



東三

奉天

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日山海關廣香居鄧弼基寄

九月十一

ENERA

GENERAL INSTRUCTIONS

FOR

AGENTS.

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GENERAL INSTRUCTIONS FOR AGENTS.

INTRODUCTION.

THE Imperial Post Office was inaugurated by Imperial Edict in 1896. During the early years of its existence its services extended only to treaty ports; in later years it has spread rapidly over the whole Empire, so that now postal communication is maintained between practically every *fu, chou, and hsien* city and a great number of smaller towns.

For postal purposes, China is divided into districts and sub-districts, each having a Head Office or a Sub-Head Office, with Branch Offices, Inland Offices, and Postal Agencies subordinate to them. These are defined as follows:—

District Head Offices control the Offices of districts.

Sub-District Head Offices control the Offices of sub-districts.

Branch Offices are subordinate to Head Offices or Sub-Head Offices and have steam communication.

Inland Offices are the same as Branch Offices, but they have no steam communication.

Postal Agencies are subordinate to a Head, a Branch, or an Inland Office; they transact all kinds of postal business, except money orders, parcel insurance, trade charges, and express letters.

In addition, there are Sub-Offices, Box Offices, and pillar-boxes.

The Directorate General of Posts is at Peking. The heads of the various districts are Postmasters of different grades. Branch and Inland Offices are in the charge of Clerks; and Postal Agencies are directly controlled either by a Head, a Branch, or an Inland Office.

As, of late, Agencies have greatly increased in number, a book of definite working instructions for the efficient training of Agents has become necessary, and accordingly the present volume is now published for their guidance. Its contents must be read in conjunction with the "Postal Guide" and the additional instructions issued from time to time by the Postmaster General and the Postmasters.

I.—GENERAL REMARKS.

1.—Agencies are placed under the management of respectable, trustworthy, and properly guaranteed merchants and shopkeepers only, the person at the head of the business being always the responsible Agent.

Selection of Agents.

2.—Shops to be selected for Agencies must be conveniently situated, and, as often as possible, on the main street and in a busy part of the town.

Situation of Agencies.

- Special postal departments in shop. 3.—The Agent must assign a particular part of his shop for postal work exclusively.
- Appointment and License. 4.—On his appointment, every Agent will receive a License, [*I.—91 = B.—31 x*], signed by the head of the district, which he will retain as his authority for doing postal business. He will also be given a supply of postage stamps, "Postal Guides," forms, standard weights, a date stamp and stamping ink, a letter-box, a notice board, a signboard, and certain notifications.
- Officials notified. 5.—The appointment of the Agent is notified formally to the local authorities by the Postmaster.
- Responsibility. 6.—The Agent is responsible for all the postal operations of his assistants. If losses occur through lack of supervision, carelessness, or dishonesty on the part of his assistants, he is liable to pay an indemnity.
- Guaranty. 7.—Agents must be secured by at least two substantial shops for a sum of not less than \$200.
- Changes in security bond. 8.—Should a guarantor remove his domicile, cease doing business, or die, the Agent concerned is to report the facts to the controlling Office and have his bond amended.
- Resignation. 9.—If an Agent wishes to resign his postal duties, he must give one month's notice; he may not discontinue his postal functions before receiving official permission to do so.
- Reports. 10.—The Agent is to report all important occurrences to the controlling Office, in letters numbered in series.
- Correspondence. 11.—Letters from the controlling Office, other Offices, officials, and the public are to be properly registered and filed, and, when necessary, replied to at once.
- Service matters are confidential. 12.—All Service matters are strictly confidential.
- Tiger-board notices. 13.—Agents are not allowed to make use of tiger-board notices outside their shops on the strength of their acting as Postal Agents.
- Notifications. 14.—Agents are to exhibit conspicuously in their shops and at important places in their locality the notices they receive for that purpose.
- Notifications and tables. 15.—The following notifications are to be posted conspicuously at the Agency:—
 Tariff of Postage (kept up to date).
 Postal Rate of Exchange.
 Mail Time Table.
- These should be renewed when worn out. Similarly, a postal map of the district is to be exhibited for the guidance of the public.
- Relations with the public. 16.—The public should be treated with respect, particular care being taken that they are not overcharged, and that their complaints and inquiries are promptly attended to.

17.—Agents must do all in their power to improve and develop postal business; they must hasten delivery and do everything they can to facilitate the posting of their customers letters. When possible, they should collect letters from the public. Development of postal business.

18.—Agents must have no trouble with the local officials. They must remember that the Imperial Post Office is a Government institution and that they themselves are Chinese; they must not forget the respect they owe, as such, to their officials. On no account are they, under cover of the Imperial Post Office, to refuse to pay taxes or to further their own interests. Relations with officials.

II.—OFFICE PRACTICE.

(a.) *Office Hours.*

19.—The Agency is to be open every day for postal work during the hours observed by local shopkeepers for ordinary business. Office hours.

(b.) *Postage Stamps.*

20.—As proof of payment of tariff postage, stamps are affixed to all classes of mail matter. Use of postage stamps.

21.—There are at present 17 different denominations of postage stamps and postcards, namely: $\frac{1}{2}$ cent, 1 cent, 2 cents, 3 cents, 4 cents, 5 cents, 7 cents, 10 cents, 16 cents, 20 cents, 30 cents, 50 cents, 1 dollar, 2 dollars, 5 dollars; and postcards, single and double (reply paid), at 1 cent and 2 cents respectively. Denominations of stamps.

22.—Agents are supplied with postage stamps and postcards by the controlling Office according to requirements. They must send each moon a requisition, on form [I.—61 = C.—146*x*], for the approximate quantity needed for the following moon. Requisitions are to be forwarded in ample time to prevent stocks from running short. Requisition for stamps.

23.—The stamps requisitioned for are sent by the controlling Office in a closed packet, which on arrival is to be opened and checked immediately, and an acknowledgment of receipt, on form [I.—61 = C.—146*x*], returned at once to that Office. Supplies of stamps.

24.—Postage stamps are sold for ready money: no accounts may be kept for the public. Once sold, stamps are not taken back or exchanged. Sale of stamps.

25.—When subsidiary coins are tendered for the purchase of stamps, a make-up may be required, its amount being fixed by the controlling Office, according to the market rates. Agents are forbidden to make profits on exchange. The official rates should be notified to the public (*vide* § 15). Rates of exchange.

26.—Agents are forbidden to deal in old postage stamps, and are to see that none of their assistants infringe this rule. Old stamps.

Washed stamps.

27.—If articles having affixed to them washed stamps or stamps already obliterated should be detected while passing through the Post Office, the full particulars of the case are to be reported to the controlling Office. Special attention is to be paid to this matter.

Misuse of stamps and detention of mail matter.

28.—An Imperial Edict fixes the penalty for misuse of postage stamps and detention of letters as follows:—

“Counterfeiters of postage stamps and postcards will be considered as in the same category with thieves—punishable with banishment up to 3,000 *li*, in proportion to the loss involved. The penalty will be diminished one degree in the case of offenders not guilty of more than washing old stamps and using them over again, and an additional degree in the case of accessories and deliberate users of stamps or cards known to be spurious or washed.

“Postal employes guilty of suppressing public or private mail matter of any kind will be considered as in the same category with I Chan couriers suppressing Government despatches, for whom the penalty is 60 blows, augmented one degree for each additional despatch up to the limit of 100 blows, and, where the covers are of a confidential nature relating to military affairs, is not computed on the basis of the number suppressed, but extended to banishment for one year, liability to severer treatment being incurred when there is deliberate attempt to suppress.”

In conformity with the new laws, the above penalties are now commuted: perpetual and temporary banishment are replaced by confinement with hard labour; and flogging, by fines.

Safekeeping of stamps.

29.—Stamps have a monetary value, and should be kept with particular care in safe places. Should any loss occur, the Agent will be held responsible.

(c.) *Protection of Mail Matter.*

Inviolability of mail matter.

30.—The inviolability of mail matter is a universally established law. It is a fundamental principle of postal business, and therefore enjoys the protection of the Imperial Government.

Opening of covers forbidden.

31.—Except postal packets addressed to himself, an Agent must never open any closed cover passing through the Post Office. Agents are forbidden to give to outsiders any information regarding mail matter passing through their hands. Opening mail matter is heavily punished by law.

Suspicious articles.

32.—The “Postal Guide” states that it is forbidden to send certain articles by post (“Postal Guide,” § 16). An Agent, however, is not to open any article of mail matter; but when he meets with a suspicious article passing through the Post Office, he is to detain it and report the case to the controlling Office for instructions.

Surrender of criminals mail matter.

33.—Should local officials, at any time, request Agents to hand over mail matter connected with criminals, they will act in accordance with the special *T'ung-yü* issued on the subject and report the matter in full to the controlling Office.

