

**REGULATIONS & INSTRUCTIONS  
FOR POST OFFICE IN NEW  
BRUNSWICK, APPROVED BY THE  
GOVERNOR IN COUNCIL AND  
ISSUED OCTOBER 1858**

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**J. M. JOHNSON JR.**

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REGULATIONS & INSTRUCTIONS  
FOR  
THE POST OFFICE  
IN  
NEW BRUNSWICK,  
APPROVED BY THE GOVERNOR IN COUNCIL,  
AND  
ISSUED OCTOBER 1858.



HON. J. M. JOHNSON, JR., POSTMASTER GENERAL.

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FREDERICTON:

J. SIMPSON, PRINTER TO THE QUEEN'S MOST EXCELLENT MAJESTY,  
1858.



# POST OFFICE REGULATIONS.

## PART I.

### General Regulations.

1. Appointment of Postmasters.
2. Oath of Office.
3. Postmaster, &c. taking Office, to transmit to Postmaster General list of property, &c. received.
4. Separate Room or Office to be provided.
5. A Bar Room not to be used.
6. Postmaster and Assistants only to have access to Office.
7. Sign Board and Letter Box.
8. Office to be open during business hours.
9. Sunday Mails.
10. Office not to be removed without consent of Postmaster General.
11. Duties to be performed personally.
12. No person under sixteen years to be employed.
13. Postmaster, &c. wishing to resign must give notice, &c.
14. On death of Postmaster, sureties to remain liable, &c.
15. Letters, &c. received from Department to be filed, &c.
16. When Mail passes Office in night, latest time afforded to public, &c.
17. Notices to be given of hour of arrival and closing Mails.
18. Death, removal, &c. of sureties, principal to give notice.
19. Postmaster to see that Oath taken by Assistant, &c.
20. No Postmaster, &c. can hold Mail Contract.
21. Address of Letters to General Office, &c.

1. A person being appointed to take charge of a Post or Way Office will receive a blank Form of Sureties, which he, together with two persons as sureties, will sign, stating their names, occupations, residence, &c. The solvency of the proposed sureties must be certified by two Magistrates in the County; upon this being returned to the General Post Office, a Bond will be immediately prepared and enclosed for signature, and the necessary Stores, &c. for conducting the business of the Office will be furnished.

2. Every person employed by or under the Post Office, must, on entering the service, take and subscribe the usual Oath of Office; and no one can have charge of a Mail, access to the Letters, &c. or perform any official duty, until such Oath is subscribed and sworn to before a Magistrate of the County.

3. Every Postmaster or Way Office Keeper when succeeding to the charge of an Office, should make an exact Inventory



or List of all property belonging to the Office handed over to him by the retiring officer, his representatives, or sureties, with a statement of Mail matter so received, and the amounts chargeable against him, and the retiring officer respectively. This List should be signed by the new incumbent and the retiring officer, or his representatives, and transmitted to the Postmaster General.

4. A separate Room or Apartment conveniently fitted up for the purpose, must be provided for conducting the business of the Office, whenever the duties are sufficiently extensive to require such accommodation; and when otherwise, the Letters, &c. must be kept locked in a Desk, Press, or other suitable place of security.

5. On no account is a Post or Way Office to be kept in a Bar Room or Public Room of a Tavern.

6. No person but the Postmaster, Way Office Keeper, their sworn Assistants, or Officers appointed by the Postmaster General, shall have access to the Letters, Newspapers, &c. either in making up or receiving Mails, or in the daily routine of the Office.

7. The Sign Board supplied by the Department must be affixed to the outside of the Post Office Building, in a position to be easily seen and read, and a Letter Box must be fixed in some convenient part of the Office, with an opening for posting Letters accessible from the Street. The words "Letter Box" should be painted or printed over the opening.

8. The Office is to be open every day during the usual hours of business in the place, and the Postmaster or Way Office Keeper will attend at other hours to receive and dispatch Mails when necessary.

