

postage is payable on delivery, to be surcharged at the office of posting the actual deficiency without fine. For the purpose of claiming the value of postage on such unpaid or short-paid correspondence, a certificate of acknowledgment of delivery must be obtained on form Acct. 72 from the Government Department concerned. These certificates must be carefully preserved and at the end of each calendar month the total amount due from each Department must be ascertained and forms Acct. 54 prepared, the action taken being the same as detailed in Rule 343 (b) (2).

257. The Postal Union rules require that all official correspondence for foreign countries—*i.e.*, countries outside the British Empire—except that on postal business, must be prepaid. Correspondence inadvertently posted in contravention of this rule must be surcharged and forwarded, or the sender, if known, requested to prepay it.

258. (a.) Letters, &c., on the business of the Post and Telegraph Department sent by or to controlling officers are to be transmitted free. The Department's telegrams of all codes are to be transmitted free.

(b.) Letters, &c., from the Post and Telegraph Department to private persons are to be stamped "Official, paid," and no account kept. Correspondence from the Department to another Department is to be sent free as "Official, paid."

259. (a.) Postmasters who are specially appointed to do the work of other Departments, such as Registrar of Births, &c., Registrar of Electors, or Collector of Customs, must not conduct the correspondence of those other Departments free of postage. They must apply to the heads of those Departments for official stamps, and use the stamps they are supplied with strictly on the business of the respective Departments. This instruction does not apply to Postmasters who render casual service to other Departments. The envelope covering any occasional correspondence which Postmasters may have with other Departments should be superscribed "Postage to be collected on delivery."

(b.) Postage must be paid on packets containing premiums collected by Postmasters for the Government Insurance Department and remitted by post to District Agents.

260. Postage on all correspondence addressed to Postmasters in connection with the private business of the writers must be prepaid in stamps, except such as is specially exempt. (See Official Correspondence List.) Correspondence so addressed and not prepaid is to be charged double the deficient postage, and the amount collected from the senders. Letters from the public containing, for instance, machinery fees, income-tax payments, or redirection orders are not free of postage.

261. (a.) Letters, ordinary or registered, posted by or to the public, which are permitted to pass free under any Act of Parliament must be marked at the office of posting "Official, paid."

(b.) Single copies of newspapers addressed to the Royal Colonial Institute, London or Bristol, if the postage is not prepaid, are to be marked "Official, paid."

262. The "Official, paid," stamp is on no account to be used except for official correspondence, and as provided for in these rules.

MAIL-SERVICES.

263. Inland Mail-services are classified in Parts as follows:—

Part I. Services (except sea services) performed under contract—namely, services above £40 in annual value.

Part II. Services performed by non-permanent Postmasters and other persons, for which special arrangement is made,