

which they were taken, and the book must be carefully examined each day to see that all receipts have been returned, by which means a complete check will be kept on all registered letters received for delivery. All registered letters for sub-offices which pass through the chief office must be entered in the Chief Office Receipt-book No. 2, and the form of receipt for signature by the addressee must accompany the letter and be returned by the Sub-Postmaster immediately after the letter has been delivered.

750. To avoid as far as possible the necessity of resorting to more severe measures, a fixed punishment by money fines is imposed for irregularities in regard to registered letters; and it is strictly enjoined that every such irregularity be reported to the Inspector of Post-offices on form P.O. 33. When such a serious irregularity occurs as missending or delaying a registered-letter bag or packet, or losing trace of a registered letter, the fine or punishment will be specially decided upon according to the gravity of the offence.

751. If a registered letter or postal-remittance letter is missent, or entered on the letter-bill and not received, this error must, when possible, be reported to the despatching office by telegraph, and it must also be reported in the usual form by the first post.

752. In the case of the loss of a registered letter through neglect of the rules, the officer or officers at fault will be held liable for the contents of the lost letter, or a more serious punishment may be inflicted.

753. When an unusually bulky registered packet cannot be enclosed in the bag with the other registered articles, the phrase "*En dehors*" must be written opposite its entry on the registered list, under "Observations," in the case of foreign, and in the case of inland and Australian packages the word "Loose" must be written on the letter-bill under the registered-letter entry.

754. Registered lists must be numbered consecutively in all cases where more than one list is used. In the right-hand top corner of the last list the words "Last list" must be written, and it must contain a summary of the total registered correspondence comprised in the mail, thus—

List 1	30
List 2	30
List 3 (last list)	25
—						
Total	85

Each list is to be tied with its bundle, and placed in the bag which contains the letters advised thereon, and the letters are to be arranged in the order in which they are entered on the list. If the letters contained on any one page are too many for enclosure in one bag, each of the bags used must be carefully labelled to show the number of the page on which the letters are entered.

A registered article is to be advised on letter-bills, lists, &c., by the name of the office of posting and by the serial number, followed by the name of the office of destination.

755. Registered letters, &c., sent forward on an intermediate office for despatch thence to destination should be entered on a special list marked "Transit," but numbered consecutively with others. In transit lists the names of towns as well as countries should be shown, and in lists for the United Kingdom counties should be stated as well as towns.

756. Registered lists should be made out in triplicate by means of carbon paper. The top copy is to be forwarded with the