, 1916.

In order to allow time for the preparation of the dividend payable on 1st June, it has been decided that the interest on Exchequer Bonds applied for through the Post Office during the month of May shall be paid with the dividend due on 1st December next. This will be notified in the next reprint of the prospectus and should be mentioned to all persons who apply for Exchequer Bonds on and after 1st May. Bonds applied for during April will not be affected.

**Revised Form of Prospectus.**

The form of prospectus has been revised, and supplies of the new print will be sent to all Offices concerned during the next day or two. Any copies of prints not headed "Reprint of April, 1916," should, after the 29th instant, be treated as waste.

**Poste Restante.—Period of Retention.**

In future Inland Postal Packets of all kinds should not be retained at a Poste Restante for longer than a fortnight. The necessary alteration has been made in the Post Office Guide, and the Rules will be amended in due course.

**To POSTMASTERS AND SUB-POSTMASTERS IN SCOTLAND.****Bank Holiday.**

Remittances, &c., can neither be received at, nor despatched from, Edinburgh on Monday, the 1st of May.

Stamps and Inland Revenue Licences will not be issued by the Inland Revenue Office in Edinburgh on that day. Requisitions should be regulated accordingly.



### Gallant Conduct.

THE POSTMASTER GENERAL has heard with much pleasure that the Royal Humane Society have awarded their Honorary Certificate to Mr. F. Wilkinson, Overseer at Keighley, for saving two boys from drowning at Lytham on the 14th of August last.

### APPOINTMENTS.

Mr. S. Kniveton, Sorting Clerk and Telegraphist, Normanton, to be Salaried Sub-Postmaster, Normanton, Leeds.

Mr. J. Jones, Sorting Clerk and Telegraphist, Beaumaris, Bangor, to be Salaried Sub-Postmaster, Criccieth, Portmadoc.

### VACANCIES.

POSTMASTERSHIP OF HYTHE.—Salary, £250 a year.

SALARIED SUB-POSTMASTERSHIP OF MENAI BRIDGE, BANGOR.—Salary, £130 a year.

A knowledge of Welsh is essential at Menai Bridge. The incoming Sub-Postmaster will be required to occupy the official residence for which an annual rent will be charged at the rate of 14 per cent. of the salary. The accommodation comprises sitting room, dining room, four bedrooms, bathroom, store room, kitchen, pantry and usual offices. The Sub-Postmaster will also be required to provide for Telephone calls at night and on Sundays when the staff is not in attendance and for this duty an allowance of 2s. 9d. a week will be made.

With this exception 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 15th 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, in certain circumstances, to severer penalties.

### Temporary Indoor Officers.

Temporary Male Indoor Officers are required at Ipswich for Postal or Telegraph work.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyor, Ipswich. Candidates should apply through the usual official channels.

Males eligible for Military Service will not be accepted.

### NATIONAL HEALTH INSURANCE BUSINESS.

It has been reported that copies of National Health leaflet dated June, 1912—an official leaflet containing general information on Health Insurance—although obsolete are still being issued at some Post Offices. The practice is giving rise to difficulty, and steps should at once be taken to make waste any stock of the leaflets in question.

Applications for information regarding National Health Insurance should be dealt with in accordance with the "Rules for the transaction of National Health Insurance business. June, 1914" (see particularly Rule 13 on page 5).

### Shrewsbury-Aberystwyth R.S.C.—Suspension of Parcel Duty.

The Parcel duty in the Shrewsbury—Aberystwyth R.S.C. in both directions will be suspended after the 13th May. Where there is no better outlet the circulation for places generally served by the Sorting Carriage will be to Shrewsbury.



## ARMY AND NAVY ALLOWANCES.

### Books of Allowance Forms issued by the Regimental Paymaster, Dublin.

#### BROWN COVERED BOOKS FOR THE PERIOD FROM 8TH FEBRUARY, 1916.

With reference to the Special Circular issued on the 6th instant, the Regimental Paymaster, Dublin, reports that a number of Brown Covered Books for the period commencing 8th February have not yet been returned to him. Any such book still on hand at a Post Office should at once be forwarded to the Regimental Paymaster, c/o Command Paymaster, Lower Castle Yard, Dublin.

Where application is made for payment of a Dependant's allowance issued by the Regimental Paymaster, Dublin, and it is found that the book for the period commencing 9th May, 1916, has not been received from Dublin, although the old book has been returned, the payee should be asked to bring to the Post Office the buff Army Form W. 3138 on which the dependant was notified of the amount payable when the Allowance was first authorized. The Postmaster should retain this form and the payee's Identity Certificate and forward both to the Regimental Paymaster. If the payee so requests a receipt for the Identity Certificate may be given.

If the payee has lost or destroyed her form of notification (Army Form W. 3138) the Identity Certificate alone should be retained and sent to the Metropolitan Office of Account in a cover marked "Postal Draft Section," in order that it may be forwarded with such particulars as can be ascertained from the paid Allowance Forms to the Regimental Paymaster, Dublin.

#### GREEN COVERED BOOKS FOR THE PERIOD FROM 10TH APRIL, 1916.

The information required in the case of Green Covered Books issued by the Regimental Paymaster, Dublin, for the period commencing 10th April, 1916, should be forwarded to the Regimental Paymaster at once if it has not already been sent.

### 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 and Hours of Attendance.
Coolmoney Camp, Co. Wicklow .....	Already open .....	Telegraph business will be conducted by the Military Authorities, and the Transmitting Office will be Curragh Camp.	<p style="text-align: center;">Letters.</p> <p>By the English Night Mail to Ireland (Irish Day Mail) the circulation will be as for Naas, except on Saturday night, when letters should circulate as for Athy. By English Day Mail (Irish Night Mail) the circulation will be as for Athy.</p> <p style="text-align: center;">Parcels.</p> <p>Parcels should circulate by all despatches as for Athy.</p>	<p>Hours of attendance:—</p> <p>Week-days, 7.15 a.m. to 8.15 a.m. 11.0 a.m. to 3.0 p.m. 4.0 p.m. to 6.30 p.m.</p> <p>Sundays, 7.15 a.m. to 8.15 a.m. 5.15 p.m. to 6.15 p.m.</p>

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

Letters and Parcels for Bettisfield Park Camp, Whitechurch, and Praes Heath Camp, Whitechurch, should in future circulate to Crewe instead of to Whitechurch.



### Parcel Post to Chinese Post Offices in China—(continued).

The "List of Chinese Post Offices, &c." issued with the Post Office Circular of the 16th of November, 1915, should be amended as follows:—

Alter the heading to read—

"List of Chinese Post Offices participating in the International Parcel Post.

Parcels for any place in China may be accepted up to 11 lb. in weight and may be insured; but if not addressed to one of the Offices named below insurance only covers transmission to the Office nearest to destination which participates in the International Parcel Post and extra postage for inland transmission is collected from the addressee.

The names in brackets "....." (continuing as at present).

The following alterations should be made in the list of names:—

#### Delete—

Aushangtung (Kwangtung)  
 Chaipin (Kwangtung)  
 Changkiao Che (Chekiang)  
 Changho (Honan)  
 Chenmu (Kiangsu)  
 Chihltang (Kiangsu)  
 Chiknai (Kwangtung)  
 Chongkong (Kwangtung)  
 Chunglow (Kwangtung)  
 Doki (Kwangtung)  
 Fankiatun (Shengking)  
 Fukwing (Kwangtung)  
 Fularki (Heilungkiang)  
 Fungchunyun (Kwangtung)  
 Hayün (Kwangtung)  
 Hengtun (Kwangtung)  
 Honglok (Kwangtung)  
 Hungtangchen (Chekiang)  
 Hwanghonan (Honan)  
 Hwangmutu (Anhwei)  
 Hweichow, I (Anhwei)  
 Ihsien, I (Anhwei)  
 Ikowyi (Honan)  
 Jungki (Kwangtung)  
 Kaipien (Kwangtung)  
 Kanmen (Chekiang)  
 Kiakowtsi (Anhwei)  
 Kienchanghsien Ki (Kiangsi)  
 Konghowhu (Kwangtung)  
 Kütang (Kiangsu)  
 Kwaichow (Kwangtung)  
 Kwaishin (Kwangtung)  
 Kwangkiao Sung (Shantung)  
 Kwanshan, N (Kwangtung)  
 Kwaposun (Kwangtung)  
 Laipin (Kwangtung)  
 Laitsun (Kwangtung)  
 Laklow (Kwangtung)  
 Leitien (Chekiang)  
 Liuchowfu (Kwangsi)

Lohwa (Kiangsi)  
 Loktsung (Kwangtung)  
 Lüchowfu, I (Anhwei)  
 Lukpo (Kwangtung)  
 Machu (Chekiang)  
 Makhong (Kwangtung)  
 Manfuktze (Kwangtung)  
 Mawailing (Kiangsi)  
 Mongkong (Kwangsi)  
 Namhoung (Kwangsi)  
 Namkong (Kwangtung)  
 Ngayiu (Kwangtung)  
 Ngwo (Kwangtung)  
 Ngyankiu (Kwangtung)  
 Pakmiu, N (Kwangtung)  
 Pangkong (Kwangtung)  
 Patowshan (Kiangsu)  
 Pinglam (Kwangtung)  
 Pingnamyün (Kwangsi)  
 Poseli (Kwangsi)  
 Puto (Chekiang)  
 Saitsün (Kwangtung)  
 Samkong, W (Kwangtung)  
 Samgankiu (Kwangtung)  
 Samtsuen (Kwangtung)  
 Sahochen Ki (Kiangsi)  
 Shaping (Kwangtung)  
 Shatanshi (Kwangtung)  
 Shawan (Kwangtung)  
 Shekkok (Kwangtung)  
 Shektan (Kwangtung)  
 Shekwaitong (Kwangtung)  
 Shentang Che (Chekiang)  
 Shoungpak (Kwangtung)  
 Shewpin (Kwangtung)  
 Shihkow (Anhwei)  
 Shikiu (Kwangtung)  
 Shuiteng (Kwangtung)  
 Shuitowhi (Kwangtung)  
 Shwangkiaopu (Honan)

Siakiutai (Kirin)  
 Sianghohsien (Chihli)  
 Sinho Chi (Chihli)  
 Siulam, S (Kwangtung)  
 Sunwui (Kwangtung)  
 Szetsin (Kwangtung)  
 Szetzetow (Kwangtung)  
 Tahokow (Kiangsu)  
 Taichen, S (Kwangtung)  
 Taiwu (Kwangsi)  
 Takianghi (Kwangtung)  
 Taliuchen (Chihli)  
 Tampin (Kwangtung)  
 Tanpo (Kwangtung)  
 Tanshuihow (Kwangtung)  
 Tatang (Kwangtung)  
 Tatingfu (Shansi)  
 Tikiang (Chekiang)  
 Tingtow (Fukien)  
 Tingyen (Kiangsu)  
 Tokao (Kwangtung)  
 Tongmihü (Kwangtung)  
 Towtienchen (Chihli)  
 Tsingki (Kwangtung)  
 Tsinguitze Station (Shengking)  
 Tsowwuchen (Shantung)  
 Tukiafow (Kiangsi)  
 Tungmaning (Kwangtung)  
 Tunki, I (Anhwei)  
 Wenkiayen (Chekiang)  
 Wingon (Kwangtung)  
 Wonglin (Kwangtung)  
 Wuchen (Chekiang)  
 Wufu Che (Chekiang)  
 Wutsun (Shantung)  
 Yangtzehsien (Kiangsu)  
 Yuehchengkiao (Kiangsu)  
 Yunghi (Kwangsi)  
 Yüntam (Kwangtung)  
 Yütshing (Kwangtung)

#### Insert in Alphabetical order—

Fengchen (Shansi)  
 Linchowfu (Kwangtung)

Shiuchow (Kwangtung)  
 Sinhohsien (Chihli)

Taichenshi (Kwangtung)  
 Taku (Chihli)



### Suspension of Peterborough and Ely Sorting Carriage.

Sorting duties in this Carriage will be suspended after the journey from Ely to Peterborough of Sunday morning, the 4th June. Information as to alterations in circulation will be furnished by the Surveyors concerned.

### Return of Empties.

Postmasters and others, when returning to the Stores Department casks or boxes which have contained stores should take the opportunity of enclosing any empty ink, gum, gloy or other bottles, or tins (if not dented) for Stamping Composition. The packing, which in future will mainly consist of waste paper, should also be returned. The consignments should be described as "returned empties."

## FOREIGN AND COLONIAL MAILS.

### Royal Naval Air Service.—Letters and Parcels.

Letters and parcels for the Royal Naval Air Service stationed abroad should be dealt with in accordance with Sections A and B of the Special Instructions issued with the Post Office Circular of the 30th November last.

Letters and parcels should be addressed as follows:—

- (1) Official number (if known),
- (2) Rank or rating,
- (3) Name,
- (4) Unit, e.g., Airship Detachment No. 2, or, if the addressee is serving in one of H.M. Ships, the name of the ship should be given,
- (5) C/O G.P.O.

The words "Mediterranean (or Egyptian) Expeditionary Force" should not be used in the address of letters to units on the Mediterranean Station.

The postage rates are the same as for H.M. Ships in Foreign Waters.

## MONEY ORDERS.

### FOREIGN AND COLONIAL MONEY ORDER SERVICE.

#### Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown on the special statement issued with the Post Office Circular of the 4th April:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	15 kroner 30 öre	
Norway ... ..	15 kroner 20 öre	
Sweden and Finland... ..	15 kroner 20 öre ... ..	15 kroner 90 öre.

### 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.
H. Dyson .....	E. 656		S. Brown .....
			E. 9493



## POST OFFICE RELIEF FUND—(continued).

### Prisoners of War.

Weekly parcels of food are sent to Post Office Prisoners of War. The standard parcels, three in number, contain a variety of food suitable for the peculiar conditions in which the men are placed, and they are despatched weekly, in regular sequence.

### Hospital and Convalescent Home.

A Post Office Home Hospital is maintained at 20, Kensington Palace Gardens and there is a Convalescent Home at Littlestone-on-Sea. The number of patients who can be accommodated in these Institutions is 45, and there is a constant and increasing demand for admission on the part of Post Office men wounded or incapacitated by service with the Colours.

Discharged men are admitted for treatment if suffering from wounds or disease contracted on active service.

### General.

Over 54,000 Post Office servants are now with H.M. Forces. There are on the books of the Fund 1170 Widows and Dependants and 1471 Orphans. Over £6,700 has been distributed in the form of special grants.

Up to the present nearly 600 maternity grants have been made.

£411 5s. 6d. has been distributed in the form of Christmas grants to Orphans.

The number of Post Office men known to be prisoners of War is 584 and already 23,152 parcels have been despatched.

Up to the present 428 patients have been treated in the Hospital and 219 have been admitted to the Convalescent Home. The length of their stay has varied from 2 to 38 weeks.

In all classes of cases exceptional circumstances are taken into consideration. Distress of every kind is relieved, help being given in the matter of doctors' bills; operations; nurses' fees; surgical appliances; Hospital, Convalescent, and Sanatorium treatment; funeral expenses; and, in certain circumstances, debts.