- 34.—As to inland Customs and Likin formalities for dutiable articles, Agents are to act strictly in accordance with the instructions given on that subject by the controlling Office, in order to safeguard the Government's revenue and to avoid delay to mail matter. Customs and Likin formalities.
- 35.—Mails carried overland by couriers must always be placed in the official mail bags, in order to avoid any question being raised at Likin barriers, etc., *en route*. The use of mail bags for the carriage of private articles is strictly forbidden and will entail severe punishment. Overland mails by courier.
- 36.—In the case of a courier being robbed on the road, it should first be made certain that a *bonâ fide* robbery has taken place, after which the assistance of the local official should be requested, and a report of the circumstances immediately sent to the controlling Office. Robbery of mails.
- 37.—The mails must be protected from rain, and couriers are to be provided with oilcloth for that purpose. If they have none, Agents should inform the controlling Office. Oilcloth.
- 38.—All mails, and particularly registered articles and parcels, are to be securely locked up at night. Safekeeping of mails.

(d.) *Tariff.*

- 39.—There are six different classes of mail matter: (1) letters, (2) postcards, (3) newspapers, (4) books and printed matter, (5) commercial papers, and (6) samples. Parcels may also be transmitted by post. Classes of mail matter.
- 40.—All mail matter posted at Agencies must be fully prepaid according to the rates given on the Tariff of Postage. Full payment of postage.
- 41.—Books, printed matter, commercial papers, and samples must be posted in unsealed packets, open to inspection, and they must not contain letters. Certain articles must be open to inspection.
- 42.—Correspondence for foreign countries pays postage according to tariffs III, IV, and V, the rates of which have been fixed by the Universal Postal Union or by special agreements with the countries concerned. Rates on correspondence to foreign countries.
- 43.—The registration fee for all Union countries is 10 cents, except for Japan, for which country it is 7 cents. Registration.

(e.) *Receiving Mail Matter from the Public.*

- 44.—Mail matter and parcels posted at Agencies must be fully prepaid. The postage stamps must be cancelled as soon as an article is received. Agents are not permitted to affix stamps for senders. Senders should be told that letters insufficiently prepaid and dropped into the letter-box are liable to detention and delay. If an insufficiently prepaid letter be found in the letter-box, it is to be forwarded to the controlling Office to be dealt with. Posting of mail matter.

Obliteration of stamps.

45.—It is forbidden to date-stamp mail matter with any other ink than that supplied for the purpose by the controlling Office. Each postage stamp should receive one full and distinct impression of the date stamp, so as to prevent any washing for fraudulent purposes. The impression should be clear and readable.

Mail matter awaiting despatch.

46.—All postal packets awaiting despatch are to be placed in a special drawer or in separate pigeon-holes, according to their place of destination.

Registration: single and with A.R.

47.—All classes of mail matter may be registered on payment of the registration fees specified in the Tariff Table. Registration consists in giving a numbered receipt to the sender, in placing the same number on the article registered, and in recording that number on a special Letter Bill. On payment of a further fee, an Acknowledgment of Receipt (A.R.), form [*I.—5 a = D.—6 x*], is made out and sent along with the registered article to its destination, where the receipt is signed by the addressee and then returned by the Office of destination to the sender.

Inspection of registered articles.

48.—Before accepting an article for registration, the Agent must see that it is enclosed in a strong cover securely fastened, that the envelope does not show any trace of having been opened and reclosed, that the names and addresses of the recipient and sender are written on the envelope, and that the postage and fees are fully prepaid.

Issuing of receipts.

49.—When issuing a receipt for a registered letter, it is important to have the sender's name and address clearly recorded on the butt, so that the letter can be returned to him in case of non-delivery. The Agent is legally responsible for the signature on the receipt. No chop representing the Agent's signature can be used on such documents: they must bear his own written signature.

Posting of parcels.

50.—Parcels are dealt with like registered articles. They are accepted against receipts and entered, one by one, on the Parcel Way Bill, [*I.—41 a = D.—55 x*]. In addition, they must be accompanied by at least one Customs Declaration, [*I.—40 = D.—53*].

Packing of parcels.

51.—Parcels must be securely packed by the senders, so as not to get broken in transmission. If not well packed, they are to be refused.

Valuable parcels.

52.—Only parcels of less than \$30 in value may be accepted at Agencies.

Weight of parcels.

53.—Parcels may be accepted for all places in China where an Imperial Post Office is established. If posted or addressed to a non-steam-served Agency, the weight must not exceed 3 kilos.; but if posted at a steam-served Agency, to be transmitted the whole length of the journey by steamer or train, a parcel may weigh as much as 10 kilos.

(f.) *Despatching Mails.*

Closing mails.

54.—Agents are not supplied with new ready-made paper bags. Small mails are to be wrapped in old envelopes carefully preserved for that use, or in sheets of strong fibrous native

paper folded cornerwise and secured with paste, after the manner of the *min-chii*. When the business of an Agency increases beyond the convenient use of paper wrappers, the Agent will be supplied from the controlling Office with a few cotton or canvas mail bags, as circumstances may require.

Mails are despatched at definite times, in accordance with the Mail Time Table, [*I.—21 a = D.—22 x*] (§ 15); there must be no irregularity. When the proper time for closing a mail has arrived, all the mail matter which has accumulated since the last despatch is to be sorted and placed in mail bags, mail paper bags, or paper wrappers, as may be necessary. These are then addressed to the Offices of destination, care being taken that they are not misdirected. The contents of each mail packet is marked on the Letter Bill, [*I.—1 a = D.—1 x*], which is numbered serially and made out in duplicate; one copy is placed in the mail bag or cover, the other being retained in the Agency. The bag is then securely tied up and sealed with wax, and handed to the courier, to whom is given a Courier Way Bill, duly filled in, as indicated on form [*I.—84 = D.—24 x*].

55.—Registered articles are enclosed, with their Registered Letter Bills, [*I.—2 a = D.—4 x*], in special envelopes or wrappers, in which they are placed in the sequence of the entries on the Bills, in order to allow of easy checking at the Office of destination. When parcel mails are closed, care should be taken that the light parcels are placed on the top. Registered mails should always be enclosed in the bag containing the ordinary Letter Bill. When registered mails or parcel mails are enclosed in the ordinary mail bag, the numbers of the Registered Letter Bills and Parcel Way Bills, [*I.—41 a = D.—55 x*], should be mentioned on the Letter Bill, to expedite reference and tracing. Further, special precaution is to be taken that all mails for inland places carried overland by couriers are protected by oilcloth. Before closing the mail, the Letter Bill must be carefully checked. A date stamp must be impressed on the face of all mail packets, to enable the receiving Office to distinguish clearly the name of the Office of origin.

Special care of registered articles.

56.—Mails sent by train, steamer, or steam-launch must be forwarded as local conditions admit; but the greatest care should be taken that they are handed over to a trustworthy man and that a proper receipt is obtained in every case.

Mails by train or steamer.

(g.) *Arrival of Mails.*

57.—When mails arrive from other Offices, it is the Agent's first duty to inspect the seals, to see that the bags have not been tampered with.

Inspection of seals.

58.—The Agent will then take the Courier Way Bill and carefully check the entries thereon.

Checking of Courier Way Bill.

59.—If the Way Bill be in order, the Agent will begin to open the mail bags and check the contents with the enclosed Letter Bills. Any errors discovered are to be reported, by Verification Certificate, [*I.—36 = D.—172 x*], at once to the last Office of transmission and to the controlling Office.

Opening of mails.

- Checking of serial numbers on Bills. 60.—The serial numbers on all Bills (Letters, Registers, and Parcels) perform an important function. A missing number shows that a mail has gone astray, unless there be a mistake in the numbering of the Bills. Every such case of a missing number is to be reported at once to the last Office of transmission, with a request for a duplicate Bill and inquiry, and also to be notified to the controlling Office.
- Consequences of not reporting irregularities. 61.—Failure to report missing articles immediately on the arrival of the mail will be construed by transmitting Offices as indicating their safe arrival. If not recovered, such articles will be considered as lost through the negligence of the receiving Office.
- Checking of registered and parcel mails. 62.—Special care must be taken of registered and parcel mails on their arrival. Their contents should be carefully checked, item by item, with the corresponding entries in the enclosed Registered Letter Bill, [*I.—2 a = D.—4 x*], and Parcel Way Bill, [*I.—41 a = D.—55 x*], missing articles being reported at once (*vide* §§ 59 and 61).
- Damaged parcels. 63.—Any parcels arriving damaged should be accurately weighed and the result noted down on the Bill. It should then be repacked carefully, and the last Office of transmission at once notified.
- Safekeeping of transit mails. 64.—Mails in transit should be safely stored, and despatched by the first opportunity, light and heavy mails being distinguished in accordance with the Postmaster's instructions.
- Empty bags. 65.—Surplus empty bags must be returned immediately to the Offices to which they belong: they should not be used for forwarding mails to a third Office.

