

"Appt.," and "B.F.," to be returned to the General Post Office in envelopes addressed to the Telegraph and Staff Divisions; P.O. papers in envelopes addressed to the Postal Division. Correspondence enclosed in brown-paper envelopes to be tied up with the letter portion of the mail. When one "cameo" sealing-label is not strong enough to keep an envelope closed owing to the bulk of the contents, two labels to be used. If necessary, string also is to be used.

- (14.) Address to the Inspector of Post-offices letters and telegrams for the General Post Office concerning inland mails and mail-contracts and the conveyance of foreign mails along the coast. Such letters are to continue to be enclosed in covers addressed to the Postal Division. Use form P.O. 20 for communications with the Inspector of Post-offices on the subject of inland mail-services. Insert the part and number of the service. Send a rough sketch of the route.
- (15.) Send to the Chief Accountant telephone-route forms, applications in connection with new subscribers or for amendment of existing connections, and claims for payment other than those for payment of overtime or of travelling-allowances.
- (16.) About the closing of envelopes see Rule 315.

290. All records dealing with the business of the Department from its earliest stages are to be carefully preserved, and on no account destroyed except by the special authority of the Secretary. In the term "records" is included correspondence, letter-books, and suchlike documents. This direction does not apply to account forms, letter-bills, &c., the destruction of which on the expiry of a stated period is provided for in the rules.

291. When papers are referred to a Postmaster relating to errors committed by his subordinates, he must not be content with simply forwarding their explanations, but must state whether the explanations may be accepted as satisfactory, and must add any information that may be necessary to render the case quite clear.

292. Should communications of an official nature be received from persons outside the Dominion, officers to whom such inquiries are addressed must collect the necessary information for replies, and then transmit the whole of the papers to the Secretary. Officers are not permitted to correspond officially with places beyond the Dominion; but this rule does not prohibit the sending of service telegrams on matters relating to the correction, &c., of cable messages, or the formal acknowledgment of orders to re-address letters, &c.

293. Correspondence with other Departments is to be conducted by the General Post Office or by local chief offices. Sub-Postmasters in every case must refer matters for correspondence with other Departments to their Chief Postmasters.

294. The use of service telegrams must be confined to matters of pressing importance, and communications which could be as well sent by post must not be sent by telegraph. Should any person require the use of the telegraph concerning his correspondence in the Dead Letter Office, or at any post-office, the telegram and, if necessary, the reply thereto must be paid for. Any telegram sent contrary to this rule, as well as any which may be necessitated through carelessness or neglect, will be charged as an ordinary telegram to the officer in fault.