## STORES DEPARTMENT.

### Acknowledgment of supplies of Stamps, Licences, and War Savings Certificates.

Despite the notice in the Post Office Circular of the 18th of April, many acknowledgments are still being returned to the Stores Department.

When Postage, Insurance, Inland Revenue or Fee, or Entertainments Duty Stamps, War Savings Certificates, or Licences, are received from the Stores Department, the requisition or invoice should not be returned, but should be signed and filed by the Postmaster or Sub-Postmaster concerned immediately after the consignment has been checked.

### Sub-Offices—Change of Address.

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

FROM	TO	Character of Office
Athboy, Co. Meath.....	Athboy, Kells .....	M.T.
Clonmellon, Athboy, Co. Meath .....	Clonmellon, Kells .....	M.T.

The circulation should be as for Kells by all Mails.

### Temporary Branch Offices at Camps.

A temporary Non-Money Order Branch Office has been opened at Cooden Camp, Bexhill-on-Sea. Telegraph business will not be transacted at present.

Letters, parcels and telegrams should circulate to Bexhill-on-Sea.

### Aberdeen and Elgin Railway Sorting Carriage.

Sorting duties in this Carriage will be suspended after Saturday, the 3rd June.



### Prisoners of War Information Bureau.

#### EXPLANATION OF CIRCULAR OF 3RD NOVEMBER, 1914.

Explanation is found to be necessary of the statement in the Post Office Circular of the 3rd November, 1914, which was headed "Prisoners of War Interned Abroad" and which ran:—

"Letters, &c., to and from Prisoners of War Information Bureaux in whatever countries

"they are situated are entitled to the same privileges as letters to and from Prisoners of War."

This statement has been construed by some Postmasters as granting free postage to agencies in the British Islands which describe themselves as "Prisoners of War Information Bureaux."

There is but one Information Bureau in the British Islands, the Prisoners of War Information Bureau, 49, Wellington Street, Strand, W.C., which is in the same position as a Headquarter Government Office in London with regard to postage upon inland letters and parcels sent by or addressed to it.

All other agencies of this kind in the British Islands, whether or not recognized by the British Government, are, in respect of outgoing and incoming inland postal packets, in the same position as private persons.

What the statement in the Circular of the 3rd November, 1914, was intended to convey was, that when a Prisoner of War Information Bureau is set up in any country and recognized by the Government of that country, it is entitled to free postage so far as foreign letters and parcels posted in this country for such a Bureau, or foreign letters and parcels received in this country from such a Bureau, are concerned.

The statement is, therefore, entirely inoperative so far as all **Inland** postal packets are concerned.

Any inland parcel addressed to or redirected to the Prisoners of War Information Bureau at 49, Wellington Street, should be prepaid with postage stamps in the same way as parcels addressed to any other Government Office. This does not apply to parcels posted or redirected from a place of internment, as to which special instructions will be issued to the Postmasters concerned, who should meanwhile continue their present practice, whatever it may be.

Any inland postal packet addressed to or sent by any other agency for Prisoners of War in the British Islands should be prepaid just as if it were addressed to or sent by a private person.

### Inland Book Rate.

With reference to the notice in the Post Office Circular of the 14th December last respecting the inadmissibility at the Inland Book Rate of postage of packets containing cards intended to be used subsequently as Christmas Cards, visiting cards, &c., it should be noted that packets containing samples of goods, such as specimens of different kinds of paper, envelopes, memorandum forms, labels for bottles, tins, or luggage, and similar articles, are also inadmissible at the Inland Book Rate, even though the samples bear printing upon them to a greater or less extent. They are, however, admissible at the Inland Sample Rate if packed and marked in accordance with the regulations.

Such articles, when sent, not as samples, but as goods or merchandise, are not admissible in the Inland Service at either the Book or Sample Rate, but are liable to the Letter or Parcel Rate.

### Currency Notes.

Counter Officers and others whose duty it is to receive monies on behalf of the Post Office are reminded that the official date stamp must not in any circumstances be impressed on Currency Notes.

### Entertainments Duty Stamps.

With reference to the notice on page 184 of the Post Office Circular of 2nd May, 1916, a return is required of the sales of Entertainments Duty Stamps during the period 15th to 31st May, 1916. Postmasters are therefore requested to show by special entries on the backs of the Cash Accounts of 31st instant:—

- (1) the total value of the stamps sold in the period named and
- (2) the total value of the stamps remaining in hand after the close of business on 31st May, 1916.



### Great Tower Street (E.C.) Branch Office.

The above-named Branch Office will be closed after the 9th instant.

### Circulation of Letters, &c., for Lundy Island.

In future, the circulation of letters and parcels for Lundy Island, should be to Milford Haven by all Mails.

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

Special attention is directed to the notice in the Post Office Circular of the 11th of May, 1915.

Sandling includes East and West Sandling.

Dibgate B.O. is the nearest Post Office to the Camps at Dibgate and St. Martin's Plain; and Sandling B.O. is the nearest Post Office to the Camps at East and West Sandling.

Care should be taken that letters and parcels for these places are not forwarded to Sandling, Maidstone.

### Branch Office—Change of Address.

The address of the undermentioned Branch Office has been changed:—

FROM	TO	Character of Office.
Halton Camp B.O., Tring.....	Halton Camp, Bucks.....	M.

There are outlets for the Night Mail correspondence through London, G.W.T.P.O. Up and Tring, and for the Day Mail correspondence through London and Bletchley.

### Sub-Offices—Changes of Address.

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

FROM	TO	Character of Office.
Callow, Frenchpark, Co. Rosecommon.....	Callow, Castlereagh .....	nS.
Fairymount, Frenchpark, Co. Rosecommon....	Fairymount, „ .....	M.T. nS.
Frenchpark, Co. Rosecommon .....	Frenchpark, „ .....	M.T.
Kingsland, Co. Rosecommon .....	Kingsland, „ .....	nS.
Lurgan, Frenchpark, Co. Rosecommon .....	Lurgan, „ .....	nS.
Tibohine, Frenchpark, Co. Rosecommon .....	Tibohine, „ .....	nS.

The circulation should be as for Castlereagh by all Mails.

### Circuits of the Judges.

#### SUMMER ASSIZES.—COMMISSION DAYS.

*The following Judges will remain in Town:—Rowlatt, J., Bailhache, J., and Atkin, J., during the whole of the Circuits; the other Judges till their respective Commission Days.*

South Eastern Circuit.—(Lord Chief Justice of England; Mr. Justice Darling), June 15th, Hertford; 19th, Maidstone; 27th, Guildford; July 3rd, Lewes.

Oxford Circuit.—(Mr. Justice Bray, Mr. Justice Horridge), June 20th, Monmouth; 27th, Hereford; July 1st, Shrewsbury; July 5th, Stafford.

Northern Circuit.—(Mr. Justice Lush (2), Mr. Justice Low (1)), June 7th, Appleby; 10th, Carlisle; 14th, Lancaster; 19th, Liverpool (2); July 10th, Manchester (2).

North Eastern Circuit.—(Mr. Justice Shearman, Mr. Justice Sankey), June 26th, Newcastle; July 1st, Durham; 8th, York; 13th, Leeds.



### Goods prohibited from Exportation by Post except under a Privy Council Licence.

The arrangement for the exportation of prohibited goods by post under licence from the Privy Council is intended to apply to Parcel Post only; and goods presented for despatch abroad by post under the authority of a Privy Council licence must not be accepted for transmission by Letter Post unless Letter Post is specially mentioned in the licence.

Even when Letter Post is specified, the licence should be submitted to the Secretary for instructions before the packet is accepted.

### Mail Service to Seychelles.

The despatch of Mails to Seychelles via Bombay has been suspended.

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

Page 758. SEYCHELLES. Column 4. By British Packet from Bombay.—Delete "June 16."

### MONEY ORDERS.

Money Order Forms and Advices "Dublin" Nos. 308 A to 2000 A inclusive and 3579 B to 6000 B inclusive disappeared from the Dublin Chief Office during the recent disturbance in that city.

Money Order Rule No. 134, paragraphs (e) and (f), should be acted upon at all Money Order Offices. Any telegram from a Money Order Office in Ireland sent in pursuance of that rule should be addressed "Secretary, Dublin."

### Post Office Guide.—Additions and Alterations.

- Page 158. *Under* Aberdare *delete* Cardiff Road.  
 " 241. " Coventry *delete* Stoke Green.  
 " 251. " Darlington *delete* Parkgate.  
 " 298. *Delete* Greenhill Lane, Alfreton.  
 " 353. *Under* Liverpool *insert* Berry Street | T. M. t |  
 " 354. " Liverpool *delete* Great George Street.  
 " 354. " Liverpool *delete* Leece Street.  
 " 366. " Luton *delete* New Bedford Road.  
 " 420. " Preston *delete* Avenham Lane.  
 " 434. " Rugby *delete* High Street.  
 " 450. *Delete* Shustoke, Birmingham.  
 " 462. " Stifford's Bridge, Malvern.  
 " 470. *Under* Surbiton, Surrey, *delete* Ditton Hill.  
 " 499. *Insert* West Halton, Doncaster | M. nS. | Alkborough, T.  
 " 506. *Under* Wigan *delete* New Market Street.  
 " 614. *Delete* Bethnal Green, Cambridge Road (317), (near Bethnal Green Museum), E.  
 " 614. " Brixton, Upper Tulse Hill (76), S.W.  
 " 617. Crouch End, Broadway, N.—*Amend* to Crouch End, 14 Topsfield Parade (B.O.), N.  
 " 617. *Delete* Dalston, Queen's Road (207), (near Dalston Lane), E.  
 " 625. Oxford Street (191), near Pantheon.—*Amend* to Oxford Street (191) B.O.

### Rules for Money Order Business.

A Correction Slip (No. 4) to the Rules for Money Order Business 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.

### 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.
M. King .....	E. 1527	J. Twamley .....	E. 1475
J. Byrne .....	E. 1547	M. Jones .....	E. 1573
A. J. Fitzpatrick.....	E. 1466	M. H. Moore .....	E. 2958
J. J. Tyrrell .....	E. 1445	F. H. Barfoot .....	E. 12317



**Sub-Offices—Changes of Address.**

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

FROM	TO	Character of Office
Clonfert, Eyrecourt, Co. Galway .....	Clonfert, Ballinasloe .....	—
Eyrecourt, Co. Galway .....	Eyrecourt, Ballinasloe .....	M.T.
Meelick, Eyrecourt, Co. Galway .....	Meelick, Ballinasloe .....	—
Gurteen, Woodlawn, Co. Galway .....	Gurteen, Ballinasloe .....	M.T. nS.

The circulation should be as for Ballinasloe by all Mails.

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

FROM	TO	Character of Office
Ferbane, King's Co. ....	Ferbane, Athlone .....	M.T.

The circulation should be as for Athlone by all Mails.

**St. Ives, Hunts.—Alteration of Status.**

On the 24th May, St. Ives, Hunts., was converted to a Salaried Sub-Office and transferred, together with the undermentioned Sub-Offices, to the control of the Postmaster of Huntingdon.

The circulation is now as for Huntingdon by Night Mail but the Day Mail circulation remains unchanged:—

Name of Office.	Character.
St. Ives, Hunts. ....	T Ex. M.T.
Bluntisham, St. Ives, Hunts. ....	M.T.
Colne, " " .....	T L.
Earith, " " .....	M.T.
Fenstanton, " " .....	T Ex. M.T.
Hemingford Abbots, " " .....	—
Hemingford Grey, " " .....	T Ex. M.T.
Hilton, " " .....	T Ex. T. nS.
Needingworth, " " .....	T Ex. M.T.
Somersham, " " .....	T L. Ex. M.T.

**Temporary Branch Offices at Camps.**

**Kilworth Camp, Co. Cork.**—The circulation for both letters and parcels for this Office should be as for Kilworth, Co. Cork. Telegraph business is being conducted by the Military Authorities, and the Transmitting Office is Cork. The hours of attendance are:—

Week-days, 6 a.m. to 7 a.m.; 10 a.m. to 1 p.m.; 3.30 p.m. to 7 p.m.

Sundays, 6.30 a.m. to 7.30 a.m.; 8.30 a.m. to 10 a.m.; 4.45 p.m. to 5.45 p.m.

**Otterpool Camp Branch Office, Shorncliffe, Kent.**—The Branch Office at this Camp has been re-opened. Letters and parcels should circulate to Shorncliffe, Kent. The Transmitting Office will be Folkestone.

**Maresfield Park Camp B.O.**—On and from Saturday, the 17th instant, the hours of business (telegraph and postal) at this Office will be 9 a.m. to 7 p.m. week-days, and 8.30 to 10 a.m. Sundays. Telegrams for the Headquarters staff outside these hours should circulate to Brighton.

**Mail Bags.—Lightest Type suitable for Service to be used.**

It is particularly desirable in the case both of Letter Mails and Parcel Mails that the Bags used for conveyance should be of the lightest type suitable for the service. Postmasters should take steps to ensure that unnecessarily heavy Bags are not used.



### Warwick.—Transfer of Sorting work to Leamington Spa.

On and from Monday, the 26th of June, the Inward Sorting for the Warwick deliveries, Town and Rural, will be provided for at Leamington Spa. After the Night Mail despatches of Saturday, the 24th of June, letters and parcels for Warwick and its Sub-Offices should circulate to Leamington Spa by all Mails. A list of the Warwick Sub-Offices is shown below. There will be no change of address:—

Name of Office.	Character.
Ashorne S.O., Warwick .....	nS.
Barford S.O., Warwick .....	T Ex. M.T.
*Butlers Marston, Kineton, Warwickshire .....	nS.
Claverdon, Warwick .....	M.T.
Combrook, Warwick .....	nS.
*Gaydon, Kineton, Warwickshire .....	nS.
Hampton Lucy, Warwick .....	M.T. nS.
Hampton-on-the-Hill, Warwick .....	M.T.
Hatton, Warwick .....	T Ex. M.T.
*Kineton, Warwickshire .....	T Ex. M.T.
Leek Wootton, Warwick .....	nS.
Lighthorne, Warwick .....	nS.
Loxley, Warwick .....	T Ex. M.T.
Moreton Morrell, Warwick .....	T. nS.
Norton Lindsay, Warwick .....	nS.
*Oxhill, Kineton, Warwickshire .....	nS.
*Pillerton Hersey, Kineton, Warwickshire .....	T L Ex. T. nS.
*Radway, Kineton, Warwickshire .....	T. nS.
Rowington, Warwick .....	nS.
Sherbourne, Warwick .....	T L Ex. M.T.
Shrewley, Warwick .....	nS.
*Tysoe, Kineton, Warwickshire .....	nS.
Wasperton, Warwick .....	M.T.
Wellesbourne, Warwick .....	

\*Offices sending letters and parcels for these places to Stratford-on-Avon by Day Mail should continue to do so but the Night Mail circulation should be to Leamington Spa.

### Sub-Offices—Changes of Address.

The addresses of the undermentioned Sub-Offices have 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.

The circulation should be as for Mullingar by all Mails.

On and from the 1st July, the addresses of the undermentioned Sub-Offices will be changed:—

FROM	TO	Character of Office.
Afonwen, Flints. ....	Afonwen, Mold .....	T Ex. M.T. nS.
Caerwys, Flints. ....	Caerwys, Mold .....	T Ex. M.T. nS.

