

weight on the cover, which he should obtain from the addressee, and send to the Chief Postmaster with an application for refund of the overcharge.

503. (a.) A Chief Postmaster may remit the charges on official letters authorized as exempt from postage which have been surcharged in consequence of not having been properly marked, provided such letters are opened in the presence of the Postmaster and found to be entitled to free transit. He may also remit such charges on ordinary letters, if satisfied that the claim for refund is a proper one. The receipt for refund should be taken on the face of the surcharged cover. Postage which is thus authorized to be refunded is to be claimed in the Daily Cash Account, which should be accompanied by the cover, together with an explanatory memorandum. (See Rule 796 (b).)

(b.) Deficient postage on undelivered correspondence addressed to the care of Consuls is to be refunded to Consuls on return of the correspondence to the post-office.

#### STREET POSTING-BOXES.

504. Street posting-boxes are erected for the convenience of persons living at a distance from a post-office, and when a Postmaster is of opinion that it is necessary to establish a new box or to remove an existing box to a more convenient locality he should report to the Chief Postmaster, who will report to the Secretary.

505. Each Chief Postmaster must keep in his office a list revised to date of the boxes in his district, with the times of clearance shown, and any additions, deletions, or alterations are to be reported to the Secretary.

506. The times of collection must be correctly stated on the boxes. On no account are boxes to be cleared before the appointed time. The times of collection should be regulated by the town clock, if there be one.

507. (a.) All officers clearing boxes must invariably be supplied with a satchel, to be carried slung from the shoulder by a strap. The act of carrying correspondence in the hand or pocket is strictly forbidden, and the satchel must always be used for the purpose and must not be put off the shoulder. To all such satchels, large or small, a length of light chain is to be made fast. The chain should be in length about 3 ft., with a snap-hook at the end. Before going out for any clearance the messenger must slip the key or keys on to the snap-hook, and put it or them inside the satchel.

(b.) The officer clearing a box must invariably put his hand inside the box as far as the posting-aperture to see that there is no block of posted matter.

508. (a.) One of the two keys which are supplied for each box must be kept by the Postmaster, while the other should not be left in the hands of the collecting officer longer than is absolutely necessary, but should, where practicable, be hung up in the office in a place appointed for the purpose convenient for the supervision of the Postmaster or of the officer in charge of the mail-room.

(b.) The alleged loss of a key should be strictly investigated, and if the key be not found the police should be communicated with and the lock changed. The Postmaster should at once report the circumstance. When a lost key is found by any one not connected with the Department a reward of 2s. 6d. to the finder must always be paid by the person through whose carelessness it was lost.

509. (a.) Chief Postmasters should periodically draw the attention of Postmasters to the necessity of inspecting all posting-boxes and seeing that they are in good repair and well taken care of