(h.) *Delivery of Mail Matter.*

- Local delivery. 66.—After being checked, all mail matter is date-stamped on the back. Mail matter intended for local delivery must be delivered promptly. When an article is received which is difficult to deliver, the Agent must not be too ready to return it, but should make all possible inquiries. Only when these inquiries are fruitless may it be considered undeliverable. If the addressee lives at a distance, the Agent should try to have it delivered through some local shop or private person.
- Insufficiently pre-paid correspondence. 67.—When handing over taxed correspondence, which arrives in a separate packet accompanied by form [*I.—101 a = C.—5 x*], the exact amount due, as indicated by postage-due stamps on the face of the cover, will be collected from the addressee.
- Extorting fees. 68.—No other fees, such as wine money, are to be collected from addressees. The Agent is responsible for any infringement of this rule by his letter-carriers.

69.—Particular care must be taken that registered articles and parcels are delivered to the right persons. They are to be delivered only against a proper chop and signature on the receipts. When such articles have all been delivered, the receipts referring to them are to be attached in their proper order to the Registered Letter Bill and Parcel Way Bill, as may be necessary, thus allowing of easy later reference in case of inquiry. Agents should keep these receipts carefully: none should be lost.

Registered articles and parcels.

70.—When delivering an article with an Acknowledgment of Receipt, that document must be properly signed by the addressee, and returned by the first mail to the Office of origin, where, in turn, it is to be speedily delivered to the sender.

Acknowledgment of Receipt.

(i.) *Undeliverable Articles.*

71.—Any article that cannot be delivered is to be exhibited in the Agency, and if unclaimed after one month, should be returned to the Office of origin. Undeliverable registers and parcels must be returned under Registered Letter Bill and Parcel Way Bill respectively.

Returning of undeliverable articles.

72.—Articles which are sent back from other Offices as undeliverable must be returned to the sender; and in the case of registers and parcels, proper receipts must be obtained. If a cover cannot be returned, it is to be exhibited for one month, and if still unclaimed, is to be sent to the controlling Office.

Arrival of returned undeliverable articles.

73.—An undeliverable article is never to be opened or destroyed by an Agent.

Articles are never to be destroyed.

(j.) *Withdrawal and Redirection of Mail Matter.*

74.—An application for the withdrawal of mail matter by the sender must be referred to the controlling Office. In the meantime, if the article has not yet been despatched, it should be detained pending arrival of instructions. Requests for redirection of articles are to be written by addressees on the Service form [*I.—82 a = D.—179 x*], and should be complied with. In doubtful cases, the matter should be referred to the controlling Office.

Withdrawal and redirection of articles.

(k.) *Inquiries.*

75.—It happens frequently that inquiries regarding a registered letter or a parcel are made after a long interval of time. If the Letter Bills and receipts have not been kept in a careful and orderly manner, it will be difficult to reply satisfactorily to such inquiries. If a receipt is lost and delivery cannot be proved, the Agent is responsible to the sender or addressee for the amount involved. All inquiries received from the public must be passed on to the controlling Office.

Search to be made.

Reply to tracers.

76.—Whenever an inquiry is received from another Office, either by Verification Certificate, [*I.*—36 = *D.*—172 *x*], by Application for Missing Mail Matter, [*I.*—86 *a* = *D.*—180 *x*], or by letter, the reply should be exhaustive and prompt: it must state the date of delivery, and be accompanied by a copy of the chop and signature on the receipt kept in the Office.

Loss of registers to be notified.

77.—Should an Agent be notified that a registered article or a parcel posted at his Agency has been lost, whether by *force majeure* or by other cause, he will immediately inform the sender that “Registered cover (or parcel) No. —, posted on —, addressed —, has been lost accidentally.”

III.—ARCHIVES AND RECORDS.

Keeping of archives.

78.—Archives should be kept in such a manner as to allow of easy reference. All books when completed must be marked and numbered, and ordinary Letter Bills, Registered Letter Bills, Parcel Way Bills, receipts, etc., must be periodically bound and properly filed. Particular care must be taken of the receipts of registered articles and parcels. Archives are to be kept for three years. On no account are Office documents to be destroyed without authority. It would be a serious offence to dispose of them as waste paper.

Office copies.

79.—Agents are to keep a duplicate copy of all reports, statistics, accounts, letters, etc., sent out from their Offices, and to file carefully all instructions from the Head Office and controlling Office.

IV.—STATISTICS.

Statistics.

80.—Statistics are rendered in accordance with instructions from the controlling Office. At the end of the month outgoing and incoming Letter Bills are summed up, and the results entered on the statistical forms in the way described below:—

Received: are the totals of both “Original” and “Transit” columns of the incoming Letter Bills.

Despatched: are the sum of the articles found in the “Original” column of the outgoing Letter Bills.

In Transit: are the sum of the articles shown in the “Transit” column of the outgoing Letter Bills only.

Agents should be careful to keep the statistics in the above manner, as otherwise confusion will arise.

V.—ACCOUNTS.

- 81.—The receipts of an Agency consist of the proceeds of the sale of stamps and publications. The only payment, as a rule, is the Agent's salary, which is fixed by the Postmaster. Receipts and payments.
- 82.—Agency accounts are to be rendered on the proper Service form, [C.—151 *x*], and made out in triplicate by the Agent every moon, one copy being retained by himself and the other two submitted to the Clerk-in-Charge, who will keep the second copy and forward the third to the Head Office, in support of his own accounts. These forms are always to be signed by the Agent and certified correct by the Clerk-in-Charge (*see* Appendix, (a) and (b)). Method of rendering accounts.
- 83.—Every Agent is given a fixed advance of ordinary stamps from the Head Office, the amount being determined by the Postmaster. A receipt is obtained and kept on file by the District Accountant. Fixed stamp balance.
- 84.—Publications are issued for sale on the same principle, the fixed advance in this case being, perhaps, only nominal. Publications.
- 85.—Thereafter the Agent has to buy his further supplies from the controlling Office, *i.e.*, he will, as specially directed, remit to the Clerk the proceeds of whatever stamps and publications he has sold, and the Clerk will return to him the same amounts, so as to make up the totals of what had been advanced to him originally. Supplies to be bought from controlling Office.
- 86.—An Agent thus always shows the same amount of stamps and publications on hand, but never any cash balance. The portion of the receipts which an Agent uses to pay his expenses cannot be remitted, but the Clerk-in-Charge will also refund this amount in stamps when duly brought to account. No cash balance to be shown.
- 87.—If an Agency is not self-supporting, it will make no remittance, and the deficit on its working will have to be made good by the Clerk in cash. For such grants, Agents receipts must be produced. Grants to Agencies.
- 88.—The grand totals of receipts and payments must always balance. Receipts and payments always balance.
- 89.—Should the Agent control a Box Office, it is necessary to record the Box Office sales and the commission to the holder, calculated on the mail matter collected (*see* form [D.—3 *x*]). Box Office transactions to be shown.
- 90.—Agencies collect postage due on unprepaid and insufficiently prepaid mail matter on behalf of controlling Offices which affix the postage-due stamps. The money collected is therefore to be remitted separately to the controlling Office, together with the form [I.—101 *a* = C.—5 *x*], and does not affect the Agents accounts. Postage due collected on behalf of controlling Office.

The particulars called for in the accompanying *pro formâ* Accounts, [C.—151 *x*], are, however, required and are to be carefully recorded moon by moon.

Statistics of mail matter handled to be supplied every month with accounts.

91.—Certain particulars regarding mail matter dealt with are also called for on the same form, and are to be correctly filled in every month. The figures are required in addition to the regular quarterly statistics. Any striking increases or decreases are to be explained by notes.

Pro formâ.

APPENDIX (A).

[C.—151 x]

.....*POSTAL AGENCY.*

AGENCY ACCOUNT.

For *HSÜAN T'UNG*,.....*Year*,.....*Moon*.

	RECEIPTS.		PAYMENTS.	
	\$	c.	\$	c.
Fixed Advance from Head Office:—Ordinary Postage Stamps..... \$ 50.00				
Publications „ 2.00				
To Stamps sold at Agency during Moon	30	00		
„ Publications sold at Agency during Moon.....		50		
By Agent's Salary			15	00
TOTAL	30	50	15	00
To Grant from Inland Office to meet Deficit.....	...			
By Remittance to Inland Office Surplus of..... Moon			15	50
GRAND TOTAL	30	50	30	50

Particulars of P.D.S. Mail Matter:—

Remitted to I.O. : P.D.S. collected at Agency on Mail Matter delivered..... \$ 0.50
 Returned to I.O. : Undeliverable Mail Matter..... „ 0.20
 P.D.S. Mail Matter in hand at Agency..... „ 0.40

MAIL MATTER DEALT WITH.

