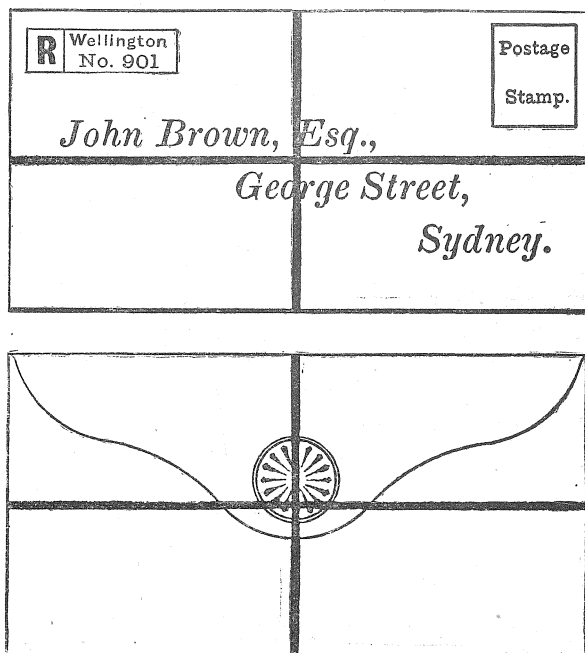


In marking the back care is to be taken to see that the horizontal as well as the perpendicular line crosses the flap, as shown in the second diagram. Where the flap is short, there is a risk of the horizontal line not crossing it unless particular attention is given to the matter. One of the registration labels is to be affixed by the counter clerk to each postal packet accepted for registration. At those offices at which the use of the combined registration receipt and label is authorized the receipt portion is to be initialled and date-stamped and handed to the person presenting the article for registration. At those offices at which Registration Receipt-book No. 61 or No. 62 is used the serial number on the registration label is to be entered on the receipt for the packet, and on the carbon copy, in addition to the other particulars. The labels are of two kinds—the one showing



letter "R," name of office, and the serial number, for use at chief and permanent offices only, and the other showing letter "R" and a serial number, but not the name of the office, for use at railway and non-permanent offices. The labels are issued in sheets, showing serial numbers, and special care is to be taken that the numbers are used in proper serial order, and that each label is duly accounted for. When a railway office or a non-permanent office receives a sheet or sheets of labels, all types except the name of the office are to be removed from the date-stamp, and then an impression of the date-stamp is to be made on each label. As it is imperative that impressions be legible, special care is to be taken that the date-stamp is clean, and that the stamping-pad is in good order. It must always be remembered that (1) registration labels are to be used in proper serial order; (2) each series is to be used up before a fresh series is started; and (3) a fresh series is not to be started at the beginning of the year unless the preceding series happens to be exhausted at that time. The Public Works Tenders Board is permitted to number registered letters with a numbering-machine. The letters will bear an impression made by a rubber stamp of a label like a registered-letter label, containing the words "Public Works Tenders Board," and a number will be given by the Secretary of the Board.