The circulation should be as for Mold by all Mails.

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

FROM	TO	Character of Office.
Takeley, Essex .....	Takeley, Bishop's Stortford .....	T Ex. M.T.

The circulation should be as for Bishop's Stortford by all Mails.

### Disturbances in Ireland.—Claims for Compensation.

Claims for compensation in respect of the loss, damage or delay of unregistered parcels and registered postal packets attributable directly or indirectly to the recent disturbances in Ireland should be submitted to the Secretary.



### Uniform for Officers returning from Service with the Colours.

When officers on uniform-wearing classes resume Post Office Duty after Service with the Colours, Postmasters should furnish particulars, on Form Postmasters 52, of the uniform which is due to be supplied to them, the garments (not time-expired) which were left in their possession when joining the Colours being taken into account. The forms should be sent to the Controller, Stores Department, London or Dublin, as the case may be.

### Parcels of Soft Fruit.

Damage has been done in previous seasons through the acceptance of parcels of soft fruit not securely packed.

Soft fruit should be packed in metal boxes with tightly fitting lids in such a way that the juice cannot exude; and the parcels 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 (*see* Rules 21 (K) for Head Postmasters; 19 (K) for Sub-Postmasters, and 7 (K) for Town Sub-Postmasters).

Any Office which has a number of fruit parcels to despatch should use, if possible, a separate receptacle for them.

## FOREIGN AND COLONIAL MAILS.

### Prisoners of War in Switzerland.

Letters, Parcels and Money Orders may be sent to Prisoners of War transferred from Germany to Switzerland under the same conditions as to Prisoners of War generally (Section I. of Special Instructions). Letters may be insured but not registered: parcels cannot be insured.

### Mail Service to Italy.—Prohibited Articles.

The following modifications and additions should be made to the list of prohibitions under Italy in column 9, page 739, and in column 8, page 801, of the Post Office Guide:—

- Page 739. *Lines 1 and 2.*—Erase the words "except in insured boxes"; *line 3* after "playing cards" insert "pictorial postcards, lithographs, engravings"; *line 8, &c.*, delete "Lithographs, engravings.....(about 3½ ounces)."
- „ 801. *Lines 1 and 2.*—After "authorised" insert "manufactured tobacco" and erase the words "(conditions of admission of manufactured tobacco can be ascertained at any Post Office)."
- „ 801. *Line 12.*—After "zinc boxes" insert "mineral waters; sparkling wines; brandy and liqueurs; sweetmeats and biscuits; fatty acids; perfumery; perfumed soap and glycerine soap; laces and tulles manufactured of linen, cotton or wool; unmanufactured cork; paper-hangings; pictorial postcards; engravings, lithographs and posters; gloves made from skins; furs and articles of a like nature; gold and silver articles and jewellery wholly or partly manufactured; precious stones; terra cotta; earthenware, pottery and porcelain (with the exception of articles for industrial use and coarse pottery); glass or crystal plates and mirrors (with the exception of photographic plates); articles of glass or crystal and ordinary bottles; fresh flowers; dates; ornamental feathers; worked articles of ivory, amber, mother of pearl and tortoiseshell; toys; imitation jewellery; fans; musical instruments; women's trimmed hats; artificial flowers."

The paragraphs under the heading "Italy" in the appendix to the Foreign and Colonial Parcel Post Rule Books for Head Postmasters and Sub-Postmasters should be struck out.

### Parcel Post to New Zealand, Samoa, and Tonga.

It has become necessary to reduce the maximum size of parcels for New Zealand, Samoa, and Tonga from 6 ft. to 4 ft. in length and girth combined; and on and from the 1st of July parcels exceeding 4 ft. in length and girth combined must not be accepted for transmission to those places.

The lower rates of postage on parcels for New Zealand, Samoa, and Tonga shown in the Post Office Guide will apply in future to all parcels for those destinations.

Suitable alterations should be made in Columns 4 and 6 at pages 808, 820, and 830 of working copies of the Post Office Guide.



## POSTAL DRAFTS AND ARMY AND NAVY ALLOWANCE FORMS.

### Codification of Rules.

A book of instructions regarding Postal Drafts and Allowance Forms is being distributed to Postmasters and Sub-Postmasters. The instructions have been revised to the 15th of May, 1916.

Special attention is directed to the following rules, which contain amendments not previously brought under notice:—

14 (b), (d), (e) and note, 15, 17 (b), 18 (f), 19, 20 (d), (e), (g) and (h), 24 (a), and 25 (b).

Army and Navy Allowance Forms are distinct from Postal Drafts, and the terms "Postal Draft" and "Draft" should in future be used and understood as referring to the latter only.

## Government Air Raid Insurance Scheme for Household Goods, &c.—Damage to Crops by Aircraft.

Paragraphs have appeared in the public Press to the effect that particulars of the Government Scheme of Insurance against damage to crops by Aircraft can be obtained at any Post Office.

It should be noted that the Post Office Insurance Scheme for Household Goods, &c., does not extend to crops of any description.

Many Fire Insurance Companies are approved Offices acting as the Agents of the Government and applicants desirous of insuring crops should be referred to their Fire Insurance Offices. Where, however, the applicant is not insured against fire he should be referred to the War Risks Insurance Office, 33/36, King William Street, E.C.

### Anstruther.—Alteration in Status.

On the 1st of July, Anstruther will be converted into a Salaried Sub-Office and placed, together with the Kilrenny Sub-Office, under the control of the Postmaster of St. Andrews. The remaining Sub-Offices Arncroach, Elie (S), Pittenweem and St. Monance, now subordinate to Anstruther, will, from the same date, be placed under the control of the Postmaster of Leven.

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

FROM	TO	Character of Office.
ANSTRUTHER.....	Anstruther, Fife .....	T Ex. M.T.
Arncroach, Pittenweem, Fife .....	No change .....	T L Ex. T.
Elie, Fife .....	No change .....	T Ex. M.T.
Kilrenny, Anstruther .....	Kilrenny, Anstruther, Fife .....	nS.
Pittenweem, Fife .....	No change .....	T Ex. M.T.
St. Monance, Fife .....	No change .....	T Ex. M.T.



## Instructions as regards the Special Postal Arrangements, &c., affecting Sailors and Soldiers on Active Service and Prisoners of War.

The special instructions issued with the Post Office Circular of 30th November, 1915, and since amended by Correction Slips, are in several respects out of date and should be treated as superseded by the revised instructions issued with this Circular.

Attention is called to the following points in the new instructions:—

**A. 1 (b), 2 (b) and 2 (d).**—Information is given as to the Royal Naval Air Service abroad.

**B. 1. Circulation of Letters and Parcels for H.M. Ships.**—The rule that such letters and parcels should be circulated through the Inland Section **must be observed howsoever they are addressed** except in cases where definite authority for direct delivery has been given. For the purpose of this rule the term "H.M. Ships" includes transports and any other vessels under Admiralty orders.

**B. 3. (a) "Unpaid or Short Paid Letters from H.M. Ships"** (amended).—It appears that in some cases senders on board H.M. Ships are themselves marking their letters "Received from H.M. Ship. No charge to be raised." The inscription so made is not valid, and, in cases where no certificate to the effect that stamps were unobtainable has been enclosed in the Ship's mail, it should be cancelled at the Post Office where the mail is opened and the letters marked for surcharge on delivery in accordance with standing instructions to Coast Post Offices.

**D. 7.** New designations have been given to the divisions of correspondence for the Troops of the Expeditionary Forces, viz., "Army Letter Office No. 1 Section" and "Army Letter Office No. 2 Section" in the case of letters, and "British Expeditionary Force" and "Egyptian, &c., Expeditionary Forces," in the case of parcels.

**E.** This Section now applies to Colonial troops generally.

**F.** Revised arrangements have been made for dealing with correspondence (including parcels) for the Indian Expeditionary Forces. It will be seen that such correspondence should not in future be addressed either "Indian Expeditionary Force" or "C/o India Office"; that there will be no uniform rate of postage for parcels, and that, generally, the arrangements for the various Expeditionary Forces apply to correspondence for Indian Contingents with those Forces.

**G.** The title "Mediterranean Expeditionary Force" is obsolete; and the Section is now headed "Egyptian Expeditionary Force."

**J.** This is a new Section and contains information as to rates of postage, &c., in the case of the troops in Mesopotamia (including the Indian Contingent formerly addressed as "Indian Expeditionary Force "D"'), now known as the "Mesopotamian Expeditionary Force."

**M. 2.** The additional words in the address necessary in the case of postal packets for Prisoners of War in Turkey, German East Africa or Norway, should **precede** the words "C/o General Post Office, London, E.C."

**5.** Newspapers and magazines may now be sent to Prisoners of War in Enemy Countries if posted under certain conditions by publishers who hold a special permit from the War Office. (A separate announcement on this subject appears in this Circular.)

**6.** Parcels for Prisoners of War in Switzerland cannot be insured.

(The leaflet entitled "Communication with Prisoners of War interned abroad"—Postmasters No. 559—is inaccurate as regards the above information now given in Section M; and as far as possible copies of the leaflet should, where necessary, be amended accordingly before being handed to members of the public.)

**D. 11, G. 6 and K. 7.** It will be seen that information as to telegrams has been excluded from these Instructions, as it is given in Instructions, issued separately, entitled "Foreign and Colonial Telegrams and Radiotelegrams."

It is necessary that senders of parcels for the Expeditionary Forces should always comply with the rule that their name and address should be shown on the cover. Parcels which do not comply with this rule **MUST BE REFUSED**. A statement on the cover of the contents of a parcel is also required.



### Parcel Post to Places Abroad.

The following corrections, notified in recent Circulars, should be made in working copies of the July Supplement to the Guide. A slight modification has been made in the entry relative to Italy notified in the Circular of the 20th of June:—

- Page 59. CHINA (A) Chinese Post Offices. Column 8. *Observations General*.—After “such parcels” insert “and, temporarily, parcels for Szechwan Province.”
- „ 77. ITALY. Column 8. Prohibitions. *Line 1*.—Erase “unmanufactured.” *Lines 1 and 2*.—Erase (“Conditions of admission of manufactured tobacco can be ascertained at any Post Office”). *Line 12*.—After “zinc boxes” insert “The following articles may not be forwarded except with the special permission of the Ministry of Finance:—Mineral waters; sparkling wines; brandy and liqueurs; sweetmeats and biscuits; fatty acids; perfumery; perfumed soap and glycerine soap; laces and tulles manufactured of linen, cotton or wool; unmanufactured cork; paper hangings; pictorial postcards; engravings, lithographs and posters; gloves made from skins; furs and articles of a like nature; gold and silver articles and jewellery wholly or partly manufactured; precious stones; terra cotta; earthenware, pottery and porcelain (with the exception of articles for industrial use and coarse pottery); glass or crystal plates and mirrors (with the exception of photographic plates); articles of glass or crystal and ordinary bottles; fresh flowers; dates; ornamental feathers; worked articles of ivory, amber, mother of pearl and tortoiseshell; toys; imitation jewellery; fans; musical instruments; women's trimmed hats; artificial flowers.”
- Note*.—These prohibitions will not apply to parcels posted before the 10th of July.
- „ 94. RUSSIA-IN-EUROPE, viâ Canada and Japan. Column 3.—Erase “Do.” and insert “Weekly”
- Column 4. The rates should appear as 5s. 4d.; 6s. 6d.; 7s. 8d. Column 8. *Observations*. *Line 9*.—After “White paint” insert “The name and address of the sender must be shown on the cover of every parcel addressed to Russia.”
- „ 94. RUSSIA-IN-ASIA. Column 4.—The rates should appear as follows:—
- |     |                           |    |    |    |    |    |    |
|-----|---------------------------|----|----|----|----|----|----|
| (a) | Maritime Province .....   | s. | d. | s. | d. | s. | d. |
|     | Amur Province .....       | 3  | 2  | 4  | 4  | 5  | 6  |
|     | Island of Saghalien ..... |    |    |    |    |    |    |
| (b) | Other parts .....         | 4  | 5  | 5  | 7  | 6  | 9  |

### Russian Army in the Field—parcels for.

Parcels containing certain articles for distribution among the Russian Army in the Field are admitted into Russia free of Customs Duty. The articles in question are tea, sugar, tobacco, cocoa, chocolate, preserved foods, non-liquid medicines, optical, mathematical and surgical instruments, writing paper and drawings, clothing, books, arms and equipment.

An amendment to the Special Instructions will be issued in due course.

### French Notes and Coin.

Until further notice the rate of exchange for French notes or coin presented by soldiers or their relatives should be as follows:—

	s.	d.
For each franc or fraction of a franc up to 5 francs .....	0	8½ for each franc.
For each complete 5 francs .....	3	7

The necessary correction should be made in Section D 10 of the Special Instructions issued with the Post Office Circular of the 27th June, 1916.

### Parcel Post to France and Algeria.

Numerous articles, mostly of the nature of luxuries, have recently been prohibited from importation into France and Algeria (but not to other French Colonies and Possessions) except under permission from the French Ministry of Commerce. Full details are furnished in the Board of Trade Journal of the 25th of May, 1916.

A note to this effect should be inserted in working copies of the July Supplement to the Guide under Algeria (page 49) and France (page 69).



11 JULY, 1916.

**Sub-Offices—Alteration of Control.**

The undermentioned Sub-Offices were transferred from the control of the Postmaster of Watford to that of the Postmaster of St. Albans on the 1st of May last:—

Boreham Wood, Herts. | Elstree, Boreham Wood, Herts.

**Sub-Office—Change of Address.**

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

FROM	TO	Character of Office.
Horsmonden, Kent.....	Horsmonden, Tonbridge .....	M.T. T Ex.

The circulation should be as for Tonbridge by all Mails.

**Sub-Offices—Change of Control.**

The undermentioned Sub-Offices have been transferred from the control of the Postmaster of Holywell to that of the Postmaster of Mold:—

Afonwen, Mold. | Caerwys, Mold.

**Climax Daters.—Year Bands for 1917.**

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 1917, he should at once inform his Head Postmaster that a new year-band will be required for 1917.

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 1916 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.

**Year Type for Date-Stamp.**

Arrangements have been made to supply year type for the next four years—where not already provided—for Sub-Office metal date-stamps, except in those cases where the stamps are likely to require recutting before 1918. For Head Office date-stamps only year type 17 will be supplied, where required.

Postmasters should ascertain as speedily as possible what year type will be required at the Sub-Offices under their control. A form of enquiry and requisition (Postmasters No. 106) has been printed and a supply is being sent to each Head Postmaster. If in any case a supply of the form is not received, application should be made to The Controller, Post Office Stores Department, London, Dublin or Edinburgh, as the case may be.

When all the replies from Sub-Offices have been received, those in which type is asked for should be forwarded to the Controller, Post Office Stores Department, Studd Street Depot, London, N., Aldborough House Depot, Dublin, or Russell Road Depot, Edinburgh, as the case may be, and a summary, including any year type required at the Head Office, should be furnished on form Postmasters No. 16. Patterns of the type required should accompany the requisitions.

Year type for Rubber Stamps and for Metal Stamps should be asked for on separate forms.

It is important that requisitions should be forwarded as soon as possible.