PARTICULARS.	ORDINARY MAIL MATTER.	REGISTERED ARTICLES.	PARCELS.	NUMBER OF CLOSED MAIIS (BAGS OR COVERS) IN TRANSIT.
Received				
Despatched				
In transit.....				

Certified correct,

Prepared by

.....
Clerk in charge of Controlling Inland Office.

Date Stamp
of
Controlling
I.O. -

.....
Postal Agent.

Date Stamp
of
Agency.

Pro formâ.

APPENDIX (B).

[C.—151 x]

.....*POSTAL AGENCY.*

AGENCY ACCOUNT.

For HSÜAN T'UNG,.....Year,Moon.

	RECEIPTS.		PAYMENTS.	
	\$	c.	\$	c.
Fixed Advance from Head Office:—Ordinary Postage Stamps	\$	10.00		
Publications.....		1.00		
<hr/>				
To Stamps sold at Agency during Moon.....	5	00		
„ Publications sold at Agency during Moon		20		
By Agent's Salary.....			10	00
TOTAL.....	5	20	10	00
To Grant from Inland Office to meet Deficit.....	4	80		
By Remittance to Inland Office Surplus of..... Moon	
GRAND TOTAL.....	10	00	10	00

Particulars of P.D.S. Mail Matter:—

Remitted to I.O. : P.D.S. collected at Agency on Mail Matter delivered.....	\$ 0.70
Returned to I.O. : Undeliverable Mail Matter.....	„ 0.30
P.D.S. Mail Matter in hand at Agency.....	„ 0.50

MAIL MATTER DEALT WITH.

PARTICULARS.	ORDINARY MAIL MATTER.	REGISTERED ARTICLES.	PARCELS.	NUMBER OF CLOSED MAILS (BAGS OR COVERS) IN TRANSIT.
Received.....				
Despatched.....				
In transit.....				

Certified correct,

Prepared by

.....
Clerk in charge of Controlling Inland Office.

Date Stamp of Controlling I.O.

.....
Postal Agent.

Date Stamp of Agency.

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GENERAL INSTRUCTIONS

FOR

CLERKS-IN-CHARGE.

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GENERAL INSTRUCTIONS FOR CLERKS-IN-CHARGE.

INTRODUCTION.

THE Imperial Post Office was inaugurated by Imperial Edict in 1896. During the early years of its existence its services extended only to treaty ports; in later years it has spread rapidly over the whole Empire, so that now postal communication is maintained between practically every *fu*, *chou*, and *hsien* city and a great number of smaller towns.

For postal purposes, China is divided into districts and sub-districts, each having a Head Office or a Sub-Head Office, with Branch Offices, Inland Offices, and Postal Agencies subordinate to them. These are defined as follows:—

District Head Offices control the Offices of districts.

Sub-District Head Offices control the Offices of sub-districts.

Branch Offices are subordinate to Head Offices or Sub-Head Offices and have steam communication.

Inland Offices are the same as Branch Offices, but they have no steam communication.

Postal Agencies are subordinate to a Head, a Branch, or an Inland Office; they transact all kinds of postal business, except money orders, parcel insurance, trade charges, and express letters.

In addition, there are Sub-Offices, Box Offices, and pillar-boxes.

The Directorate General of Posts is at Peking. At the head of the various districts are Postmasters of different grades. Branch and Inland Offices are in the charge of Clerks; and Postal Agencies are directly controlled either by a Head, a Branch, or an Inland Office.

As Clerks-in-Charge have to attend to very important duties, a book of definite working instructions for their efficient training has become necessary, and accordingly the present volume is now published for their guidance. Its contents must be read in conjunction with the "Postal Guide" and the additional instructions issued from time to time by the Postmaster General and the Postmasters.

I.—GENERAL REMARKS.

1.—When a Clerk is appointed to open an Office, of which he is subsequently to take charge, he should pay attention to the following points. He is provided with a Letter of Appointment, [*I.*—65 = *B.*—19 *x*], signed by the Postmaster, and a letter of introduction to the territorial official concerned. On arrival at the place designated, he should call on the territorial official, present his letter, and explain the purpose for which he is sent. As it is of great Opening an Office.

importance to secure official goodwill at the start, it is advisable to ask the Magistrate's advice as to the best locality for the new establishment. He should then rent a building in a busy neighbourhood, preferably a shop, if possible in the main street. The building is to be fitted to suit postal requirements, and the necessary furniture must be bought after previous consultation with the Head Office. A plan of the building, together with a list of the furniture purchased, showing cost, should be forwarded to the Head Office, a copy being retained by the Clerk. A staff of letter-carriers, couriers, etc., will be engaged in accordance with the Postmaster's instructions; and the Office will be opened only when everything is ready to start business. The Clerk should make friends with the bankers, merchants, shopkeepers, and the public in general; and advertise widely in the neighbourhood that an Imperial Post Office has been established there, by distributing tariffs and special notices explaining the postal system.

Taking over charge.

2.—When a Clerk is sent to take charge of an Office already established, he will receive, before starting, a Letter of Appointment, [*I.—65 = B.—19 x*], and a letter to the territorial official concerned. When about to take over charge, he is carefully to count the stamps and money, "Postal Guides," express slips, money orders cashed, etc. He should balance the Journal of receipts and payments as well as the special accounts, viz., Ordinary Stamps, Postage-due Stamps, Express Slips, and Publications. The money, stamps, and publications in stock must correspond with the totals shown in the Journal and accounts. He must check the inventory and inspect the furniture he is taking over, noting down and reporting to the Head Office anything that is not in order. He is to examine the archives, to see that all postal documents are in order and that none are missing. Particular care must be taken with the receipts for registered articles and for parcels; for if, after having taken over charge, anything is found missing, he will himself be held responsible. If any part of the cash balance is stated to be deposited in a local bank, the cash itself must be produced, checked, and subsequently placed, by the new Clerk, in the same or in another bank. If the accounts show that a remittance has been sent to the Head Office and the receipt has not yet been returned, the Clerk is not to take over charge until the receipt is to hand. If it is overdue, he is immediately to notify the Head Office and ask that the receipt be sent promptly. The outgoing Clerk is not permitted to take away any part of the cash balance on the plea that he takes it to the Head Office as a remittance.

Responsibility.

3.—Having once taken over charge of an Office, the new Clerk is responsible for the work of that Office, for the doings of his subordinates, for the stamps and money, and for the furniture and Office materials. Stamps and money must be securely locked up at night.

Efficiency.

4.—It should be a Clerk's first object to make his Office and the Agencies under him pay. It is not only his duty to carry on the work correctly, but he must constantly aim at improvements and train his men so that they may all work with the same purpose—for the good of the Service. Assistant Clerks, sorters, letter-carriers, and couriers are all much concerned in the progress of the Office, and they should all be good men. One bad man is enough to spoil the whole staff. It is therefore the Clerk's duty to get rid of undesirable men. He is also to shape his own conduct so as to set a good example to his subordinates and reflect credit on the Office. The Clerk's local reputation is of great importance: if it is bad, the confidence of the people in

his Office will suffer; if good, people will rely on the Post Office. He should exert himself and push forward postal business. He should not sleep behind the counter and wait for the public to come to him. The Post Office is just like a commercial firm and the Clerks-in-Charge are the agents. In a business firm no agent is retained who does not show any energy and is unable to advance the business, or who causes the firm to lose money year after year. He is replaced by a more energetic man, and by one possessing the proper commercial spirit. The new Clerk should not take it for granted that nothing can be altered or improved in the system he has inherited from his predecessor. Any possible improvements and extensions should be energetically taken in hand. The Clerk is to use his postal knowledge and experience and to apply postal rules, and particularly is he to use his common-sense and intelligence.

5.—A Clerk-in-Charge and his staff are forbidden to smoke opium, gamble, drink, or lead immoral lives. Indulging in any of these vices will entail immediate dismissal. If he knows of any of his staff to be guilty of such misbehaviour, it is his duty to report them. If he screens his men and it is discovered that he has been doing so, he will be held as guilty as they. Neither the Clerk nor any of his subordinates are allowed to engage in lawsuits or to send articles to newspapers without special permission. A Clerk is not allowed to hold any other employment or to engage in work incompatible with the due and faithful performance of his postal duties. Private conduct.

6.—A Clerk is not allowed to absent himself from his duties without permission from the Head Office, nor is he allowed to grant leave to his subordinates, except in cases of emergency, and then he must at once report the circumstances. He is to live on the premises, where he and his assistants must be constantly in attendance during working hours, and take their meals at fixed times in turn. Absence from duty.

