

letters of any kind, or newspapers, whether stamped or unstamped, which have not been regularly posted.

- (7.) He may not, on pain of dismissal, act as a news agent.
- (8.) He may not be connected, either directly or indirectly, with the ownership of a publichouse.

559. A letter-carrier who carelessly loses a letter, wilfully delays the delivery of a letter, who is intoxicated when on duty, or who otherwise infringes the statutory official declaration he subscribed, or the Post and Telegraph Act, is liable to dismissal and to be punished by law.

560. A Postmaster must not fail to report any breach of the foregoing regulations.

561. Letter-carriers who are provided with whistles should blow them on entering a gate, or where a box is provided at a gate the whistle should be blown when correspondence is placed in the box. At houses where electric bells are fixed letter-carriers should give a *double* ring, and where knockers are provided a *double* knock should be given. The rings or knockers should be short and sharp, with a slight interval between them.

562. At offices at which there is a letter-carriers' sorter such officer is expected to perform the following duties, and, should he be required to make a delivery, his walk should be the lightest, and the nearest to the office:—

- (1.) To divide the letters, &c., for the delivery into walks before the men come on duty, and to charge the unpaid letters against each.
- (2.) To take control of the letter-carriers' division, and be responsible for the conduct of the men, and to see that their uniforms are not used improperly.
- (3.) To see that the men present a clean and tidy appearance before starting on their walks.
- (4.) To take care that their attendance-book is properly kept.
- (5.) To see that every letter-carrier does his best to deliver doubtfully addressed correspondence, and to make himself thoroughly acquainted with the town and its inhabitants. At the four chief centres P.O. 313 (letter-carriers' check docket) should be used.
- (6.) To see that an accurate return is kept of all correspondence delivered by letter-carriers during each of the weekly periods when the usual counting of delivered correspondence takes place.
- (7.) To examine from time to time letters awaiting delivery at hotels, &c.
- (8.) To make daily application at the delivery counter for any unpaid or registered correspondence for private boxes which has been on hand for twenty-four hours, and to arrange for delivery of the same.

563. Overflow matter left for letter-carriers at shops, &c., is to be dealt with as follows:—

- (1.) All places of deposit must be approved by the Chief Postmaster or Postmaster, and a list kept in the office showing the walk or division of walk for which overflow matter is left at each place of deposit. The Chief Postmaster or Postmaster will satisfy himself that the overflow matter may be safely deposited at the places decided upon.
- (2.) Nothing beyond printed matter, circulars, parcels, and newspapers is to be left at places of deposit.
- (3.) All matter for deposit must be sent out in sealed bags, with labels attached, showing where the bag is to be deposited, and the name of the letter-carrier for whom it is intended.