

This sheet is to be kept with the ordinary error-papers, and sorted up with them under its proper heading of office and officer, so that the entry will be in its proper place in the error-schedule.

- (c.) The direct reference of error-papers between district controlling officers is permitted. Such papers are to be recorded at both the reporting and scheduling offices.
- (d.) All error-papers are to be filed at the office at which the errors are scheduled.

109. A copy of each error-schedule must be retained at each chief post-office, and at each of the four principal telegraph-offices. This in addition to the records on the officers' personal files will meet all record requirements.

110. (a.) All postal errors of material importance are to be recorded and included in the quarterly error-schedule on which fines are recommended. Material postal errors include irregularities such as—

- Missendings, except of articles manifestly insufficiently addressed ;
- Private-box missorting, or any failure directly affecting the public ;
- Irregularities affecting registered or insured articles or parcels, and any error which involves the risk of the loss of these articles or of a mail ;
- Wrong assembling of date-stamps.

(b.) Minor postal errors, unless more than three have been committed by an officer during the quarter, are not to be included in the schedule, but are to be dealt with orally by the administering of a caution by the Chief Postmaster, or, at the principal chief offices, by the Assistant Postmaster, and at sub-offices by the Postmaster, by direction of the Chief Postmaster. Typical minor postal errors and irregularities are: Isolated omissions to sign waybills or complete time-entries, and late attendance if not exceeding three occasions quarterly, and not exceeding ten minutes on each occasion. No directions given in this matter supersede the need for discretion on the part of controlling officers.

111. (a.) In making recommendations on the quarterly schedule of postal errors for fines and other penalties for errors and irregularities and minor breaches of duty Chief Postmasters should be governed by the following general directions :—

- (1.) No fine exceeding 5s. should be recommended. When any fine beyond that is necessary the matter should be the subject of a special report.
- (2.) As a rule the fine recommended should not exceed 2s. 6d.
- (3.) No fine less than 1s. should be recommended. The minimum being fixed, it should not be difficult to mete out proportionate fines for offences.
- (4.) The general work and conduct of the officer concerned should be taken into consideration. A good officer should not be severely punished even when an occasional lapse has led to embarrassing consequences ; an habitual and frequent offender, on the contrary, must be dealt with strictly.
- (5.) Officers handling registered and insured articles are required to observe special care, and any failure where such matter is concerned must be severely dealt with.

(b.) In the case of postal errors for which a caution only is required, Chief Postmasters are to see that the necessary action has been taken and the fact stated in the schedule.

112. For instructions regarding the method of dealing with and recording telegraph errors, see Rules T. 122A and 657.