7.—Leave will be granted only when Service requirements permit, and to those who are punctual, diligent, and successful in their work. Leave.

8.—Postal employes frequently absent on sick leave are liable to be discharged as unfit for employment, or will have, at the Postmaster's discretion, their salaries reduced during the time of their absence. Sick leave.

9.—Any employé wishing to petition the Postmaster General must do so through his immediate superior. Nobody may petition for promotion: that comes as a result of satisfactory work and long service, not through asking. Petitions.

10.—One of a Clerk's most important duties is to see that the couriers in his section run according to schedule time. He should study the times and see whether acceleration is possible. The lines are to be improved, and need not necessarily be arranged as they were when he took charge of the Office. Courier lines.

11.—There should be no bickering and fault-finding between neighbouring Offices. If a fault committed by another Office be discovered, a Clerk is to try first of all to rectify it so that the Service and the public do not suffer. If the mistake is of sufficient importance, he may report it to the Head Office; but he should not provoke quarrels with Clerks-in-Charge of other Offices—that will only result in the changing of both. Relations with other Offices.

- Inspection of Agencies. 12.—If there is no Inspecting Clerk specially appointed to supervise the postal establishments of his neighbourhood, the Clerk should train one of his staff to go round to his Agencies teaching and inspecting.
- Discretion. 13.—Clerks are to treat official matters as strictly confidential, and they are to require their subordinates to do the same.
- Economy. 14.—Economy must be studied in all things and Office material must not be wasted.

II.—OFFICE PRACTICE.

(a.) *Office Hours.*

- Office hours. 15.—The Post Office is to observe the same working hours as local business shops—generally, from daylight till dark; but local circumstances may demand that it be kept open till a later hour. On Sundays and foreign holidays, the Post Office is to be open as usual.
- Holidays. 16.—If local circumstances permit, the Office may be closed on New Year's Day entirely and during part of the last day of the year, the 2nd and 3rd day of the New Year, the 5th day of the 5th moon, the 15th day of the 8th moon, and the Emperor's Birthday. The hours during which the Office is to be open on these days will be arranged according to local requirements by the Postmaster and notified to the public in advance. Couriers should not run on New Year's Day. Where there is a daily courier service, mails need not be despatched during two days; where there is a service on alternate days, one mail may be held over, so that each courier may have two full days rest.

(b.) *Stamps.*

- Use of stamps. 17.—As proof of payment of tariff postage, stamps are affixed to all classes of mail matter.
- Denominations of stamps. 18.—There are at present 17 different denominations of postage stamps and postcards, namely: $\frac{1}{2}$ cent, 1 cent, 2 cents, 3 cents, 4 cents, 5 cents, 7 cents, 10 cents, 16 cents, 20 cents, 30 cents, 50 cents, 1 dollar, 2 dollars, 5 dollars, and postcards, single and double (reply paid), at 1 cent and 2 cents respectively.
- Requisitions for stamps. 19.—Stamps should be requisitioned for, from the Head Office, not oftener than once a month, and sufficiently in advance to prevent stocks from running short. The requisition is made on form [I.—61 = C.—146 x], certain words being crossed out as required.
- Supplies of stamps. 20.—When a packet of stamps arrives from the Head Office, the Clerk is immediately to call a witness, and open the cover and check its contents in his presence. The acknowledgment of receipt is then at once to be sent to the Head Office on form [I.—61 = C.—146 x].

21.—Postage stamps are sold for ready money, and it is not allowed to keep accounts with the public. Once sold, stamps cannot be taken back or exchanged. Postal employés are forbidden to affix stamps for the public. Sale of stamps.

22.—When subsidiary coins are tendered for the purchase of stamps, a make-up may be required; its amount is fixed by the Head Office, according to the market rates, and the Clerk is not permitted to make profits on exchange. The official rates should be notified to the public (*vide* § 167). Rates of exchange.

23.—All postal employés are forbidden to deal in old postage stamps, and the Clerk is to see that none of his subordinates infringe this rule. Old stamps.

24.—If washed stamps, or already obliterated stamps, are discovered on original mail matter, the Head Office is to be notified at once. Washed stamps.

25.—An Imperial Edict fixes the penalty for misuse of postage stamps and detention of letters as follows:— Penalty for misuse of stamps.

“Counterfeiters of postage stamps and postcards will be considered as in the same category with thieves—punishable with banishment up to 3,000 *li*, in proportion to the loss involved. The penalty will be diminished one degree in the case of offenders not guilty of more than washing old stamps and using them over again, and an additional degree in the case of accessories and deliberate users of stamps or cards known to be spurious or washed.

“Postal employés guilty of suppressing public or private mail matter of any kind will be considered as in the same category with I Chan couriers suppressing Government despatches, for whom the penalty is 60 blows, augmented one degree for each additional despatch up to the limit of 100 blows, and, where the covers are of a confidential nature relating to military affairs, is not computed on the basis of the number suppressed, but extended to banishment for one year, liability to severer treatment being incurred when there is deliberate attempt to suppress.”

In conformity with the new laws, the above penalties are now commuted: perpetual and temporary banishment are replaced by confinement with hard labour; and flogging, by fines.

26.—Stamps have a monetary value, and must be kept with particular care in safe places. Should any loss occur, the Clerk will be held responsible. Safekeeping of stamps.

(c.) *Protection of Mail Matter.*

27.—The inviolability of mail matter is a universally established law. It is the fundamental principle of postal business, and therefore enjoys the protection of the Imperial Government. Inviolability of mail matter.

- No cover to be opened. 28.—A closed article of correspondence is never to be opened, nor is it permitted to give to outsiders any information regarding mail matter passing through the Post Office. Opening mail matter is heavily punished by law.
- Suspected articles. 29.—The "Postal Guide" states that it is forbidden to send certain articles by post ("Postal Guide," § 16). Articles of mail matter are, however, never to be opened by a Clerk. If he should suspect that any article posted at his Office contains forbidden matter, he will request the sender to open it in his presence; and should his suspicions be confirmed, the article must be refused. If an incoming postal packet, broken in transit, discloses contents of a forbidden nature, the addressee should be asked to come to the Office to have it opened and examined in his presence. The facts are then to be reported to the Head Office.
- Surrender of criminals mail matter. 30.—Should the local officials, at any time, request the Clerk to hand over mail matter connected with criminals, he will act in accordance with the special *T'ung-yü* issued on the subject and report the matter in full to the Head Office.
- Customs and Likin formalities. 31.—As to Inland Customs and Likin formalities for dutiable articles, the instructions given to the Clerk on that subject by the Head Office must be strictly followed, in order to safeguard the Government's revenue and to avoid delay to mail matter.
- Mails carried by couriers. 32.—Mails carried overland by couriers must be placed in the official mail bags, in order to avoid any question being raised at Likin barriers, etc., *en route*. The use of mail bags for the carriage of private articles is strictly forbidden and will entail severe punishment.
- Unpaid mail matter not to be carried by couriers. 33.—Couriers are not allowed to carry unfranked mail matter: any infringement of this rule will be heavily punished.
- Robbery of mails. 34.—In the case of a courier being robbed *en route*, the Clerk is immediately to notify the local official concerned, at the same time requesting him to arrest the robbers and to assist in recovering the mails. He is also to report to the Head Office and the other Offices concerned.
- Oilcloth wrappings. 35.—The mails must be protected from rain, and couriers are to be properly provided with oilcloth for that purpose; if they have none, the Clerk should apply to the Head Office.
- Safekeeping of mail matter. 36.—All mails, and particularly registered articles, parcels, express letters, money orders, etc., are to be securely locked up at night.

(d.) *Tariff.*

- Postage rates and rules. 37.—The Clerk should be well versed in all tariff rates of postage and the rules regarding the various classes of ordinary and registered mail matter, ordinary and insured parcels, and money orders.
- Weighing. 38.—When weighing mail matter, gramme weights are to be used exclusively. For the convenience of the public, the equivalents are given in K'u-p'ing taels in the Chinese version

of the Tariff Table; and the Clerk should be prepared to answer queries regarding these two standards. In case of dispute, however, the actual weight in grammes is to decide, the gramme being the recognised standard.

39.—The unit weight for letters, domestic and international, is 20 grammes, with the exception of letters from and to Japan, Korea, and the Leased Territory of Kwantung, Hongkong, and Macao, for which places, under special conventions, the unit remains at 15 grammes. Letter unit of weight.

40.—All mail matter handed in at the Post Office must be fully prepaid. Full prepayment is compulsory.

41.—Books, printed matter, commercial papers, and samples must be posted in unsealed packets open to inspection, and they must not contain letters. Certain articles must be open to inspection.

42.—Correspondence for foreign countries pays postage according to tariffs III, IV, and V, the rates of which have been fixed by the Universal Postal Union or by special agreements with the countries concerned. Rates on correspondence to foreign countries.

