

SCHEDULE.  
RULES AND REGULATIONS.

GENERAL.

1. THESE rules are for the guidance of Postmasters and other officers of the Post and Telegraph Department, who are all equally bound to observe them. As no breach of rule will be excused on the plea of ignorance, it is the duty of Postmasters to take care that their subordinate officers acquaint themselves with the rules affecting their respective duties. All officers must sign a minute in the office standard copy that they have read the regulations. Such of the general Civil Service Regulations as apply to officers and are not incorporated in these rules are printed at the end of this book.

2. When any rule in this book is altered or cancelled by instructions in the Official Circular, or in the periodical reprints of Circular Memoranda, the book must be corrected accordingly. A standard copy of the Official Circular and of each reprint of the circular memoranda, initialled by every member of the staff, is to be kept filed in each office.

3. Chief Postmasters must see that a copy of all rules, as they are issued from time to time, regarding telegraph matters, is supplied to all offices in their district named in the list of offices at which railway-telegraph business is transacted.

4. Important local orders must be brought prominently under the notice of all new officers, and extant orders renewed at least biennially and initialled by all officers.

5. The book of rules is to be read in conjunction with the Post and Telegraph Act; with the Post and Telegraph Guide (hereinafter referred to as "the Guide"), which is designed and is to be regarded as a book of instructions for all officers, as well as one of reference for the public; with the books of rules for the guidance of telegraph officers; with the book of rules for the guidance of officers engaged in telephone exchanges; and with the books of instructions on money-orders, savings-banks, postal notes, British postal orders, and mails. (See remarks on front page.)

6. In these rules, unless inconsistent with the context,—

"Chief Postmaster" means the Postmaster of the chief post-office of a postal district:

"Minister" means the Minister holding the offices of Postmaster-General and Minister of Telegraphs:

"Officer" means every person whose employment in the Department is recognized by the Minister:

"Officer in Charge" means the officer in charge of a telegraph-office:

"Postmaster" includes the designation "Officer in Charge," in respect of any office where the post-office and telegraph or telephone services are combined, and any Sub-Postmaster, and shall be read by Officers in Charge of uncombined offices as applying to them in all matters of regulation or procedure; it also includes the designation "Postmistress":

"Post-office" or "Sub-post-office" includes the telegraph or telephone office in respect of any office where the post and telegraph or telephone services are combined:

"Secretary" means the Secretary of the Post and Telegraph Department: