

transferred from one office to another application for authority must be forwarded to the Controller of Stores, who will submit it to the Secretary.

Form P.O. 170 is to be filled in and posted without unnecessary delay to the Controller of Stores in the following cases: When reporting the transfer of a safe; when reporting the bringing into official use of a privately owned safe; or when reporting the disposal of the keys of a safe supplied by the Controller of Stores.

332. Any safe used by the Department, but not its property, should be reported to the Controller of Stores on form P.O. 170, inscribed with a statement of that fact. When reporting on the proposed opening of a money-order office or savings-bank, or a postal-note office, Chief Postmasters should in every case state whether or not the Postmaster has suitable safe-accommodation.

333. Safes issued in any postal district are to be invariably reported to the Chief Postmaster first.

334. Laxity in regard to the custody of safe and office keys must be carefully guarded against, and due precaution must be taken to prevent access to post-offices with the object of robbery. No safe-key is on any account to be duplicated or copied without the permission of the Secretary. Persons in charge of money-order and savings-bank offices are expected to exercise the utmost care in the custody of office and safe keys; and leaving such keys in a pocket or other easily accessible position in an open room is not a sufficient precaution. The key of the office or mail-room safe must be retained at all times in the personal custody of an officer. Any controlling officer permitting any departure from this rule will be held responsible for losses resulting therefrom equally as though he immediately caused the loss. The need for the greatest care, both in regard to keys and to securing offices at night, must be emphasized by controlling officers. Postmasters who are Registrars of Births, Deaths, and Marriages are reminded that registers are not to be placed in post-office safes.

OFFICIAL PUBLICATIONS.

335. The Post and Telegraph Official Circular and the Post and Telegraph Monthly Bulletin are published monthly, the Guide Supplement monthly, and the reprint of Circular memoranda as nearly as possible yearly. They are intended for the use and information of departmental officers. The Official Circular extracts and reprints therefrom are confidential.

336. The non-receipt of any of these publications must be reported to the Chief Postmaster, who is responsible for their proper distribution.

337. The official orders contained in the Circular are to be extracted therefrom and placed among the rules in this and other books. A separate print of extracts permits of this being quickly done. Additional rules made from time to time must be noted in their proper places herein.

338. The monthly notifications respecting official correspondence, newspapers registered, offices opened, closed, or altered, &c., must be posted without delay into the respective printed lists, or into the Guide.

339. The latest issue of the Bulletin contains the latest information respecting the arrival and departure of mails by the various sea routes, and Postmasters should avail themselves of this when preparing mail notices or answering inquiries. The last numbers must always be prominently exhibited for public information.