43.—It is forbidden by postal regulations to send packets of international letters or single letters bearing foreign stamps from inland places to treaty ports for the purpose of having these letters posted at the foreign domestic rates at Union Post Offices, and also to forward packets of letters from treaty ports to inland places. Should such packets be presented for posting, they are to be refused; and if found after posting, they are to be returned to the senders or, if the senders are unknown, to the Head Office, with explanations. In no case are these packets or covers to be opened. Illegal collection of letters.

(e.) *Receiving Mail Matter from the Public.*

44.—It is imperative that any person coming to the Office to post mail matter be quickly served. Unnecessary formalities must be avoided. The articles presented are to be weighed at once and the sender informed of the amount of postage to pay. Attendance on the public.

45.—Mail matter and parcels posted at the Office must be prepaid in full by affixing postage stamps to each article. If an insufficiently prepaid article is found in a letter-box, it is to be forwarded to the Head Office for assessment of the postage due. Senders should be told that such letters are liable to detention and delay. Prepayment of postage.

46.—Senders of mail matter are to be induced to use, as much as possible, the proper denomination of stamps. Affixing several stamps of small value to an article should be discouraged. Proper denomination of stamps.

47.—When an article is posted, the stamps on it must immediately be date-stamped one by one. Another clear impression of the dater must be placed on the address side of the letter or article, to record the date and place of posting. Chinese postage stamps on international mail matter are to be obliterated with foreign daters. Occasional scrutiny of the stamps affixed to correspondence in transit should be made, in order to prevent washed and fraudulent stamps being used. Obliteration of stamps.

- Daters and ink. 48.—The Clerk is to see that the date stamps are kept clean and that proper ink is used: China ink for this purpose is forbidden.
- Cut stamps not to be used. 49.—Under no circumstances are cut stamps to be used or recognised on correspondence.
- Union postage stamps of no value. 50.—Union postage stamps have no value on correspondence posted at an Imperial Post Office. Mail matter so franked must be treated as unpaid, but care must be taken not to cancel Union postage stamps.
- Registration. 51.—All classes of mail matter may be registered by payment, in accordance with the tariff rates, of a special fee. They are registered in order to safeguard them from loss and to keep them on special record from the moment of posting until their final delivery to the addressee. This work of registration is therefore of very great importance and requires the utmost attention to be given to it. In an Office where there is no Assistant Clerk, the Clerk himself must personally deal with the registered mail, and not leave it to the lower employés.
- Inspection of registered articles. 52.—Before accepting any article for registration, the Clerk must ascertain that it is enclosed in a strong cover securely fastened, and that the envelope does not show any trace of having been tampered with. In the case of articles other than letters, he is also to see that they are not closed in such a way as to prevent inspection. Every such article must be completely and legibly addressed, the postage and fees prepaid in full, and the name and address of the sender written on the envelope.
- Sender's receipt for registered articles. 53.—The Clerk having satisfied himself that everything is in order, the article may be accepted. He will then prepare a receipt—with a carbon copy,—on which must be stated the nature of the article: "letter," "paper," "book," etc. He should first write in the name and full address of the recipient, then number and date-stamp it, and sign the receipt. The receipt is next handed to the sender, who should be requested not to leave the Post Office without it. The Clerk is legally responsible for the signatures on receipts. No chops representing his signature are to be used on registration documents: they must bear his written signature. The registration number of the article must be the same as that on the receipt. The carbon receipt prepared by the Office of origin must be pasted to the article and go forward along with it. The counterfoil on the Receipt Book must give the same particulars, but, in addition, must also bear the sender's name and address, so that it may be returned to him in case of non-delivery.
- Acknowledgment of Receipt. 54.—On payment of a special fee (*vide* tariff), the sender is entitled to an Acknowledgment of Receipt from the addressee. This is made out on form [*I.—5a = D.—6x*] at the Office of origin and accompanies the registered article to its destination, where it is signed, on delivery, by the addressee and returned to the Office of origin, and thereafter delivered to the sender. Linguist Clerks-in-Charge are to translate all Acknowledgments of Receipt for articles addressed to foreign countries. Non-linguist Clerks-in-Charge are to send them for translation to the Office appointed by the Postmaster.
- Three kinds of parcels. 55.—Parcels are dealt with like registered articles. They are accepted against receipts. Each parcel must be accompanied by at least one Customs Declaration. There are three kinds

of parcels: (1) ordinary, (2) insured, and (3) parcels with trade charges. Detailed rules regarding the acceptance and treatment of these three classes will be found in the "Postal Guide." The sender of a parcel may apply for an Acknowledgment of Receipt.

56.—Parcels must be securely packed, so as not to get broken in transmission. If insufficiently packed, they must be refused. Packing of parcels.

57.—Parcels may be accepted for all places in China where an Imperial Post Office is established. If posted at an Inland Office, no parcel may exceed 3 kilos.; but if posted at a steam-served Office, to be transmitted the whole length of the journey by steamer or train, parcels may weigh as much as 10 kilos. Weight of parcels.

58.—Parcels for foreign countries may be accepted at steam-served Branch Offices only, subject to special regulations drawn up by the Postmaster. Parcels for foreign countries.

59.—Parcels containing goods of less than \$30 in value may be accepted as ordinary parcels and can be sent to any place where an Imperial Post Office functions. Parcels less than \$30 in value.

60.—Domestic parcels containing gold or silver ware, jewellery, precious stones, or any goods of a value of \$30 and more, can be posted at, and accepted for, only a limited number of places (*see* "Postal Guide," Part III, List No. 1). All such parcels must be insured. Parcels with compulsory insurance.

61.—Should any person wish to forward an insured parcel to a place not connected by steam service, he must be informed that the responsibility of the Imperial Post Office as regards insurance extends only to the last steam-served Office, and that further transmission is at his own risk. Insurance ceases at last steam-served Office.

62.—Parcels with trade charges may be exchanged between all Offices mentioned in the "Postal Guide," Part III, List No. 1. The value to be recovered may not exceed \$200. In addition to the postage, a fee of 2 per cent. of the declared value and a bank charge are to be collected. The rate of the bank charge on such parcels is to be the same as that on a money order sent from the Office of destination of the parcel to the Office of origin of the parcel. The amount of the value to be refunded, the trade charge fee, and the bank charge are to be separately entered on the receipt handed to the sender. Parcels with trade charges.

63.—A special label, forms [I.—74 = D.—198] and [I.—75 = D.—199], must be affixed to insured parcels and parcels with trade charges respectively. Label on insured and trade charge parcels.

(f.) *Despatch of Mails.*

64.—Small mails are, as much as possible, to be wrapped in old envelopes carefully preserved for that use or in sheets of strong fibrous native paper, folded cornerwise and secured with paste, after the manner of the *min-chü*. Mail matter is to be placed in ready-made paper mail bags only when the number of articles dealt with and the time saved in closing the mail justify the use of these expensive covers. As the business of the Office increases, the Clerk will be supplied with cotton and canvas bags, as circumstances may require. Sorting and making up mails.

Mails are despatched at regular times, in accordance with the schedule notified to the public; there must be no irregularity. When the time for closing a mail arrives, all mail matter which has accumulated in the Office since the last mail was despatched is to be sorted and put into bags or covers addressed to the Offices of destination, care being taken that no mis-sorting takes place. Letters addressed to the place to which the mail is to be closed must be made up in a special bundle or bundles, in order to accelerate their delivery at destination, and those for further transmission must be made up in bundles labelled "Forward," [*I.*—8 = *D.*—196]. If the Clerk has any doubt as to the name of a place, it is always safe for him to refer to the "List of Post Offices" and the postal maps. All letters should be neatly packed and securely tied with string, so as to avoid being torn or mixed with other mail matter. The Clerk should attach to each bundle of letters a piece of paper giving the number of "original" letters (*i.e.*, those from his own Office) and "in transit" letters (*i.e.*, those from other Offices). When an Assistant Clerk or sorter deals with the sorting and closing of mails, a "Mistake" label, form [*I.*—72 *a* = *D.*—206 *x*], signed by him, is to be placed in each bundle.

Letter Bill.

65.—The contents of each bag or cover is entered in the Letter Bill, which is numbered serially and made out in duplicate, one copy being placed in the bag or cover, the other being retained in the Office. Letters, "original" and "in transit," must be carefully distinguished and mentioned in the Letter Bill, particularly during the statistical period. Should letters or covers be despatched in a damaged condition, a note to that effect is to be entered in the Remarks column.

Registered Letter Bill.