9. When Mails arrive on Sunday, the Postmaster or Way Office Keeper is required to keep open his Office for delivery an hour after sorting such Mails; and Mails, if due on that day, must be opened and despatched at the appointed hours:

10. The Post or Way Office is not to be removed without the consent of the Postmaster General.

11. The duties are to be performed by the Postmaster or Way Office Keeper personally, or by some sworn Assistant under the immediate superintendence of the Officer, who shall be responsible for the care and attention of such Assistant; and no Postmaster or Way Office Keeper can transfer the

charge of his Office and the performance and superintendence of its duties to another, except temporarily, in the event of illness or unavoidable absence, when the circumstance must be reported to the Postmaster General.

12. No person under the age of 16 years should be employed in the Post Office service, or suffered to have access to the Letters, &c. at an Office.

13. Any Postmaster or Way Office Keeper wishing to resign his office, must give notice in writing to the Postmaster General, when measures will be taken to relieve him, and he is not at liberty to relinquish his charge until a new appointment has been made, and instructions given him to make the transfer of the Office to his successor, as his responsibility will continue until the transfer has been duly made.

14. In the event of the death of a Postmaster, the responsibility of the sureties will continue for the fidelity of the person left in charge of the office, until a successor is appointed and assumes the duties, and should they see fit, the sureties, or any one of them, may in such case perform the duties of Postmaster until a new appointment takes place.

15. All Letters, Circular Instructions, &c. addressed to and received by a Postmaster or Way Office Keeper from the Department are to be carefully filed, so that an easy reference may be had to them at any time, and when replying to communications from the Postmaster General, they should be careful to return any papers or enclosures which may have been sent for perusal or remarks.

16. When a Mail passes an Office in the night, the latest reasonable time should be afforded to the Public for receiving and posting correspondence.

17. A Notice stating the hours at which the Mails close and arrive, and the hours at which the Office is opened and closed, should be posted at every Post and Way Office, in such a position as to be readily observed by the Public.

18. In case of the death, removal from the Province, Insolvency, or any other disability of one or both of his Sureties, the Postmaster or Way Office Keeper will report the fact to the Department, in order that a new Bond may be executed.

19. The Postmasters will see that the oaths of the Assistants and Letter Carriers attached to his Office, be immediately forwarded to the General Post Office.

20. No Postmaster, Assistant Postmaster, or Clerk employed in a Post Office, can hold a Mail Contract or be connected in carrying a Mail.

21. Every Postmaster or Way Office Keeper in addressing the Department, should write the name of his Office and County at the head of his Letter, and avoid writing on more than one subject in the same Letter.

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## PART II.

### Despatch and Receipt of Mails.

1. Unpaid Letter stamped on back.
2. Prepaid in money stamped on face.
3. Prepaid by Stamp, Stamp to be obliterated.
4. Letter posted after despatch of Mail to be marked "Too late."
5. Corresponding Offices.
6. Letters going beyond delivery to be forwarded to nearest corresponding Office.
7. On making up Mails, boxes to be cleared.
8. Letter Bill, how filled up.
9. Letter Bill and Letters to be tied up.
10. Time Bill.
11. On receiving Mail, Time Bill to be examined and checked.
12. Amount of Unpaid Letters compared.
13. Letters insufficiently paid, additional postage to be taxed.
14. Amount of Letter Bills to be entered in the Monthly Sheets.
15. Letter Bills received to be signed.
16. Postmaster to make up Mails for corresponding Office only.

1. All Unpaid Letters mailed at a Post Office must be carefully stamped on the back with the dated Stamp, shewing the day, month, and year on which they were delivered into the Office, and the proper tax stamped or marked on the face or address side, in black ink.

2. Letters having been prepaid in money should be stamped on the face with the dated "Paid" Stamp, and the proper tax marked or stamped (also on the face) with red ink.

3. Letters posted at an Office and prepaid by Postage Stamps, should be stamped on the back with the dated Stamp, and the Postage Stamp carefully obliterated by the instrument used for that purpose; and where this has not been supplied, the Stamps must be cancelled by making a cross on each with a pen, thus X.