**ARMY AND NAVY ALLOWANCES.****Return of Books.**

Postmasters and Sub-Postmasters are reminded, with reference to Rule 28 regarding Army and Navy Allowance Forms, that when the last Form in an Allowance Book has been paid, or is four weeks overdue, the Book should be returned without delay to the Issuing Authority.

Any book for a period before April, 1916, that by an oversight has not yet been returned should be returned now.



## FOREIGN AND COLONIAL MAILS.

Parcels for the Argentine Republic, Paraguay, Uruguay, Venezuela and for the British West Indies (including British Guiana).

On and after the 21st of this month Parcel Mails for the Argentine Republic, Paraguay, Uruguay, Venezuela and for Antigua, Barbados, British Guiana, Dominica, Grenada, Montserrat, Nevis, St. Kitts, St. Lucia, St. Vincent, Tobago and Trinidad will be made up at Liverpool instead of London.

The circulation of parcels for the places mentioned should be altered accordingly; and the relative entries in working copies of the July supplement to the Post Office Guide should be amended.

## MONEY ORDERS.

Post Office Guide.—Additions and Alterations.

Page 363. *Reinstate entry* Lower Broughton, Manchester.  
 „ 370. *Under Manchester reinstate entry* Lower Broughton. *Delete* Lower Broughton Road.

### Foreign and Colonial Money Order Service.

With this Circular is issued a Statement showing the rate of conversion per £1 sterling in the Money Order Service with certain countries. This Statement supersedes the Statement issued with the Post Office Circular of 4th of April last.

Further alterations in the rates will be notified from time to time.

### 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.
H. Feeley .....	E. 9875.



## MOTOR VEHICLE LICENCES.

With reference to the notice on page 168 of the Post Office Circular of the 18th April, 1916, Clause 11 (Increased duty on Licences for Motor Cars, &c.) of Finance (No. 2) Bill having been withdrawn, the duties on such Vehicles remain unaltered. The instructions to give temporary receipts in lieu of Motor Car and Motor Cycle licences are therefore cancelled, and authority is given to issue licences again at the rates payable for Motor Vehicles at the beginning of the year.

### Licence Deposits.

#### (a) MONEY ORDER OFFICES IN ENGLAND, WALES AND IRELAND.

At Head Offices and other Offices, where licence deposits have been accepted, the stock of Motor Car and Motor Cycle licences in hand should be examined, and, if necessary, a supply should be requisitioned without delay.

Persons who have deposited money on account of Motor Vehicle licence duty, in accordance with the instructions in the Post Office Circular of the 18th April, 1916, should present the receipt **at the Office at which it was issued**, and the requisite licence should be issued. If the receipt is presented at an Office other than that at which it was obtained the applicant should be referred to the proper Office.

The counterpart of the licence should be noted "Deposit receipt accepted."

As regards **declarations**, no declaration is necessary **if one was handed in by the applicant when the duty was deposited**, and if the required licence is of the same or of less value than the deposit. If, however, the required licence is of a greater value than the deposit, a declaration should be obtained on the proper form from the applicant.

**The licence deposit receipts must be retained** and sent to the Comptroller and Accountant General, or to the Accountant, G.P.O., Dublin, as the case may be, with the cash account of the day. The total amount of the licence deposit receipts should be entered on the credit side of the same cash account under a manuscript heading "Licence deposit receipts surrendered."

An applicant who desires the whole or a portion of a licence deposit to be refunded should be referred to the County or County Borough Council for their consent to be endorsed on the relative receipt. When a licence deposit receipt so endorsed is presented the difference between the sum paid and the appropriate amount of duty should be refunded and the required licence issued, provided, of course, that the receipt is presented at the Post Office at which it was obtained originally.

#### (b) MONEY ORDER OFFICES IN SCOTLAND.

Persons who present licence deposit receipts in order that the requisite licences may be issued should be referred to the local Customs and Excise Officer.

### Gun and Game Licences.

Applications from the public 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 475 to 480 in the Appendix to the Rules for Sub-Postmasters.

## FOREIGN AND COLONIAL MAILS.

### Parcel Post to Russia.

The Russian Post Office states that many parcels from this country arrive damaged because they are not packed in a manner adequate for the protection of the contents, having regard to the length of the journey. In particular, wooden boxes are often not of sufficiently stout material. The regulations on the subject of the packing of parcels for Russia printed on page 95 of the July Supplement to the Post Office Guide must be strictly enforced.

The addresses of the parcels should be indicated on the actual covering of the parcels.



1 August, 1916.

**Sub-Offices—Changes of Address.**

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

FROM	TO	Character of Office.
Colyford, Axminster.....	Colyford, Devon .....	M.
Kilminster, Axminster.....	Kilminster, Devon .....	• Ex. M.T.
Whitford, Axminster .....	Whitford, Devon.....	—

Correspondence should circulate to the Great Western T.P.O. Down by Night Mail and to Exeter by all other Mails. Parcels should circulate to Exeter by all Mails.

**Despatch of Parcel Mails.**

Inconvenience and delay arise at Offices receiving Parcel Mails when the instructions in Inland Parcel Post Rules 45 (e) and (f) are not strictly observed. A Parcel Bag provided with a pocket should be used, so far as is possible, for the final receptacle and for any receptacle containing a Bill, and the Bill should be placed in the pocket. Further, when three or more registered parcels are despatched they should be enclosed in a green "registered" bag which should be placed in the receptacle on the top of the other parcels.

**FOREIGN AND COLONIAL MAILS.****Reply Coupons.**

The Republic of Colombia is now included in the Reply Coupon System. The necessary note should be made at page 25 of the July Supplement to the Post Office Guide.

**Cash on Delivery Service with Egypt.**

The following alteration should be made in working copies of the Post Office Guide (April edition):—  
Page 848. Entry "Egypt." Footnote A.—Delete "Mefaza."

**Parcels for H.M. Ships.—Sender's Name and Address to be shown on covers.**

The following addition should be made to the Special Instructions issued with the Post Office Circular of the 27th of June:—

Page 1, A 1. Add "(c) The sender's name and address must be shown on parcels in order that they may be returned if undeliverable. Parcels which do not show the name and address of the sender on the cover must be refused."

**FOREIGN AND COLONIAL POST.****Restrictions on transmission of Printed Matter, and also of Stamp Collections, to Neutral Countries in Europe and America.**

Attention is called to the notice which appeared at page 259 of the Post Office Circular of the 27th of June, 1916, regarding the restrictions on the despatch of Printed Matter, and of Stamp Collections to various Foreign Countries. The instructions given in that notice are not being properly carried out at all Offices, the principal irregularities being as follows:—

(a) Packages addressed to the Censor of Printed Matter are being opened at the Office of Posting, whereas they should be sent intact to the address given on the cover.

(b) Persons enquiring as to the restrictions are being informed that nothing is known of any restrictions, or that they apply only to European Countries; whereas they apply equally to Neutral Countries in America.



## FOREIGN AND COLONIAL MAILS.

### Parcels for the Expeditionary Forces.

Many parcels for members of the Expeditionary Forces are accepted wrongly addressed and insufficiently prepaid. Care should be taken that the **proper designation of the Expeditionary Force** with which the addressee is serving is shown in the address and that unnecessary names (e.g., France, Greece) are not included.

No parcel for a soldier should be addressed "C/o G.P.O." unless

(a) he is definitely stated to be serving at home and his exact station is unknown, or

(b) he is a Prisoner of War interned abroad.

No parcels sent by post should be addressed "C/o Military Forwarding Officer."

The rates of postage are as follows:—

Title in Force.	Postage on parcels weighing					
	Under 3 lb.		3 lb. to 7 lb.		7 lb. to 11 lb.	
	s.	d.	s.	d.	s.	d.
British Expeditionary Force .....	1	0	1	4	Not allowed.	
East African Expeditionary Force .....	1	0	2	0	3	0
Egyptian Expeditionary Force .....	1	0	1	9	Not allowed.	
Mesopotamian Force .....	1	0	2	0	3	0
Salonika Force .....	1	0	1	9	Not allowed.	

Parcels for members of the **Indian and Colonial Contingents** abroad should be addressed to and prepaid as for the **Expeditionary Force** in which the addressee is serving.

Parcels for **British Troops** serving overseas, but not forming part of an **Expeditionary Force**, are subject to the same conditions as regards rates of Postage, Insurance, Customs Declarations, Despatch Notes, Circulation, &c., as parcels sent by the civil post to the Colony or Station addressed.

Parcels which do not show the name and address of the sender on the cover must be refused.

Parcels must be adequately packed.

The above instructions were included in the Special Instructions issued with the Post Office Circular of the 27th June. But as numerous cases of their non-observance continue to come to light the special attention of all counter officers is again drawn to them. The particulars, given above, of the rates of postage on parcels addressed to the Expeditionary Forces, &c., will be included in the next Amendment Slip to the Special Instructions. They should be cut out and pasted on the cover of the book or in some other convenient place for immediate reference by counter officers.

### Circulation of Correspondence for Indian Expeditionary Forces.

In spite of the instructions given in the Post Office Circular of the 27th of June and in the notice with the above heading which appeared in the Post Office Circular of the 11th of July, correspondence for Indian Expeditionary Forces continues to be missent to the South Western District Office. Unnecessary handling is thereby entailed, and the correspondence is delayed.

It is necessary to ask that Postmasters shall take active steps to put a stop to the missending. They should take suitable disciplinary notice of any instances reported by the South Western District Office in the next few weeks.

### Indian and Australian Mails.

Newspapers and other printed matter and commercial papers for the Indian and Australian Mails sent overland through France may now be posted twenty-four hours later than formerly.

As regards the London District the times shown at pages 44 and 45 of the July Supplement to the Post Office Guide hold good with the alteration of "Tuesday" to "Wednesday" in Column 1 and "Wednesday" to "Thursday" in the Columns relating to late-fee posting at the General Post Office.

Newspapers, &c., from the Provinces should reach the General Post Office, London, before midnight on Wednesday.

The alteration may be brought to the notice of any firms, &c., likely to be interested.



### Temporary Branch Offices at Camps.

**Acreknowe Camp, Hawick.**—In the announcement in the Post Office Circular of the 8th August, 1916, regarding the opening of a new Branch Office at Acreknowe Camp, Hawick, the designation was given as Acknerowe instead of Acreknowe. The necessary correction should be made.

### 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 25th or 26th 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.

## FOREIGN AND COLONIAL MAILS.

### Transmission of Celluloid by Parcel Post to Places Abroad.

Parcels containing articles composed wholly or partly of celluloid must in future be well packed in strong wooden boxes. Parcels not packed in accordance with this regulation must be refused.

Page 66 of working copies of the Post Office Guide should be noted accordingly.

### Mesopotamian Expeditionary Force and East African Expeditionary Force.

A leaflet showing the postal arrangements for these Forces has been issued but is not being supplied to Post Offices for distribution. Any member of the public who wishes to receive a copy should apply to the Officer Commanding, Home Depot, Regent's Park, N.W., when a copy will be sent.

### Mails for Tristan da Cunha.

An opportunity for the despatch of Letter and Parcel Mails to Tristan da Cunha will probably occur during the first half of September. Definite particulars will be announced later.

The rates of postage to be prepaid on correspondence for Tristan da Cunha are as follows:—

Letters.....	1d. per ounce.		Printed Papers.....	½d. per two ounces.
Parcels.....	Up to 3 lb., 1s.; 3 lb. to 7 lb., 2s.; 7 lb. to 11 lb., 3s.			

### Customs Declarations for Parcels for Places Abroad.

In a notice under the above heading in the Circular of the 28th of December last, it was notified that a revised form of non-adhesive Customs Declaration was being introduced, and instructions were given for the obsolete form, bearing the words "Pays d'origine—Grande Bretagne" in the top left hand corner to be made waste.

A large number of parcels for places abroad is still accompanied by Declaration forms of the obsolete pattern. Special care must be taken to see that the obsolete form is not used in future. Postmasters should see that a supply of the revised form is distributed to any offices at which the obsolete form is still in use.



## ARMY AND NAVY ALLOWANCES.

### Application for Allowance when Book is not on hand: Form Postmasters No. 578.

A stock of the above-mentioned form has been obtained, and supplies will shortly be issued to Postmasters.

As indicated in the note to Rule 14 (b) of the Rules regarding Army and Navy Allowance Forms, the form is to be used for informing the Issuing Authority whenever application for payment is made in respect of an Allowance book which has not been received or has been recalled.

### Articles sent for Medical Examination and Analysis.

The regulations on this subject printed at page 21 of the Post Office Guide have been slightly modified as follows:—

- (1) Such articles may be sent by any person, whether a medical practitioner or veterinary surgeon or not, and the requirement that the packets must bear on the outside the signature and address of a medical practitioner or veterinary surgeon is withdrawn.
- (2) The liquid or substance may be enclosed in a receptacle either hermetically sealed or otherwise securely closed.

The regulations are otherwise unaltered.

## FOREIGN AND COLONIAL MAILS.

### Parcels for Prisoners of War.

With reference to the notice in the Circular of the 25th July many parcels for Prisoners of War in Germany continue to come to hand packed in textile materials, e.g., linen, cloth, canvas. Such parcels must be refused by Counter Officers.

### Parcel Post to Italy.

In a notice in the Circular of the 20th of June under the heading "Mail Service to Italy—Prohibited Articles," and in a notice in the Circular of the 4th of July under the heading "Parcel Post to Places Abroad," lists were given of articles prohibited from importation into Italy by Parcel Post. The entry in those notices reading "furs and articles of a like nature" should be altered to read—

"Hides and skins tanned with the hair; manufactures of hides and skins tanned with the hair." and working copies of the Post Office Guide should be amended accordingly.

### Parcel Post to Sweden.

In future no parcels for Sweden must be accepted at any Sub-Office. They can be posted at Head and Branch Offices only.

Each parcel tendered for transmission must be accompanied by either (1) a Post Licence issued by the War Trade Department or (2) a Guarantee issued by the Swedish Handelskommission.

In the case of parcels accompanied by War Trade Department Licences, the usual procedure will apply, special instructions being sent to each office at which the posting of such parcels is authorized.

In all other cases, a guarantee from the Swedish Handelskommission **must be handed in with the parcel** and be forwarded with the parcel and the usual Despatch papers to the Office of Exchange. A separate Handelskommission Guarantee must be handed in by the sender in respect of each parcel for Sweden.

Great care should be taken that these instructions are strictly observed, and parcels which do not fulfil the above-mentioned regulations **must be refused**.

### Parcel Post to Turks and Caicos Islands.

Arrangements have now been made for the despatch of parcels to the Turks and Caicos Islands by way of New York. The Parcel Mails will be forwarded from Liverpool on the 2nd of September next and every four weeks thereafter.

The relative entry on page 106 of the July Supplement to the Post Office Guide should be amended accordingly.



### Sub-Offices—Change of Control and Address.

On and from the 14th September, the undermentioned Sub-Offices will be transferred from the control of the Postmaster of Welshpool to that of the Postmaster of Oswestry and the address will be changed:—

FROM	TO	Character of Office.
Meifod, Welshpool.....	Meifod, Llansantffraid, Mont.....	T. L. Ex. M.T. nS.
Pont Robert, Welshpool .....	Pont Robert, Llansantffraid, Mont. ....	T. nS.

