

530. To facilitate the transfer of mails and correspondence when the officers change trains, the following precautions must be observed: A waybill is to be kept showing the mails in the van, also a list of the loose registered letters, which are to be made up in a packet; the list is to be signed by the receiving officer and returned to the chief office of despatch.

531. All irregularities and damages observed in the van must be at once reported to the Chief Postmaster; and when mails or registered letters are observed to be missing the fact must be telegraphed from the nearest station.

532. Care must be observed in throwing off mails from trains in motion. A mail must be thrown or dropped clear of any obstacle, so as to prevent the possibility of its striking any person or of a rebound by which it might fall under the wheels of the train. The weight of a mail to be thrown off a moving train must not exceed 10 lb. Receptacles containing parcels must never be thrown from trains in motion. The same rule must be observed in connection with all mails which contain parcels, bundles of newspapers and other hard substances, and articles of a fragile nature. Such articles must not be enclosed in a mail which has to be thrown off a moving train, but must be despatched by a slow train.

533. Before leaving the mail-van at the close of each day's business, the senior officer must make a thorough examination to see that all letters, &c., are removed. The officer must report himself at the chief office with his mails, and remain until the mail is acknowledged. If the Railway Department's train-examiners examine the mail-van after arrival at destination, an officer is to remain in it until the Railway Department's examination has been made.

534. Applications for extra trucks for carrying mails by railway are not to be made unless such extra trucks are absolutely necessary. Chief Postmasters must see that otherwise they are not applied for.

REGISTRATION.

535. The undermentioned books are provided for recording registered articles, and it is important that the use of each book should be clearly understood:—

- No. 55. Registered-letter Book, used at chief offices and principal sub-offices for checking receipt in registration branch of registered articles received over the counter.
- No. 56. Sub-office Forward Registered-letter Record.
- No. 57. Record of registered articles received from Registered-letter Clerk for delivery by postmen.
- No. 58. Book of receipts for letters delivered to the public, used at chief offices, permanent sub-offices, and railway offices.
- No. 59. Record of registered articles received from Registered-letter Clerk by mail-room.
- No. 60. Receipt-book for registered articles received by the Registered-letter Clerk from mail-room.
- No. 61. Book of receipts given to the public for letters tendered for registration at offices at which is not used the combined registered-letter receipt and label (large size).
- No. 62. Book of receipts given to the public for letters tendered for registration at offices at which is not used the combined registered-letter receipt and label (small size).
- No. 63. Non - permanent Sub - office Registered - letter Delivery-book.
- No. 64. Registration Handed-over Book, used at all permanent sub-offices and at railway offices.