

- cutive order according to their dates. Leave a paper on a file with the front side upwards. If it is inconvenient to do this, use another sheet rather than leave the paper front downwards.
- (i.) Do not write on the second half of the back of form P.O. 33. If the form is not sufficient, continue the memorandum on a separate sheet or separate sheets. Succeeding minutes may be continued on the first half of the back, the sheet being doubled up throughout its length for the purpose. Do not turn up corners. Do not write close up to the left-hand top corner where the sheet is fastened. Number the minutes. If a minute is carried over to a separate sheet, the number is to be prefixed to the portion carried over.
  - (j.) Gum sheets written on both sides, and requiring to be mounted, along the whole length of the outer edge (left hand).
  - (k.) All official papers, covers, and envelopes must bear the official designation of the officer to whom sent. Do not address official communications, unless of a confidential character, personally to officers.
  - (l.) Do not retain official papers which are records of other offices, but return them with the necessary observations with the least possible delay to the office from which they have been referred. To make a note of action to be taken will in most cases enable papers to be released within a day or two of receipt.
  - (m.) Correspondence for the Secretary and the Chief Telegraph Engineer is to be forwarded in envelope No. 9 to the Secretary. Confidential correspondence is to be enclosed in a cover marked "Confidential." Envelope No. 9 is to be kept open up to the time of closing the mail, so that, if possible, one envelope may contain all the correspondence. The canvas cover No. 11 is to be closed with string and sealed over the knot with a sealing label. (See Rule 146.)

**119.** When papers are referred to a Postmaster relating to errors committed by his subordinates, he must not be content with simply forwarding their explanations, but must state whether the explanations may be accepted as satisfactory, and must add any information that may be necessary to render the case quite clear.

**120.** Chief Postmasters must, by means of the necessary codes given in Rule T. 2, telegraph the dates when a Postmaster, or an officer performing duties for another Department, commences leave and returns to duty, at the same time giving the name of the relieving officer, and also stating whether there is a bank-deposit account at the place or not.

**121.** The use of service telegrams must be confined to matters of pressing importance, and communications which could be as well sent by post must not be sent by telegraph. Should any person require the use of the telegraph concerning his correspondence in the Dead Letter Office, or at any post-office, the telegram and, if necessary, the reply thereto must be paid for. Any telegram sent contrary to this rule, as well as any which may be necessitated through carelessness or neglect, will be charged as an ordinary telegram to the officer in fault.

**122.** Correspondence with other Departments is to be conducted by the General Post Office or by local chief offices. Postmasters in every case must refer matters for correspondence with other Departments to their Chief Postmasters.