66.—All the registered articles received from the public, as well as those "in transit," are to be entered in the outgoing Registered Letter Bill. No blanks should be left between the entries, and a diagonal line must be drawn from the last item across the Bill to the place for signature. When the time for closing has come, the Bills should be carefully checked, and, if everything is in order, the Clerk must sign the Bills and also obtain the signature of the Assistant Clerk; if there be no Assistant Clerk, he is to let the *t'ingch'ai* witness the correctness of the mail. The total number of registered articles in the mail should always be given on the last sheet. Articles should be tied up, in bundles of 20, in the same order as they are entered on the Bill, and each sheet should be placed along with its respective bundle of articles, to facilitate checking at the other end. In the presence of a witness, the bundle or bundles must be put in a bag or cover, properly fastened, sealed and labelled, with the address of the Office of destination and the number of the mail indicated.

Special entry of "A.R."

67.—When a registered article is accompanied by an Acknowledgment of Receipt, the remark "A.R." is to be entered against the entry relating to it.

Despatch of parcels.

68.—When parcels are enclosed in a mail, bulky parcels or heavy packages must not be put together with parcels of a lighter kind, so as to avoid the latter being crushed by the former. The smaller parcels must be wrapped up together in strong paper tied with string. Insured parcels or parcels with trade charges must be packed with special care, to prevent their being damaged. Where practicable, baskets must be used instead of bags for the transmission of parcels. No parcel whatever can be sent separately, *i.e.*, outside the I.P.O. bags or baskets.

Each I.P.O. bag or basket must bear a label with the words "Parcel Mail No. —," stating the names of the despatching and receiving Offices.

69.—The Parcel Way Bill, [*I.*—41 *a* = *D.*—55 *x*], is made out, in duplicate, somewhat in the same way as the Registered Letter Bill, [*I.*—2 *a* = *D.*—4 *x*]. The copy which is sent to the Office of destination is, however, not enclosed in the parcel mail, but forwarded under a registered cover, which must be officially sealed. Parcel Way Bill.

70.—Letter Bills, Registered Letter Bills, and Parcel Way Bills are to be numbered in separate series, beginning with No. 1 every year. Numbering of Bills.

71.—Parcels are not correspondence: they form a separate category of postal articles subject to special treatment. Should an unusually heavy mail of letters and parcels be received, the letter mails are to be forwarded at once, the parcel mails as soon as possible afterwards; under no circumstances may letter mails be delayed to enable parcel mails to be forwarded. Parcel mails not to delay letter mails.

72.—The number of the Registered Letter Bill or Parcel Way Bill, etc., of the registered or parcel mails enclosed in the ordinary mail bag should be mentioned on the Letter Bill, so as to permit of easy reference and tracing. Further, special precaution is to be taken that all mails for inland places carried overland by couriers are wrapped in oilcloth. Before closing the mail, the Letter Bill must be carefully checked and nothing omitted. The date stamp must be impressed on the face of mail covers, to enable the receiving Office to easily recognise the name of the Office of origin, as the seal on the flap may not be legible or may have dropped off. Registered mails should always be enclosed in the bag containing the ordinary Letter Bill. Final making up of mails.

73.—Mail bags, as well as the separate parcel bag or basket, if any, are tied up, securely sealed and properly labelled, and then despatched. It is advisable to close the mails in the presence of a witness. The date stamps, after use, should always be locked up. Closing of mails.

74.—For mails handed to couriers, a Courier Way Bill (*P'aitan*), [*I.*—84 = *D.*—24 *x*], must be prepared, which is to be filled in and date-stamped by every postal establishment *en route*. The Clerk must, as far as possible, ensure the punctual despatch of each mail courier. Despatching mails by courier.

75.—Mails sent by train, steamer, steam-launch, or junk must be forwarded as local conditions admit; but the greatest care should be taken that they are handed over to a trustworthy man, and that a proper receipt is obtained in every case. Despatching mails by train or boat.

(g.) *Receiving Mail Matter from other Offices.*

76.—On the arrival of a mail, the Clerk should, first of all, take the mail Bills or *P'aitan* and ascertain whether the number of bags, etc., handed to the Office correspond to the entries thereon. If these are in order, he should then inspect the seals and fastenings of each bag, basket, etc., and having satisfied himself as to the good condition of the mail, he is to commence opening it, one bag at a time. Letter Bills or Parcel Way Bills must be searched for, and the contents of the mail checked with the particulars given. Inspection of bags or baskets.

A witness to be present when opening mails.

77.—Whenever practicable, two employés should be present at the opening of a mail. In the event of any discrepancy between the Bill and the articles of mail matter received, the second employé will verify the contents of the mail and countersign the Verification Certificate.

Opening registered and parcel mails.

78.—When a registered mail is concerned, the greatest care must be exercised in opening it. The mail (bag or cover) and fastenings should first be examined in the presence of another employé. If everything is intact, the mail may be opened and each registered article checked with the entries in the Registered Letter Bills, the articles for local distribution being separated from those "in transit." The same procedure is to be followed when opening parcel mails. If any article be missing, the Office of origin must at once be communicated with, and the matter reported to the Postmaster.

Discrepancies :
V.C.

79.—When an error or discrepancy is found, a Verification Certificate or memorandum is to be despatched to the Office of origin by the first opportunity. The absence of a Verification Certificate or memorandum is regarded as evidence of the due receipt of the mails and their contents.

Should a registered letter be found which has not been entered in the Registered Letter Bill, a Verification Certificate or memorandum is to be sent to the Office of origin, giving full particulars of the article in excess, which must be entered in the Letter Bill from which it has been omitted.

When any mistake is detected, the necessary correction on the Letter Bill must at once be made, care being taken to strike out the erroneous entry in such a manner as to leave it illegible. When cancelling entries or making corrections on Registered Letter Bills or any other postal document, the Clerk must not omit to initial such cancellation or correction.

Filing away of L.B., R.L.B., and P.W.B.

80.—Letter Bills, Registered Letter Bills, and Parcel Way Bills are not sent back or acknowledged. When filing them away, the number of the Bill previously received must always be looked up, to see whether the Bills are in consecutive order; and if a number is missing, the Office of origin must be notified of this fact with as little delay as possible.

Mails without Bills.

81.—Should a mail be received not accompanied by a Letter or Parcel Bill, a new Bill for the contents found in the mail must be prepared. This Bill, copy of which must be retained by the Office for future reference, is to be sent by the first opportunity to the Office of origin of the mail concerned.

Repacking of broken packets.

82.—Should any article of mail matter be received torn or broken, it must be immediately reclosed with the "Officially Sealed" label, form [I.—10 = D.—197]. The date stamp is to be impressed on the label, and a remark on such a repacked article is to be entered, "Received broken: repacked by such and such an Office," and the remark must be initialled.

Empty bags and baskets to be returned.

83.—Empty bags and parcel baskets are to be returned to the Office of origin by the first opportunity. They should not be used for forwarding mails to other Offices.

84.—Mails received for transmission must be dated and checked immediately on arrival and forwarded by the very first opportunity; no transit mails are allowed to accumulate and remain in the Office longer than absolutely necessary. Transit mails, *i.e.*, mails addressed to another Office, should never be opened by intermediate Offices. Forwarding transit mails.

85.—Great care must be exercised with transit mails. As they generally contain registers, they should not be left lying about in the Office, but should be kept in a safe place and despatched by the first opportunity, light and heavy mails being distinguished in accordance with the Postmaster's instructions. In order to ensure this, it will be well to enter "in transit" closed mails, as soon as received, on the outgoing Letter Bill, and at the same time to enter the number of this outward Letter Bill and the date of transmission in the incoming Letter Bill under which the closed mails were received. Besides, a record must be kept of all transit mails received, and, when despatching mails, entries of "in transit" closed mails must be checked, in order to make sure that all closed mails have been transmitted. Careful handling of transit mails.

86.—If a transit mail reaches the Office broken or damaged, its contents must be checked, and, if found correct, a remark must be made on the Letter Bill which accompanied the mail, to the effect that the mail was received broken and that it has been repacked and reclosed in the Office. Should, however, anything be found missing from the mail, a thorough search must be undertaken, and, if this proves futile, the Offices of origin and destination informed of the fact. Transit mails arriving broken.

(h.) *Delivery of Mail Matter.*

87.—The date stamp having been applied to the back of all postal articles received from other Offices, the latter are to be sorted, and those for local distribution handed to the letter-carriers and delivered by them with the greatest expedition. A book should be kept, showing the number of ordinary letters handed to each letter-carrier and the time of his leaving the Office and of his return. Delivery of ordinary articles.

88.—The delivery of mails is one of the most important branches of the work, and every endeavour should be made to accelerate it. After arrival, correspondence and other articles should never be kept in the Office longer than is required for sorting. Importance of prompt delivery.

89.—If the delivery radius be sufficiently large, it must be divided into sections, and letter-carriers should be designated to serve in each or several of them. Delivery sections.

