

- (4.) A waybill must accompany the bags, and, if possible, a receipt must be obtained for each bag as deposited.
- (5.) A responsible officer must check the bags out of the office, and the letter-carriers on their return must report whether they obtained their bags, and at the same time initial the waybill.
- (6.) If a bag is missed by a letter-carrier he must ring up the office, using the nearest telephone.
- (7.) Under no circumstances may loose articles be left at places of deposit.
- (8.) Overflow matter which may be sent out by hand must also be placed in sealed bags and accompanied by a waybill, which should be initialled by the occupier of the place of deposit, or by the letter-carrier if delivery is made personally to the latter. In such case the receipt and the disposal of the bags must be verified on the return of the letter-carrier to the office.

564. Letter-carriers and messengers must not, without special authority of the Chief Postmaster, open letter-bags, deal with letter-bills or accounts, assist in the general sorting of letters, or have access to any except those for their own delivery. They may, however, be employed to sort newspapers and book and pattern packets whenever required. Letter-carriers and messengers likely to qualify for clerkships should be given every opportunity of acquiring the requisite knowledge.

565. Except where a letter-carriers' sorter is employed, no letters must be passed to the letter-carriers for delivery until they have been divided into the several walks; and Postmasters must bear in mind that, consistently with due despatch, this duty must be confined to the smallest number of officers.

566. Every delivery must commence as nearly as possible at the hour fixed for it; and, unless in exceptional cases, all the town letter-carriers should leave the office at the same time.

567. The Postmaster must arrange the walks of the letter-carriers so as, without unduly favouring any person or locality, to insure an early delivery to the more important portions of the town, and a delivery in every portion of it with the least possible delay. Recommendations for the establishment or alteration of letter-carriers' deliveries are to be addressed to the Inspector of Post Offices.

568. It should be ascertained, by occasional personal inspection, that the letter-carriers do not loiter while engaged on their walks, or deviate from their prescribed route; that they do not clear a pillar or wall letter-box before the appointed time; and that they correctly state the time at which they complete their respective deliveries.

CYCLING DUTY.

569. The following regulations are made in reference to cycling duty:—

The limits of weight and distance for letter-carriers will be as follows:—

Rural Districts.

Bicycles: Maximum weight to be carried in trailer, 70 lb.; maximum weight to be carried on bicycle, 50 lb.; maximum weight to be carried on letter-carrier's person, 35 lb.; maximum distance where the roads are good and the loads moderate, 28 miles; maximum distance otherwise, 26 miles. In no case should the time spent in actual travelling exceed six hours.