On and from the 1st of October next, the undermentioned Sub-Office will be transferred from the control of the Postmaster of Newton-le-Willows to that of the Postmaster of Wigan, and the address will be changed:—

FROM	TO	Character of Office.
Ashton-in-Makerfield, Newton-le-Willows.....	Ashton-in-Makerfield, Wigan.....	T. M.T.

The circulation will be as for Wigan by all Mails.

### Sub-Offices—Changes of Address.

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

FROM	TO	Character of Office.
Abbeylara, Granard, Co. Longford ....	Abbeylara, Edgeworthstown, Co. Longford ....	—
Aughmacliffe, Granard, .....	Aughmacliffe, .....	T.
Ballinalack, Rathowen, Co. Westmeath .....	Ballinalack, .....	—
Bunbrusna, .....	Bunbrusna, .....	—
Castletown, Granard, Co. Longford ....	Castletown, .....	—
Cloonagh, .....	Cloonagh, .....	nS.
Coole, Co. Westmeath .....	Coole, .....	—
Dring, Granard, Co. Longford .....	Dring, .....	T.
Finea, .....	Finea, .....	T.
Granard, Co. Longford .....	Granard, .....	M.T.
Kilcogy, Granard, Co. Longford .....	Kilcogy, .....	nS.
Lenamore, Rathowen, Co. Westmeath ..	Lenamore, .....	—
Lismacaffrey, Street, ..	Lismacaffrey, .....	—
Lisryan, ..	Lisryan, .....	—
Rathaspie, Rathowen ..	Rathaspie, .....	—
Rathowen, Co. Westmeath .....	Rathowen, .....	M.T.
Street, Co. Westmeath .....	Street, .....	M.T.

The circulation should be as for Edgeworthstown by all Mails.

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

FROM	TO	Character of Office.
Ballymanus, Castlepollard, Co. Westmeath .....	Ballymanus, Mullingar .....	nS.
Castlepollard, Co. Westmeath .....	Castlepollard, Mullingar .....	M.T.
Collinstown, Castlepollard, Co. Westmeath .....	Collinstown, Mullingar .....	M.T.

The circulation should be as for Mullingar by all Mails.

### Stocktaking of Parcel Post Receptacles.—5th September, 1916.

A return must be made at every Post Office of the Parcel Post Receptacles which are in stock at 10 a.m. on Tuesday, the 5th of September, 1916. The return should include all the receptacles held in reserve.

Each Head Postmaster will be supplied with forms for the purpose. He should then issue one of the proper kind to each of his Branch Offices and Sub-Offices, and these forms should, when filled up, be returned immediately to him.

The information furnished on these forms must be incorporated in the return prepared at the Head Office, of which two copies should be made. One copy, when completed, must at once be forwarded to the Controller, Post Office Stores Department, London (Studd Street, Islington, N.), Dublin, or Edinburgh, as the case may be; the other copy should be retained at the Head Office for the information of the Postmaster.

Care should be taken that all receptacles which are not due to arrive at their destination until after 10 a.m. are included in the return made by the Despatching Office.

Care should also be taken that all receptacles are correctly classified in accordance with descriptions shown at the head of the columns in the returns.



**IMPERIAL SERVICE MEDAL—(continued).**

Name.	Rank.	Office.
Thomas, John ... ..	Postman ... ..	Rotherham.
Trowbridge, Isaac ... ..	Postman ... ..	Salisbury.
Turner, Walter ... ..	Telegraphist ... ..	Central Telegraph Office.
Voice, James William ... ..	Assistant Inspector of Tracing ... ..	Accountant-General's Dept., General Post Office.
Wentworth, Annie ... ..	Telegraphist ... ..	Central Telegraph Office.
Whalley, Percy Edward ... ..	Sorter ... ..	London Postal Service.
While, George ... ..	Postman ... ..	Kingston-on-Thames.
White, Thomas ... ..	Postman ... ..	Belper, Derby.
White, William Frank ... ..	Sorting Clerk and Telegraphist ... ..	Southampton.
Williams, Joseph Henry ... ..	Overseer ... ..	London Postal Service.
Wood, Henry Morton ... ..	Sorting Clerk and Telegraphist ... ..	Middlesbrough.

**Currency Notes overprinted in Turkish Characters.**

A certain number of Currency Notes supplied to the Mediterranean Expeditionary Force for the use of troops in the Dardanelles have been overprinted in Turkish characters. The printing is in heavy black type immediately above and below the words "One Pound" or "Ten Shillings." Such Notes may be accepted at Post Offices, provided they are otherwise in good order. After acceptance the Notes should be withdrawn from circulation and remitted in the usual way as "Worn or Soiled Notes unfit for re-issue."

**Sub-Offices—Change of Address.**

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

FROM	TO	Character of Office.
Ballygawley, Co. Tyrone .....	Ballygawley, Dungannon .....	M.T.
Ballynasaggart, Ballygawley, Co. Tyrone ....	Ballynasaggart, Dungannon .....	nS.
Garvaghey, Ballygawley, Co. Tyrone .....	Garvaghey, Dungannon .....	"
Lisdoart, Ballygawley, Co. Tyrone .....	Lisdoart, Dungannon .....	"
Seskilgreen, Ballygawley, Co. Tyrone .....	Seskilgreen, Dungannon .....	"

The circulation should be as for Dungannon by all Mails.

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

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

*Enter* Picture Fun, 32 Fleet Lane, Farringdon Street, E.C.

**Mail Service to Italy.—Prohibited Articles.**

The Notice which appeared under this heading in the Post Office Circular of 20th of June last (p. 248) is cancelled.

The following note should be added to the entry relating to Italy in col. 9, p. 739, of working copies of the Post Office Guide (Foreign and Colonial Mails):—"Jewellery, pictorial postcards and numerous other articles, chiefly of the nature of luxuries, may only be imported into Italy with the special permission of the Ministry of Finance (see Board of Trade Journal of 15th of June, 1916) and the Post Office accepts no responsibility for the rejection by the Italian Authorities of packets containing such articles."

The entry in the Post Office Guide relating to the Parcel Post was dealt with in last week's Circular.

The paragraphs under the heading "Italy" in the appendix to the Foreign and Colonial Parcel Post Rule Books for Head Postmasters and Sub-Postmasters should be reinstated.



### Private attachments to Post Office poles and infringement of Postmaster General's exclusive wayleave rights on Railways, &c.

If payment is not received by Postmasters of acknowledgments charged for private attachments to Post Office poles or for the waiver of the Postmaster General's exclusive wayleave rights on Railways, &c., after two applications have been made, they should in future report the matter direct to the Superintending Engineer concerned, from whom no certificate should at any time be sought as to the existence of the fixtures.

### Failure to make up a Registered Letter Bag.

Postmasters should report to the Surveyor of the District concerned any Office which repeatedly fails to make up a registered letter bag in the circumstances provided for by Rule 138 (a) of Rules for Head Post Offices, Part II.

Occasional or isolated cases need not be reported.

### Rates for Extra Pay at Provincial Offices.—Form Postmasters No. 374.

This form has been revised and copies of the new print are being circulated. All copies of earlier prints should be treated as waste.

### Inland Registered Parcels.—Use of facsimile Label Stamp. Omission of entry of Postage and Fee.

Until further notice, facsimile label stamps may be used for Inland registered as well as unregistered parcels when such use will, in the opinion of the Head Postmaster, result in appreciable economy or convenience. The entry of the amount of postage and the registration fee on registered parcels, whether on the ordinary label of origin or in the space provided in the facsimile label stamp, may be discontinued.

The appearance of a facsimile label stamp on an Inland registered parcel, or the omission of the entry of the amount of the postage and the registration fee, should, of course, no longer be reported.

### Newspapers, Clubs, &c.

The following alterations should be made in the List:—

*Erase* (Ambleside) Lakes Herald.

*Alter* address of Baker and Confectioner to 11, Cursitor Street, E.C.

*Erase* †Fertilizers and Feeding Stuffs Press (21, Bride Lane, Fleet Street, E.C.).

*Enter* Financial Opinion (52, Bishopsgate, E.C.).

*Erase* Lakes Herald (Ambleside).

## TELEGRAPHS.

### Alterations in the Telegraph Circulation Book as regards Offices already open.

NOTE.—(\*) To be entered in the Telegraph Circulation Book.

\*Page 13. Brook (Surrey).—Substitute Guildford for Godalming as Transmitting Office.

\* „ 86. Wormley (Surrey).—Substitute Guildford for Haslemere as Transmitting Office.

### Post Office Guide (Supplement).

ADDITIONS AND ALTERATIONS TO THE LIST AT PAGES 124 TO 192.

Camelford, Cornwall. }  
CULLOMPTON. } —The hours at these Offices are now 9 a.m. to 7 p.m.  
Enter †Smardale Stn. | rD. | 8 a.m. to 8 p.m. Sun. nil. (Office re-opened).



### Circulation of Correspondence for Expeditionary Forces.

With reference to Section D, paragraph 7 (a) (ii) of the Special Instructions issued with the Post Office Circular of the 27th of June last, it should be noted that unregistered correspondence for No. 2 Section of the A.L.O. should, so far as possible, be forwarded in separate bags to the **Inland Section**. These bags should be labelled:—

To London,

INLAND SECTION,

Army Letter Office, No. 2.

When, however, a separate bag is not warranted, correspondence for No. 2 Section, Army Letter Office, should circulate to the Foreign Section as now. In no circumstances should correspondence for No. 2 Section, whether in labelled or miscellaneous bundles, be included in the ordinary bags for the Inland Section.

This instruction does **not** apply to Registered correspondence, which should circulate as laid down in sub-section (iii).

The following special bag labels are in course of printing and a further notice will be inserted when they are available for distribution:—

ORIGIN	TO
	London—Foreign Section. Army Letter Office, No. 1 Section. Unsorted. Corps Group. Infantry Group. Artillery. A.S.C. R.A.M.C. R.E. Headquarters. and Blank (for Regiments, Battalions, &c.).
	London—Inland Section. Army Letter Office, No. 2 Section. Unsorted. Artillery. A.S.C. R.A.M.C. R.E. Headquarters. and Blank (for Regiments, Battalions, &c.).

Bags sent via the Inland Section should of course be advised on the Way Bills and Letter Bills as forming a portion of the despatch to that Section.

Pending the printing of special labels, "Postmasters 564" should be used with the necessary amendments in manuscript.

### Parcel Post to the Leeward Islands and St. Lucia.

In future Parcel Mails for all the Leeward Islands and for St. Lucia will be despatched from Liverpool every Saturday for conveyance via New York.

The relative entries in Columns 2 and 3 on pages 78 and 96 of the July Supplement to the Post Office Guide should be amended accordingly.

### FOREIGN AND COLONIAL MONEY ORDER SERVICE.

#### Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 18th of July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	17 kroner 10 öre.	
France and Algeria, French Colonies ...	27 francs 70 centimes ... ..	28 francs 20 centimes.
Netherlands and Dutch Colonies ...	... ..	11 florins 80 cents.
Norway ... ..	... ..	17 kroner 40 öre.
Russia ... ..	14 roubles 50 copecks.	
Sweden and Finland ... ..	16 kronor 40 öre ... ..	17 kronor 20 öre.
Switzerland ... ..	... ..	25 francs 75 centimes.



### Ferry Hill.—Alteration in Status.

On the 18th instant the Ferry Hill Head Office was converted to a Salaried Sub-Office and transferred together with 21 of its subordinate Offices to the control of the Postmaster of Darlington. The remaining 7 Offices were transferred to the control of the Postmaster of West Hartlepool.

There is no change in the circulation and the new postal addresses of the Offices are as follows:—

#### CONTROLLED FROM DARLINGTON—

Ferry Hill, Co. Durham.  
Bishop Middleham, Ferryhill, Co. Durham.  
Bishopton, Ferry Hill, Co. Durham.  
Bowburn, Coxhoe, Co. Durham.  
Carlton Iron Works, Ferry Hill, Co. Durham.  
Carlton Station, Ferry Hill, Co. Durham.  
Cassop Colliery, Coxhoe, Co. Durham.  
Chilton Buildings, Ferry Hill, Co. Durham.  
Coxhoe, Co. Durham.  
East Howle Colliery, Ferry Hill, Co. Durham.  
Ferry Hill Village, Ferry Hill, Co. Durham.

Fishburn, Ferry Hill, Co. Durham.  
Kelloe, Coxhoe, Co. Durham.  
Kirk Merrington, Ferry Hill, Co. Durham.  
Quarrington Hill, Coxhoe, Co. Durham.  
Rushyford, Ferry Hill, Co. Durham.  
Sedgefield, Ferry Hill, Co. Durham.  
The Broom, Ferry Hill, Co. Durham.  
Thorpe Thewles, Ferry Hill, Co. Durham.  
Tursdale Colliery, Ferry Hill, Co. Durham.  
West Cornforth, Co. Durham.  
Winterton, Ferry Hill, Co. Durham.

#### CONTROLLED FROM WEST HARTLEPOOL—

Deaf Hill, Trimdon Colliery, Co. Durham.  
Trimdon, Trimdon Grange, Co. Durham.  
Trimdon Colliery, Co. Durham.  
Trimdon Grange, Co. Durham.

Wingate, Co. Durham.  
North Road T.S.O.  
Station Town T.S.O.

### Ruabon.—Alteration in Status.

On the 1st October, the Ruabon Head Office will be converted to a Salaried Sub-Office and transferred, together with its subordinate Offices, to the control of the Postmaster of Wrexham. There will be no change in the circulation, but the official addresses will be altered as follows:—

FROM	TO
Ruabon .....	Ruabon, Denbighshire.
Acrefair, Ruabon .....	Acrefair, Ruabon, Denbighshire.
Cefn-Mawr, Ruabon .....	Cefn-Mawr, Ruabon, Denbighshire.
Newbridge, Ruabon .....	Newbridge, Ruabon, Denbighshire.
Overton Bridge, Ruabon .....	Overton Bridge, Ruabon, Denbighshire.
Pentre, Ruabon .....	Pentre, Ruabon, Denbighshire.
Penycae, Ruabon .....	Penycae, Ruabon, Denbighshire.
Rhosymedre, Ruabon .....	Rhosymedre, Ruabon, Denbighshire.
The Bryn, Ruabon .....	The Bryn, Ruabon, Denbighshire.
Trefynant, Ruabon .....	Trefynant, Ruabon, Denbighshire.

There is no alteration in the addresses for the other offices, viz:—Chirk, Denbighshire; Chirk Bank, Chirk, Denbighshire; Glyn, Chirk, Denbighshire; Halton, Chirk, Denbighshire; Llanarmon-Dyffryn-Ceiriog, Chirk, Denbighshire; Llwynmawr, Chirk, Denbighshire; Pandy, Chirk, Denbighshire; Pontfadog, Chirk, Denbighshire; Tregeiriog, Chirk, Denbighshire.

### Income Tax Stamps.

The attention of Postmasters and Sub-Postmasters is drawn to paragraphs 3 and 4 of the notice under the above heading in the Post Office Circular of 4th July, 1916.

All Officers concerned are reminded that the value of Income Tax Stamps unsold should be entered daily as a separate item in the details of the Balance in hand on the Cash Account.

The total value of the Income Tax Stamps in hand at the close of the quarter must also be entered as a separate item at the foot of the form No. 179-3 supplied for the purpose of the preparation of a detailed account of all Inland Revenue Stamps in hand at the close of business on 30th September. The totals shown on this form must be in exact agreement with the separate entries in the Cash Account of that day of (1) "Inland Revenue Stamps unsold" and (2) "Income Tax Stamps unsold."



### Cash on Delivery Service with Egypt (Sudan).

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

Page 848. Entry "EGYPT." Footnote A.—After "Gedaref" insert "Gelat El Nahl."

### Parcel Post to Salvador.—Reduction of Postage.

On and from the 1st of October next the undermentioned rates of postage will be charged on parcels for Salvador:—

For parcels not exceeding—

3 lb.	7 lb.	11 lb.
s. d.	s. d.	s. d.
2 9	4 1	5 0

These rates are shown at page 96 of the October Supplement to the Post Office Guide; and care should be taken to ensure the application of the new rates.

### Parcels for the Expeditionary Forces.

Parcels for the Expeditionary Forces are still being accepted wrongly addressed and insufficiently paid in spite of the notice on the subject issued in the Post Office Circular of the 8th August.

The title "British Expeditionary Force" is applicable only to the British Force in France and Belgium. British Expeditionary Forces elsewhere are entitled:—

East African Expeditionary Force,  
Egyptian Expeditionary Force,  
Mesopotamian Expeditionary Force,  
Salonika Force.

The postage on parcels exceeding 3 lb. in weight sent to the four last named Forces is higher than the rate for the British Expeditionary Force; but this is frequently disregarded by Counter Officers.

The term Indian Expeditionary Force is no longer strictly correct. Parcels for Indian Contingents serving with any of the Expeditionary Forces above mentioned must be prepaid in accordance with the regulations applicable to those Forces; and the address "c/o India Office" must no longer be used (Section F of Special instructions). This information should be brought to the notice of senders of parcels of wrongly addressed "Indian Expeditionary Force" or "I.E.F."

Pending the issue of an Amendment Slip to the Instructions issued with the Post Office Circular of the 27th of June last, in which a Table of Rates, &c., for easy reference will be embodied, every Counter Officer accepting Foreign and Colonial parcels must prepare for himself a Table in manuscript as follows:—

#### PARCELS FOR EXPEDITIONARY FORCES.

Title of Force.	Postage on parcels weighing					
	Under 3 lb.		3 lb. to 7 lb.		7 lb. to 11 lb.	
	s.	d.	s.	d.	s.	d.
*British Expeditionary Force .....	1	0	1	4	Not allowed.	
East African Expeditionary Force .....	1	0	2	0	3	0
Egyptian Expeditionary Force .....	1	0	1	9	Not allowed.	
Mesopotamian Expeditionary Force .....	1	0	2	0	3	0
Salonika Force .....	1	0	1	9	Not allowed.	

\* This term applies only to the troops in France and Belgium.

Parcels for other British troops overseas are subject to precisely the same conditions as parcels for other persons in the Country or Colony in which the troops are serving.



### Temporary Branch Offices at Camps.

The temporary Branch Offices at Mytchett Camp (Aldershot) and Coolmoney Camp, Co. Wicklow, have been closed.

### Economy in use of Coal.

It is desired to emphasize the very pressing need for economy in the consumption of coal. This need is based not only on the ground of economy in expenditure from public funds, but still more on the great importance of maintaining the export of coal at the highest possible level. This can only be done by reducing consumption within the Country.

The Postmaster General feels that when it is realized by all that the economy proposed is of grave national importance, he will be able to rely on the active and careful co-operation of the individual members of the staff in carrying out the necessary measures.

In this connection, attention is again called to the following instruction, which should be carefully explained to the cleaning staff and attention thereto ensured:—

“Fires which are lighted daily should be allowed to die out and should not be disturbed until the following morning, when the ashes only should be removed and the cinders mixed with new coal in relaying the fire. Experience has taught that with a little good management the method indicated can be adopted without interfering with the routine of the cleaning duties.”

In buildings where there are rooms which possess both a radiator and an open fire, it is imperative that wherever possible the use of the open fire should be abandoned. Even in cases where neither the fire nor the radiator alone is sufficient to warm a room satisfactorily in very cold weather, economy can be secured by using the radiator only, in the less severe winter weather.

Economy in the use of light comes under the same heading; for the production of the vast bulk of artificial light in Post Office buildings involves the consumption of coal. Lights should not be left burning when no longer required, whether in working rooms, corridors, retiring rooms, &c., &c.; and in particular the lighting of corridors, lavatories, &c., should be reduced to the smallest dimensions consistent with safety.

### Post Office Guide Supplements.—Return of Unsold Copies.

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

A form of advice and claim has been sent to each Postmaster in the United Kingdom and to each Branch Office in London.

The Guides should be securely packed before being despatched, and the Office from which they have been sent should be clearly indicated *inside the parcel*. 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.

Unsold copies should be returned to London, Dublin or Edinburgh, not later than the 15th October. They must in all cases be returned in proper saleable condition, and without being used, or their value will not be allowed.

Out of date **Official** copies of the Supplement must **not** be returned to the Post Office Stores Department, but should be disposed of as waste paper.

The April (1916) complete Guide will remain on sale and copies should not be sent in as unsold until April, 1917.

### Rules for Sub-Postmasters.

A Correction Slip (No. 35) to the 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.

### Army Parcel Office.—Discontinuance of use of N Bills.

In spite of the notice in the Circular of the 12th ult. many offices are still sending N bills to the Army Parcel Office. This causes unnecessary work and should be discontinued at once.



### Correspondence for Hedjaz (Arabia).

Unregistered correspondence fully prepaid at international rates may be accepted for transmission to Jeddah and other places in the province of Hedjaz in Arabia (Red Sea littoral).

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

October Supplement. Page 89. After "Antigua" make a fresh entry as follows :—

(Col. 1) : Arabia (Hedjaz only).

(Col. 2) : 2½d. first oz. and 1½d. each oz. after. (See Col. 9, April Edition).

(Cols. 3, 4 and 5) : same as Egypt.

April Edition. Page 712. After "Antigua" make a similar entry in Cols. 1, 2 (omitting "April Edition"), 3, 4 and 5.

Insert also :—(Col. 6) : No Service.

(Col. 7) : 4 lb.

(Col. 8) : 12 oz.

(Col. 9) : Prepayment of postage in full is compulsory and correspondence cannot be registered.

*Prohibited articles* : Coin, gold, silver, precious stones, jewellery, &c.

### Mesopotamian and East African Expeditionary Forces.

**Latest dates of posting for Christmas delivery.**—The latest dates of posting for letters and parcels intended for delivery by Christmas day are as follows :—

	Letters.	Parcels.
Mesopotamian Expeditionary Force .....	4th Nov.	28th Oct.
East African Expeditionary Force .....	30th Oct.	21st Oct.

Members of the public who enquire should be informed accordingly.

A further notice will be inserted later about the British Expeditionary Force, the Egyptian Expeditionary Force and the Salonika Force.

### FOREIGN AND COLONIAL MONEY ORDER SERVICE.

#### Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 18th of July :—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	17 kroner 30 öre ...	
Russia ...	14 roubles 50 copecks ...	
Switzerland ...	25 francs ...	



### Sub-Offices—Change of Control.

On and from the 1st November the undermentioned Sub-Offices will be transferred from the control of the Postmaster of Greenock to that of the Postmaster of Ardrossan:—

Name of Office.	Character of Office.
Fairlie, Ayrshire.....	T Ex. M.T.
Largs, Ayrshire .....	T Ex. M.T.

There will be no change in the postal addresses or circulation.

### Incandescent Gas Mantles.

Incandescent Gas Mantles for Class I. and Class II. Post Offices in Great Britain will for the present be supplied by the Office of Works.

Postmasters should requisition their supplies through the Board's Storekeeper whose address is 12, Lambeth Palace Road, London, S.E.

Stocks of all types of mantles in general use are available, including the following:—

C.	Upright.
Semi	„
Large	„ (soft).
Universal	Inverted.
Bijou	„
Medium	„
Large	„

### Catterick Camp B.O. (Yorks).

Official papers relating to the above-named Office are frequently missent to the Postmaster of Darlington. It should be specially noted that Catterick Camp B.O. (which also serves Hipswell and Scotton Camps) is under the control of the Postmaster of Richmond (Yorks).

### Flower Down Camp Branch Office, Winchester.

This Office was closed on the 16th instant.

## FOREIGN AND COLONIAL MAILS.

### Registered Letters for Expeditionary Forces.

Many cases have recently come under notice where the address written on the certificate of posting of a Registered Letter, addressed to a member of an Expeditionary Force, is incomplete and therefore insufficient for the identification of the letter in the event of a subsequent enquiry. The attention of all officers accepting Registered Letters should be drawn to the importance of showing legibly on the certificate of posting the full address of the Letter.

A.R. Forms must not be issued in respect of Registered Letters for the Expeditionary Forces, and application for the advice of delivery of a Letter made at the time of posting should be refused. In cases where an applicant, after sufficient time has elapsed, has definite reason to believe that a Registered Letter has not been delivered, enquiry will be made by means of Form Postmasters No. 58, on payment of the usual fee (2½d.). The form, when the particulars of registration have been entered on it, should follow the circulation of the Registered Letter, and should reach the Officer Commanding, Home Depot, R.E.P.S., Regent's Park, London, showing definite particulars of despatch to the Army Letter Office.

An amendment of the Special Instructions will be issued in due course.

### Reply Coupons.—France.

Until further notice, Reply Coupons issued in France, which do not bear the date-stamp of the office of issue, must not be accepted for exchange.



### Parcels containing prohibited goods posted under the authority of a Privy Council licence.

On and after the 1st of November, all parcels posted under the authority of a Privy Council "specific" licence, i.e., a licence authorizing the despatch of a particular consignment, must be posted in one batch; and the licence, together with the copy, must be forwarded with the parcels to the despatching Office of Exchange. Specific licences will, however, still remain valid for a period of 8 weeks from the date stated in the licence as the date of posting.

There will be no alteration in the treatment of "general" licences.

Amended instructions will be issued to Postmasters from the Secretary's Office with the necessary red Customs labels and copies of the licences.

### Coldstream.—Alteration of Status.

On the 1st November, the Coldstream Head Office will be converted to a Salaried Sub-Office and transferred, together with its eight Sub-Offices, to the control of the Postmaster of Kelso. There will be no change in the circulation, but the official addresses will be altered as follows:—

FROM	TO
Coldstream .. .. .	Coldstream, Berwickshire.
Birgham, Coldstream .. .. .	Birgham, Coldstream, Berwickshire.
Leitholm, Coldstream .. .. .	Leitholm, Coldstream, Berwickshire.
Wark, Coldstream .. .. .	Wark, Coldstream, Berwickshire.

There is no alteration in the addresses of the other Sub-Offices, viz.: Branxton, Cornhill-on-Tweed, Northumberland; Cornhill-on-Tweed, Northumberland; Crookham, Cornhill-on-Tweed, Northumberland; Etal, Cornhill-on-Tweed, Northumberland; and Mindrum, Northumberland.

### CIRCUITS OF THE JUDGES.

#### AUTUMN ASSIZES. COMMISSION DAYS.

The following information is additional to that furnished in the Post Office Circular of the 10th inst.

South Eastern Circuit.—(Mr. Justice Horridge). November 18th, Hertford; November 22nd, Maidstone; November 30th, Guildford; December 6th, Lewes.

Oxford Circuit.—(Mr. Justice McCardie). November 1st, Hereford; November 2nd, Shrewsbury; November 6th, Stafford.

Midland and Oxford Circuits.—(Mr. Justice Bailhache and Mr. Justice McCardie). November 30th, Birmingham (2).

### Temporary Branch Offices at Camps.

The temporary Branch Office at Tadworth Camp (Epsom) has been closed.

#### Romsey Camp B.O., Romsey.

This Office was closed on the 30th instant.

#### Pirbright Camp, Woking.

The temporary Branch Office at the above-named Camp was re-opened for the transaction of all kinds of Postal and Telegraph business on the 30th instant. The hours of attendance are 9 a.m. to 7 p.m. week-days; 8.30 a.m. to 10 a.m. Sundays. The transmitting office is TS. Letters and parcels should circulate via Woking.

### Galloway Sorting Carriage.

After Saturday, the 4th of November, the correspondence dealt with in the Galloway Sorting Carriage in each direction will be confined to that for and from Ireland. Other correspondence which has hitherto been dealt with in the Sorting Carriage will be diverted.

A special notification of the alterations in circulation has been sent to each office vouching with the Sorting Carriage.



### “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.

### Parcels for Prisoners of War in Germany.

In spite of the notices in the Circulars of the 25th of July and 22nd of August last, many parcels for Prisoners of War in Germany packed in textile materials are still being accepted at Post Offices. The attention of all Counter Officers is again drawn to the regulation that such parcels **must be refused**.

### Parcel Post to Mauritius.

The despatch of Parcel Mails to Mauritius via Colombo has been suspended and the parcels are now being sent via the Cape. Working copies of the October supplement to the Post Office Guide should be amended as follows:—

Page 152. Mauritius—

Col. 2. For “P. & O. Line from the Thames to Colombo and thence by British Indian Line (39 days),” substitute “By direct steamships via Cape Town.”

Col. 3. Delete the dates shown. Insert “Dates uncertain.”

## FOREIGN AND COLONIAL MONEY ORDER SERVICE.

### Alterations in Rates of Conversion.

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 18th of July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Argentine Republic ... ..	4 pesos 80 centavos ... ..	
Denmark, Farøe Islands and Iceland ...	... ..	17 kroner 70 øre
Japan ... ..	... ..	9 yen 46 sen
Netherlands and Dutch Colonies ...	11 florins 40 cents ... ..	
Peru ... ..	9 soles 20 centavos ... ..	
Sweden and Finland ... ..	... ..	17 kroner
Switzerland ... ..	24 francs 90 centimes ... ..	
Tunis ... ..	... ..	23 francs

## MONEY ORDERS.

### Advices of Forfeited Money Orders.

As Money Orders issued in October, 1915, and remaining unpaid, will become void on the 1st of November, 1916, 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 September, 1916, and not paid on or before the 31st of October, 1916, 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.



**VACANCIES—(continued).**

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 13th 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 28.)

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 Male and Female Indoor Officers are required in the South Western District for Postal and Telegraph work.

Third class personal locomotion expenses are allowed.

Full particulars can be obtained from the Surveyor, Portsmouth. Candidates should apply through the usual official channels.

Males eligible for military service will not be accepted.

**AIR RAIDS, &c.****Government Insurance for Household Goods, &c.—Renewal of Insurances.**

Attention is drawn to the fact that Air Raid Insurances for household effects hold good for one year only; and therefore certificates will expire on the anniversary of the date of issue. If the holder of an expiring policy is desirous of obtaining the continued benefits of the scheme, a fresh certificate must be taken out and a further premium paid.

Notices embodying the above are being supplied by the Controller of the Post Office Stores Department, and should be exhibited in a conspicuous place in every Post Office. Leaflets in similar terms will also be furnished in the course of a few days for distribution to the public.

**Winchfield Head Office.—Alteration of Status.**

On the 5th instant the Winchfield Head Office was converted to a Salaried Sub-Office and transferred, together with the undermentioned Subordinate Offices, to the control of the Postmaster of Basingstoke. The postal addresses are changed as follows:—

FROM			TO		
Eversley,	Winchfield	.....	Eversley,		Winchfield, Hants.
Eversley Cross,		.....	Eversley Cross,	..	..
Greywell,		.....	Greywell,	..	..
Hartford Bridge		.....	Hartford Bridge,	..	..
Hartley Wintney		.....	Hartley Wintney,	..	..
Phoenix Green, Hartley Wintney,		.....	Phoenix Green, Hartley Wintney,	..	..
Heckfield,		.....	Heckfield,	..	..
Hook Common,		.....	Hook Common,	..	..
Hook,		.....	Hook,	..	..
Long Sutton,		.....	Long Sutton,	..	..
Mattingley,		.....	Mattingley,	..	..
Newnham,		.....	Newnham,	..	..
North Warnborough,		.....	North Warnborough,	..	..
Odiham,		.....	Odiham,	..	..
Pilcot,		.....	Pilcot,	..	..
Rotherwick,		.....	Rotherwick,	..	..
South Warnborough,		.....	South Warnborough,	..	..
Upton Grey,		.....	Upton Grey,	..	..
West Green,		.....	West Green,	..	..
Winchfield		.....	Winchfield, Hants.		

All Night Mail letters and parcels for these offices should circulate to Basingstoke. The Day Mail circulation remains unchanged.



## FOREIGN AND COLONIAL MAILS.

### Christmas Parcels for Prisoners of War.

The latest date of posting parcels intended for delivery to Prisoners of War in Germany or Austria-Hungary by Christmas Day will be the 30th November. Counter Officers should, as far as possible, bring this to the notice of every member of the public posting a parcel to a Prisoner of War during the next three weeks.

The German Authorities have decided not to admit into Germany parcels for Prisoners of War between the 15th and 25th December. They have, however, made arrangements under which parcels reaching the camps in Germany before Christmas Eve will be withheld from delivery till Christmas Eve if they are marked prominently "Weihnachtspaket." This information should be given to any member of the public who enquires on the subject.

### Parcels for the Expeditionary Forces.

With reference to G. 7 and H. 3 of the Special Instructions, parcels for the Egyptian Expeditionary Force and the Salonika Force too heavy to be sent by post should in future be sent through the Military Forwarding Officer, Avonmouth, not Devonport as stated. The necessary alterations should be made in manuscript pending the issue of an amendment slip.

### Parcel Mails for British East Africa and Zanzibar.

Parcel Mails for British East Africa and Zanzibar will in future be despatched weekly, instead of fortnightly as hitherto. Working copies of the October Supplement to the Post Office Guide should be amended as follows:—

Col. 3.

Page 124. British East Africa and Uganda ..... Delete present entry.  
 „ 180. Zanzibar ..... Insert "Every Wednesday night."

### Tunis.—Prohibition of the Importation of Certain Articles.

Numerous articles mostly in the nature of luxuries have now been prohibited from importation into Tunis. The list of such articles is the same as that for France and Algeria; and details are given in the Board of Trade Journal, see the issue of the 12th of October last.

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

Page 88. Make an additional entry:—

(Page 713.) ALGERIA. *Prohibited Articles.* Add at end "also numerous articles, mostly of the nature of luxuries (except under permission from the French Ministry of Commerce)—see Board of Trade Journals of the 25th of May and the 27th of July, 1916."

Page 89. Make an additional entry:—

(Page 731.) FRANCE. *Prohibited Articles.* Add at end "also numerous articles, mostly of the nature of luxuries (except under permission from the French Ministry of Commerce)—see Board of Trade Journals of the 25th of May and the 27th of July, 1916."

Page 89. Make an additional entry:—

(Page 765.) TUNIS. *Prohibited Articles.* Add "also numerous other articles, mostly in the nature of luxuries—see Board of Trade Journal of the 12th of October, 1916."

Page 139. FRANCE. Prohibitions. First paragraph, line 17. Insert "(See also Observations)" after the word "admitted." Line 18. Delete "(but not to other French Colonies and Possessions)." Lines 20 and 21. Delete "See also Observations."

Page 177. TUNIS. Prohibitions. After "medicinal Opium" add "In addition, numerous articles, mostly in the nature of luxuries—see Board of Trade Journal of the 12th of October, 1916."



### MAILS LOST ON THE "ARABIA."

The following information of a general nature concerning the Mails on the "Arabia," which was sunk in the Mediterranean on the 6th instant, is given for answering enquiries by the public.

So far as is known all Mails have been lost.

This Office has no means of saying whether a particular letter or parcel was actually on board; and, where precise information is desired, applicants should be informed that it must be obtained by the senders through the offices of posting. No enquiry on the subject can be undertaken by this Office.

The dates given below, which apply only to letters and parcels posted at the ports mentioned and not to the whole mail from a country, are approximate:—

#### List of Mails presumed to have been on board.

Origin.	Dates of posting, at ports, &c., mentioned, of correspondence on board.		Origin.	Dates of posting, at ports, &c., mentioned, of correspondence on board.	
	Letters.	Parcels.		Letters.	Parcels.
ADEN .....	22—29 Oct.	20—27 Oct.	EGYPT (including Egyptian Exped. Force):		
AUSTRALIA:			Port Said .....	27 Oct.—3 Nov.	26 Oct.—2 Nov.
Adelaide .....	29 Sept.—5 Oct.	29 Sept.—5 Oct.	*HONG KONG .....	24 Sept.—6 Oct.	23 Sept.—5 Oct.
Brisbane .....	27 Sept.—2 Oct.	19 Sept.—27 Sept.	INDIA (including Mesopotamian Exped. Force):		
Hobart .....	27 Sept.—3 Oct.	27 Sept.—3 Oct.	Bombay .....	16—24 Oct.	15—23 Oct.
Melbourne .....	28 Sept.—4 Oct.	27 Sept.—3 Oct.	Calcutta .....	14—22 Oct.	13—21 Oct.
Perth .....	3—10 Oct.	3—10 Oct.	MANILA .....	—	—
Sydney .....	27 Sept.—3 Oct.	23—30 Sept.	NORTH BORNEO .....	—	—
BRITISH EAST AFRICA AND			SARAWAK .....	—	—
UGANDA:			SEYCHELLES .....	29 Sept.—7 Oct.	—
Mombasa .....	5 Sept.—26 Oct.	4 Sept.—25 Oct.	SIAM .....	—	—
BRITISH SOMALILAND .....	About 21—28 Oct.	About 21—28 Oct.	STRAITS SETTLEMENTS AND		
CEYLON:			MALAY STATES:		
Colombo .....	13—21 Oct.	13—21 Oct.	Singapore .....	7—13 Oct.	1—13 Oct.
CHINA:			ZANZIBAR .....	9—21 Sept.	—
*Shanghai .....	29 Sept.—2 Oct.	20 Sept.—2 Oct.			
CYPRUS .....	26 Oct.—1 Nov.	24—31 Oct.			
DUTCH EAST INDIES .....	—	—			

\* Containing Printed Papers, Commercial Papers, &c., but not letters unless specially marked.

Duplicates of any Money Orders known to have been lost can be obtained by the payees on application to the Controller of the Money Order Department.

Applications regarding remittances in other forms should be made by the sender to the Post Office of origin.

#### Inland Sample Rate.

##### ABOLITION OF REQUIREMENT THAT TRADE OF SENDER SHALL APPEAR ON OUTSIDE OF INLAND SAMPLE PACKETS.

With reference to the notice in the Post Office Circular of the 18th April, 1916, page 166, it has been decided no longer to require that the trade of the sender shall be printed or conspicuously stamped on the outside of a packet sent at the Inland Sample Rate. The necessary alteration in the regulations will be shown in the next Supplement of the Post Office Guide, and in the meantime no packet should be surcharged because of the omission of the trade of the sender. The name and address of the sender must, however, still be printed or conspicuously stamped on the outside, and the penalty of surcharge should continue to be enforced for failure to meet this requirement.

#### Sub-Offices—Change of Address.

The address of the undermentioned Offices will be changed on the 28th instant:—

FROM	TO	Character of Office.
Ardaragh, Newry .....	Ardaragh, Portadown .....	—
Cabra, " .....	Cabra, " .....	—
Drumgath, " .....	Drumgath, " .....	nS.
Hilltown, " .....	Hilltown, " .....	M.T.
Kilcoo, " .....	Kilcoo, " .....	—
Rathfriland, " .....	Rathfriland " .....	TEEx. M.T.

The circulation should be as for Portadown by all Mails due to reach this Office on and after the evening of the 27th instant.



### Sub-Offices—Change of Address.

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

FROM	TO	Character of Office.
Creagh, Tempo, Co. Fermanagh .....	Creagh, Enniskillen .....	nS.
Tempo, „ .....	Tempo, „ .....	TL. Ex. M.T.
Tonyglasken, „ .....	Tonyglasken, „ .....	nS.

The circulation should be as for Enniskillen by all Mails.

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

FROM	TO	Character of Office.
Ballaghaderreen, Co. Roscommon .....	Ballaghaderreen, Castlereagh .....	M.
Bohalas, Ballaghaderreen, Co. Roscommon .....	Bohalas, „ .....	nS.
Carracastle, „ .....	Carracastle, „ .....	—
Cloontia, „ .....	Cloontia, „ .....	nS.
Edmondstown, „ .....	Edmondstown, „ .....	nS.
Kilmovee, „ .....	Kilmovee, „ .....	M.T.
Lisacul, „ .....	Lisacul, „ .....	M.T.
Moyne, „ .....	Moyne, „ .....	nS.
Ballinlough, Co. Roscommon .....	Ballinlough, „ .....	M.T.
Garranlahan, Ballinlough, Co. Roscommon .....	Garranlahan, „ .....	nS.

The circulation should be as for Castlereagh by all Mails.

The address of the undermentioned Sub-Offices will be changed as from the 3rd December:—

FROM	TO	Character of Office.
Belclare, Tuam .....	Belclare, Galway .....	T.
Cahiristrane, „ .....	Cahiristrane, „ .....	—
Headford, „ .....	Headford, „ .....	M.T.
Ower, „ .....	Ower, „ .....	nS.
Shrute, „ .....	Shrute, „ .....	M.T.

The circulation should be to Galway by all Mails due to reach this Office on and after the 3rd December.

### Suspension of Combined Vouching during the Christmas Season.

This year the arrangement for suspending Combined Letter and Parcel Mails (both inwards and outwards) and substituting separate Letter and Parcel Mails will be confined to the Offices mentioned below. The period of suspension will be from 12 (noon) on the 20th December to 12 (noon) on the 25th December except where otherwise stated.

#### LONDON.

Inland Section	South Western District Office	Northern District Office
Western District Office	South Eastern „ „	North Western „ „
Paddington „ „	Eastern „ „	

#### PROVINCES.

WESTERN DISTRICT.	NORTH EASTERN DISTRICT.	LIVERPOOL DISTRICT.
Bath	Darlington	Birkenhead
Devonport B.O.	Durham	Douglas
Exeter	Lincoln	Liverpool
Newton Abbot	Middlesbrough	Warrington
Plymouth	North Shields	
Taunton	South Shields	EASTERN DISTRICT.
Weston-super-Mare	Stockton-on-Tees	(20—26 December inclusive.)
	York	
		Bury St. Edmund's
		Cambridge
		Great Yarmouth
		Ipswich
		King's Lynn
		Newmarket
		Norwich
		Southend-on-Sea
NORTH MIDLAND DISTRICT.	NORTH WESTERN DISTRICT.	
Derby	Carlisle	
Leamington Spa	Carnforth	
Northampton	Oldham	
Peterborough	Preston	



## FOREIGN AND COLONIAL MAILS.

### Letters for the Expeditionary Forces.

A copy of a notice which has been issued to the Press appears below. Counter officers should take any favourable opportunity of bringing this point to the attention of members of the public.

"In view of the growing practice of enclosing packets of cigarettes, chewing gum, &c., in letters for the troops, the Postmaster-General draws attention to the fact that when enclosures are put into a letter it is essential that a specially strong envelope should be used. Otherwise the enclosures cause the envelope to burst open, and this may involve the loss not only of the enclosures but also of the letter itself."

### Parcels for Prisoners of War Abroad.

(1) On and from the 1st December no parcel for a British or Colonial Prisoner of War abroad (other than an officer) may be accepted from a member of the public unless it is addressed to the care of an Association, as indicated in a list, of which copies will be distributed this week to all Post Offices. Provided that a parcel is addressed to the care of an Association shown in the list, a Counter Officer is not required to check the correctness of the address. If any person is in doubt, after consulting the list, as to the correct Association to whose care a parcel for a Prisoner should be addressed, he should be advised to communicate with the Central Prisoners of War Committee, 4, Thurlow Place, London, S.W.

(2) One or more copies of the list should be kept at the counter of every Post Office, and should be available for consultation by members of the public when required.

(3) A Public Notice on the subject is also being distributed to Post Offices for exhibition.

(4) Form Postmasters 559, "Communication with Prisoners of War interned abroad," has been reprinted, and supplies are now being issued. Every Head Postmaster should at his discretion forward to his Sub-Offices a few copies if they are likely to be required for distribution to persons posting letters or parcels to Prisoners of War abroad. Further supplies can be obtained on requisition in the usual way. Stocks of the former print should be made waste after the 30th instant.

(5) An amendment slip to the Special Instructions issued with the Post Office Circular of the 27th June last is issued with this Circular. It embodies the new regulations concerning the despatch of parcels to Prisoners of War abroad and should be carefully studied by all counter officers.

(6) Special attention is drawn to the following points:—

(a) No parcel for a Prisoner of War abroad may be insured (Section M. 28).

(b) A parcel for a Prisoner of War abroad addressed to the care of an Association, as indicated in Section M. 9, is exempt from postage in exactly the same way as any other parcel for a Prisoner of War abroad.

(c) Despatch Notes must be prepared by the senders for parcels addressed to officers in Bulgaria and Turkey, and Customs Declarations for parcels addressed to officers in Holland (Section M. 16).

(d) Letters and Money Orders are not affected by the new regulations concerning the despatch of parcels through Associations.

(e) Letters containing remittances and sent to an Association on behalf of a Prisoner of War may be sent free of postage, and (where necessary) registration (Section M. 32).

(7) Parcels for Officer Prisoners of War and, for the present, parcels for French, Belgian and other Allied Prisoners of War are not subject to the new regulations, and may be sent as before addressed directly to the Prisoner of War.

(8) Separate instructions are being sent to Postmasters in whose districts are situated Associations authorized to despatch parcels to Prisoners of War. Any Postmaster who has not received a copy by the 1st December should at once apply to the Secretary.



**To Postmasters and Sub-Postmasters in England, Wales and Ireland, authorized to issue LICENCES IN SCHEDULE FORM.**

**ISSUE OF MOTOR CAR (INCLUDING MOTOR CYCLE) LICENCES AT REDUCED RATES TO VETERINARY SURGEONS.**

Attention is directed to the notice on this subject on page 375 of the Post Office Circular of the 19th September. The whole year form of licence for Medical Practitioners' Motor Cars has been revised and made applicable to Veterinary Surgeons' Motor Cars also. The stocks of such licences now in hand are therefore obsolete and must be returned in the brown paper envelope containing the cash account of the 18th instant. The covers of the books of licences should be date-stamped, and the consignment should be accompanied by a note stating the name of the Office and the serial numbers of the licence forms returned. The serial numbers should also be entered on the Form No. 150.

A supply of the revised form of Medical Practitioners' Motor Car Licence (whole year) should be requisitioned at once, unless a supply of that class of licence has been applied for already in response to the notice in the Post Office Circulars of the 14th, 21st and 28th ultimo.

**Sub-Offices—Change of Address.**

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

FROM	TO	Character of Office.
Ballymore-Eustace, Naas.....	Ballymore-Eustace, Co. Kildare .....	M.T.
Hollywood, Naas .....	Hollywood, Ballymore-Eustace, Co. Kildare .....	M.T.

The circulation of Mails by the Irish Down Night Mail (Day Boat from England) remains unchanged, but by the Irish Down Day Mail (Night Boat from England) the circulation should be as for the Great Southern and Western Down Day T.P.O.

**Priesthaggard, Co. Wexford.**

This office has been closed.

**Christmas Numbers of Registered Newspapers.**

The Christmas Numbers of the undermentioned registered newspapers are **not** transmissible at the newspaper rate of postage. Any copies prepaid at that rate should be charged in accordance with the regulations:—

- \*Bystander.
- \*Christian Globe (Christmas Hamper).
- Cork Weekly News (Cork Holly Bough).
- \*Graphic.
- \*Illustrated London News.
- \*Illustrated Sporting and Dramatic News (Holly Leaves).
- Newsagent, Booksellers' Review, &c. (Christmas Catalogue).
- \*Pelican.
- People's Journal (Dundee).
- Punch.
- \*Queen (if sent with loose picture).
- Shooting Times, &c.
- \*Sketch.
- \*Sphere.
- Western Weekly Mercury.
- Yorkshire Observer Budget.
- Yorkshire Telegraph and Star.

The Numbers marked\* are, however, transmissible by Magazine Post to Canada and Newfoundland.

The notice relating to the **Sporting Times, &c.**, in the Circular of the 28th November (Complete Edition) is cancelled.



Wednesday, 20th, Thursday, 21st, Friday, 22nd, and Saturday, 23rd December.

**Letter Mails to London.**—On the weekdays immediately preceding Christmas Day the usual vouching should be followed. The Night Mail despatches to London on the night of Saturday, 23rd December, should be as on an ordinary Saturday night as far as practicable.

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. Night Mail) should not, on the nights of the 20th, 21st and 22nd 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.	Chadwell Heath.	Ingatestone.	Upminster.
Billericay.	Chelmsford.	Romford.	Wickford.
Brentwood.	Ilford.	Southend-on-Sea.	

If direct Mails for any of these offices are ordinarily made up, they should, of course, be maintained.

### SUNDAY, 24th DECEMBER.

**Mails from London.**—Bags for certain towns will be made up at London (Inland Section) and at some of the District Offices on the morning of the 24th instant, and will be despatched by selected trains as indicated by the Surveyors to the Postmasters concerned. The Night Mails will be made up and despatched from London (Inland Section only) as on an ordinary Sunday night, with a few exceptions respecting which Postmasters concerned will be instructed by the Surveyors. No Night Mail bags will be made up at District Offices and no midnight bags will be despatched from the Inland Section on the 24th December this year.

**Mails to London.**—The Night Mails for London (including those due to reach London during the evening) on Sunday the 24th December should be made up as on an ordinary Sunday with the exception of bags and labelled bundles for the Great Northern S.C.; Ipswich S.C. Day Mail; London and Bristol S.C.; London and Crewe S.C.; and the South Western T.P.O. Day Mail. Correspondence usually sent in those bags and bundles should circulate "London Forward," but all "Through" bags and labelled bundles usually made up on ordinary Sunday nights for transmission through the above-mentioned Sorting Carriages and the S.W.T.P.O. Day Mail should be made up on the night of Sunday the 24th December, and sent to the Night Mail Travelling Post Offices for disposal.

### CHRISTMAS DAY (MONDAY).

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 Sunday 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 Sunday night or Monday morning. As far as practicable, Mails that would reach London on the evening of Christmas Day should be made up as on a Sunday. In the case of Scotland, however, these Mails should be made up as on an ordinary Monday night.

**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.



### Sunday, 24th December & Christmas Day (Monday).

**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.

### Manuscript Labels on Letter and Parcel Bags.

The addresses on labels attached to Letter and Parcel Mails should be written boldly and legibly in ink, or black indelible pencil without abbreviations. In no circumstances should labels be addressed with ordinary black-lead pencil or with violet indelible pencil.

When it is necessary to show on the label the name of the Office of Origin this should also be done in ink or black indelible pencil and not by means of a date-stamp impression.



### **G.P.O. King's Cross Division.**

As the work of the G.P.O. King's Cross Division will from 9.0 a.m. on the 19th December to 26th December inclusive be carried out in a separate building (Basement of the Northern District Office), it will be necessary during this period for all officers making up receptacles for the King's Cross 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 King's Cross Division.

From the 19th to the 25th December Rail-borne parcels for Barnet, New Barnet and Potters Bar should be placed in the receptacles for the King's Cross Division, whenever such are made up, instead of in the receptacles for the G.P.O. Parcel Office.

Telegrams relating to parcels for the King's Cross Division, and to parcel Mails made up in that Division, should be addressed to the Officer in Charge, Temporary Parcel Office, N.D.O. Basement, 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 either painted (in white on a black surface) on the wicker, or stencilled on the bag mouth of the protectors.

**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, Tuesday, 26th 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 No. 103 to No. 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.



## IMPERIAL SERVICE MEDAL—(continued).

Name.	Rank.	Office.
Court, John Edward ... ..	Postman ... ..	Liverpool.
Daggett, Alice Mary ... ..	Returner ... ..	Returned Letter Section, London Postal Service.
Davies, John Edward ... ..	Postman ... ..	Wigan.
Denney, Frederick Thomas ... ..	Postman ... ..	Manchester.
Dennis, Joseph ... ..	Overseer ... ..	London Postal Service.
Devan, Hugh ... ..	Skilled Workman, Class I. ... ..	Engineering Department.
Edwards, George ... ..	Postman ... ..	Sutton.
Elliott, John Henry ... ..	Telegraphist ... ..	Central Telegraph Office.
Fergus, John Wyper ... ..	Overseer ... ..	Telegraphs, Glasgow.
Fleetwood, Henry William ... ..	Inspector ... ..	Engineering Department.
Fothergill, Henry ... ..	Overseer ... ..	London Postal Service.
Goodwin, Henry ... ..	Postman ... ..	Ely.
Gregory, Stanley ... ..	Assistant Inspector of Postmen ... ..	Birkenhead.
Griffith, Benjamin Wm. ... ..	Assistant Inspector ... ..	Chester.
Hill, Alexander Scott ... ..	Overseer ... ..	London Postal Service.
Hill, William Richardson ... ..	Overseer ... ..	London Postal Service.
Hinde, William Icely ... ..	Sorter ... ..	London Postal Service.
Hindley, Alfred ... ..	Sorting Clerk and Telegraphist ... ..	Birmingham.
Howard, Robert ... ..	Postman ... ..	London Postal Service.
Hulse, Henry Richard Charles ... ..	Postman ... ..	London Postal Service.
Kedgley, Robert William ... ..	Overseer ... ..	Ipswich.
Kemp, Bertha Jane ... ..	Sorting Clerk and Telegraphist ... ..	Manchester.
Lawrence, Joseph ... ..	Postman ... ..	Wilton, Salisbury.
Lloyd, Arthur ... ..	Sorting Clerk and Telegraphist ... ..	Swansea.
Logsdon, Thomas Brown ... ..	Postman ... ..	Hitchin.
Long, William Edward ... ..	Overseer ... ..	London Postal Service.
Macmichael, Ellen Grace ... ..	Sorting Clerk and Telegraphist ... ..	Bridgnorth.
McGregor, Dugald ... ..	Overseer ... ..	Glasgow.
Maiden, William ... ..	Postman ... ..	Wellington, Salop.
Mitchell, James ... ..	Sorting Clerk and Telegraphist ... ..	Kilmarnock.
Nicholas, Bessie Hannah ... ..	Assistant Supervisor, Class II. ... ..	Central Telegraph Office.
Norman, Francis ... ..	Postman ... ..	Ilfracombe.
Rapley, William Edmund ... ..	Overseer ... ..	London Postal Service.
Robertson, Thomas ... ..	Postman ... ..	Manchester.
Sharp, Stephen ... ..	Postman ... ..	Haverhill, Cambridge.
Spearink, Richard ... ..	Postman ... ..	London Postal Service.
Stewart, James ... ..	Postman ... ..	Perth.
Surridge, William ... ..	Postman ... ..	London Postal Service.
Swaffield, Edwin ... ..	Postman ... ..	Beaminster, Bridport.
Topping, Stephen George ... ..	Overseer ... ..	London Postal Service.
Townshend, Will ... ..	Postman ... ..	Birmingham.
Waggott, Matthew George ... ..	Inspector ... ..	Engineering Department.
Walters, John ... ..	Overseer ... ..	Derby.
Westwood, Isabella Sandison ... ..	Sorting Clerk and Telegraphist ... ..	Perth.
Whitton, John ... ..	Overseer ... ..	Beverley.
Wilkinson, James Richard ... ..	Sorter ... ..	London Postal Service.
Woodall, Emma Gertrude ... ..	Assistant Supervisor ... ..	York.
Woodward, John Harry ... ..	Overseer ... ..	Plymouth.

## CASH ON DELIVERY.

## Extension of System to Parcel Post with British Post Office Agency at Shanghai.

On the 1st of January next the Cash on Delivery Service will be extended to the British Agency at Shanghai. The service will be confined to parcels, insured and uninsured.

The necessary entry should be made at pages 848 and 849 of the April (1916) edition of the Post Office Guide. The amounts which will be deducted at Shanghai from the Trade Charges on parcels for the Agency will be the same as those deducted in the case of similar parcels for Hong Kong.

## Remittances.

As banks will not be open for business on the 23rd instant and the 1st 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 those days in time to reach the Metropolitan Office of Account not later than mid-day on Thursday, the 21st December, and Friday, the 29th December respectively. In the case of funds required for use on Tuesday the 2nd of January, the applications should reach the Metropolitan Office of Account by 10.30 a.m. on Saturday the 30th of December.

No remittances can be despatched to Postmasters, &c., through the Banks on the 23rd December or the 1st January.



**Christmas Numbers.**

The Christmas Numbers of the undermentioned registered newspapers are **not** transmissible at the newspaper rate of postage. Any copies prepaid at that rate should be charged in accordance with the regulations:—

- \*Birmingham News (with Christmas Supplement).
- \*Country Life.
- \*Hythe Reporter (with Christmas Supplement).
- \*Our Dogs (with Christmas Supplement).
- Popular Science Siftings (Science Siftings Annual).
- \*Weekly Scotsman.
- Western Independent.

The Numbers marked\* are, however, transmissible by Magazine Post to Canada and Newfoundland.

**FOREIGN AND COLONIAL MAILS.****Parcels for Prisoners of War.**

(1) With reference to paragraph 2 of the Special Instructions regarding the address of parcels for Prisoners of War in Turkey, members of the public and authorized Associations have been advised in certain cases to address such parcels "C/o The American Embassy, Constantinople" instead of "Ottoman Red Crescent Society, Constantinople." Parcels so addressed should be accepted at Post Offices without question.

(2) With reference to paragraphs 8 and 13, it has been decided that the term "officers" includes officers of the British Merchant Service, viz., masters, mates (including chief officers) engineer officers, pursers, doctors, wireless operators and apprentices, also skippers and second hands of fishing vessels.

**Parcel Post to Brazil, Cape Verd Islands and Portuguese West Africa.**

Parcels, whether insured or not, for the above-mentioned places must not be accepted for transmission in future unless they are sealed. The relative entries on pages 125, 127 and 163 of working copies of the October Supplement to the Post Office Guide should be amended as follows:—

Col. 8. *Insert:* Parcels must be sealed with a distinctive seal.

**Parcel Post to Greece.**

With reference to the notice which appeared in the Post Office Circular of the 12th instant, parcels can now be accepted for transmission to Salonika (including the immediate locality), and the Islands of Crete, Thasos, Lemnos, Mitylene, Chios, Samos, Fourni and Syra.

Parcels cannot be accepted for transmission to any other part of Greece.

Working copies of the October Supplement to the Post Office Guide (page 142) should be noted accordingly.

**FOREIGN AND COLONIAL MONEY ORDER SERVICE.****Alterations in Rates of Conversion.**

The rates shown below should be substituted for those shown in the special statement issued with the Post Office Circular of the 18th July:—

Country.	Rate for Orders payable abroad.	Rate for Orders payable in the United Kingdom.
Denmark, Farøe Islands and Iceland ...	... ..	17 kroner 70 öre
Switzerland ... ..	23 francs 50 centimes	

**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.  
D. Gordon..... E. 10011



### Supplement to the Post Office Guide.

A new Supplement to the Post Office Guide will be issued during the first week in January. It cancels previous supplements, but not the Post Office Guide issued in April last, which remains in force except where this Supplement amends it.

Further instructions will be issued concerning the disposal of copies of the Supplement issued in October last.

## FOREIGN AND COLONIAL MAILS.

### Parcel Post to Russia.

The Russian Post Office has notified that it is unable to issue notices of non-delivery in regard to parcels which are undeliverable. Senders must accordingly furnish alternative instructions for the disposal of parcels for Russia in Europe and Russia in Asia in the event of their non-delivery as originally addressed.

The following paragraph on the subject should be inserted under the heading "Observations" in column 8 of the relative entries on page 165 of the October Supplement to the Post Office Guide:—

"Senders must indicate on the cover of the parcel and on the back of the relative Despatch Note, and, if possible, in the French language, whether in the event of non-delivery the parcel shall be (a) redirected to another address (in which case the alternative address should be furnished); (b) returned at the sender's expense, or (c) abandoned. No other alternative is permissible."

## MONEY ORDERS.

### Advices of Forfeited Money Orders.

As Money Orders issued in December, 1915, and remaining unpaid, will become void on the 1st of January, 1917, 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 November, 1916, and not paid on or before the 31st of December, 1916, 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.

### Date of Payment of Government Money Orders.

Postmasters and Sub-Postmasters at Money Order Offices are reminded, with reference to Rule 57 (a), that a Government Money Order **must not in any circumstances be paid before the date shown in the stamp of the Office of Issue.** The Advice may in some instances be received at the Paying Office before the payment is due.

### Christmas Numbers.

The Christmas Numbers of the Hull News and the Yorkshire Evening News are **not** transmissible at the newspaper rate of Postage. Any copies prepaid at that rate should be charged in accordance with the regulations.

The Numbers are not transmissible by Magazine Post to Canada and Newfoundland.

### 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.
F. Guest .....	E. 10618
H. W. Marden .....	E. 7945