90.—The Clerk should not omit to examine the letter-carriers pouches on their return, to make sure that all mails entrusted to them have been delivered. Should it be found that some men take a longer time to deliver than is regularly allowed, the matter should be looked into, and when there is no valid excuse for the delay, they should be reported to the Head Office. (In order to check the delivery of ordinary letters, the addresses of a few covers may be copied, without the knowledge of the letter-carriers, before they leave the Office. A Delivery Checking the delivery staff.

Inspector or a trustworthy employé should then be sent out to ascertain whether the letters have been delivered, and any irregularity which he may discover must be carefully investigated and reported to the Head Office.)

Delivery of registered articles.

91.—The Clerk should arrange and watch the delivery of registered articles with the greatest care. He should enter all registered articles for local delivery in a book kept for that purpose, give them a consecutive number, and record both the registered number of the article (Office of origin) and the date of arrival. On the recipient's receipt, the local registration series number and Office-of-origin number should be mentioned. This done, they should be sent out for delivery by the letter-carriers. (The letter-carriers are to be instructed that they must not let registered articles leave their hands before obtaining a receipt, duly signed, by the addressee. In the case of articles with Acknowledgment of Receipt, the addressee is to be requested to sign the A.R., which is then to be returned to the Office of origin by the first mail.) On the return of the letter-carriers, the Clerk must immediately obtain from them the receipts for the articles which were handed to them. He should then check off the entries in the book, inserting therein the date of delivery. He must be careful to examine each receipt for a registered article and satisfy himself of the genuineness of the chops or signatures. In case of misdelivery, he will be held responsible.

Addressee's receipt for registered articles.

92.—These receipts must be carefully preserved and kept securely attached to their Registered Letter Bill in serial order. If the Clerk daily examines his book of registered articles delivered, he will have a check on the work of his letter-carriers and be able to insist upon the prompt return of the receipts or the registered articles. Under no circumstances may postal articles remain overnight in the custody of letter-carriers.

Delivery Inspector.

93.—The report from a letter-carrier that an article of registered mail matter cannot be delivered must not be accepted as satisfactory, whatever the reason he gives; in every case a Delivery Inspector or another trustworthy employé should be sent to verify the statement. Every attempt should be made to deliver mail matter.

Delivery and return of A.R.

94.—An Acknowledgment of Receipt is an important document, specially paid for, and should be delivered promptly to the sender as soon as it is returned from the Office of destination. If the Acknowledgment of Receipt and its butt is filled in with every detail called for on the form, there will be no difficulty in returning it to the sender. The butts of Acknowledgments of Receipt should be inspected periodically, say, every three days, and if there be any document overdue, the Office of destination is to be notified. If a second and third reminder has no effect, the matter must be fully reported to the Postmaster. The greatest care must be taken to return Acknowledgments of Receipt to the Office of origin by the first mail.

Registered articles insufficiently prepaid.

95.—Registered articles arriving unpaid or insufficiently prepaid are to be delivered to the addressees in the ordinary way and without further charge, or forwarded to destination if discovered *en route*; the Office which receives an article in this condition is to report the case by means of a Verification Certificate, [*I.—36 = D.—172 x*], to be sent to the Office from which the article was received. If there is an error, the employé concerned is at fault, but that is no reason why the public should suffer delay.

96.—When a registered letter for local delivery is received in a damaged condition or showing signs of having been tampered with, the addressee should be asked to take delivery of it in the Post Office and to open it in the Clerk's presence.

Registered letters in a damaged condition.

97.—Special care is to be taken in the delivery and transmission of official gazettes (*kuan pao*) and official despatches. The despatching and receiving Offices are to record their movements and to mention them specially in the Letter Bills, and deliver them against receipt or in chit book. Officials will frequently not give personal receipts for registered articles, but issue *yamên shou-tun*; in such cases this should suffice.

Delivery of *kuan pao* and official despatches.

98.—In large towns particular attention should be paid to local letters. They should be delivered with great expedition, in order to encourage the public to make use of the local post.

Town post.

99.—According to the "Postal Guide," a parcel is not delivered at the recipient's address, and he should be invited to take delivery of it at the Post Office. If the addressee is a well-known customer of the Office, and if the organisation of the delivery staff permits it, parcels may be sent to the addressee's domicile. Whether handed over at the Post Office or at the addressee's domicile, a receipt should always be obtained, care being taken that the parcel is delivered to the proper person. In case of misdelivery, the Clerk will be held responsible. Before delivering a parcel, the Clerk must make sure that all Customs and Likin formalities have been complied with, as notified to him by the Postmaster. A parcel suspected to contain any forbidden article should be opened by the addressee at the Post Office. If the Clerk's suspicions prove correct, he will detain the parcel and report to the Postmaster for instructions. Insured parcels and parcels with trade charges should always be taken delivery of at the Post Office.

Delivery of parcels.

100.—Parcels with trade charges should not be handed over to the addressee until the amount to be refunded to the sender has been paid. The Clerk will then remit the amount by the first opportunity to the Head Office, and supply all particulars necessary to enable the Head Office to inform the Office of origin.

Delivery of trade charge parcels.

(i.) *Undelivered Articles.*

101.—A list of "Undelivered Mail Matter" must be exhibited for one month in a conspicuous place in the Post Office. The list may be advertised in the local newspaper, provided no expense is incurred.

List of undelivered articles to be exhibited.

102.—To each article of undelivered mail matter, a form, [*I.—69 = D.—156 a*], must be attached, on which must be indicated the cause of non-delivery, such as "Refused," "Unknown," "Insufficiently addressed," etc., and on this slip the date stamp must be impressed. After advertising undeliverable mail matter for a month, it is to be sent to the Head Office to be dealt with. Likewise all undelivered correspondence, which cannot be returned to the senders, is to be exhibited for one month, and if still unclaimed, is to be forwarded to the Head Office, to be sent to the Returned Letter Office.

Returning of undelivered articles.

103.—Undelivered registered articles are to be treated as follows:—

- (a.) When any registered article or an article of official correspondence cannot be delivered, the fact is at once to be brought to the notice of the Officer in charge, and the causes of non-delivery verified and recorded.
- (b.) A statement of these causes is at once to be drawn up on form [*I.—141 a = D.—159 x*], and posted forthwith to the Office of origin, the article being detained pending reply.
- (c.) On receipt of this statement at the Office of origin, an inquiry is immediately to be made from the sender, his instructions noted down on form [*I.—142 a = D.—160 x*], and, on payment by him of an additional fee of 5 cents, the article is to be posted back to the Office of destination.

104.—Registered articles when returned to the Office of origin are to be treated like original registered articles. They are to be handed back to the sender, against proper receipt.

105.—The treatment of undelivered or unclaimed parcels is minutely explained in the "Postal Guide," §§ 116-119. The procedure is similar to that stated above for registered articles. (Note, however, that the sender has to pay return postage on parcels returned as undeliverable, which is equal to the postage originally paid.) Parcels returned to the Office as undeliverable, after the necessary interval has passed, are to be sent for sale to the Head Office.

106.—Non-delivery should be a rare occurrence. The Clerk and his staff should do their utmost to discover the proper recipient, and no effort should be spared to find the senders of redirected articles.

(j.) *Withdrawal and Redirection of Postal Articles.*

107.—Application for the withdrawal of mail matter must be made by the sender on form [*I.—53 a = D.—177 x*], and must be immediately complied with. The necessary search for the article should not, however, on any account delay a mail or retard the work of the Office.

108.—If it is desired to intercept an article already despatched, the form [*I.—54 a = D.—178 x*] must be prepared by the Clerk and sent in a registered cover to the Office of destination or transit, as the occasion demands. This form should be endorsed, in red, "Correspondence recalled." In every case the form should be accompanied by a facsimile of the cover claimed.

109.—If an applicant desires a telegram to be sent, he must pay all charges incurred. The Clerk will then telegraph, clearly and concisely, a proper description of the article and any further particulars desired by the applicant. Form [*I.—54 a = D.—178 x*], filled in as stated above, must follow.

110.—Whenever it is not practicable to carry out the wishes of an applicant for withdrawal, a full statement must be made to the Postmaster.

Treatment of undelivered registered articles.

Returning of registered articles.

Treatment of undelivered parcels.

Non-delivery to be a rare occurrence.

Application for withdrawal.

Withdrawal of articles already despatched.

Withdrawal by telegram.

Impracticable requests.

111.—When an article is returned, the applicant is to give a receipt for it on form [I.—53 a = D.—177 x], which is to be kept on file. Returning of articles withdrawn.

112.—A request for the redirection of an article is to be written by the addressee on form [I.—82 a = D.—179 x], and should, if feasible, be complied with. Requests for redirection by telegram should, as a rule, not be entertained. In all doubtful cases the Clerk should apply for instructions to the Postmaster. Requests for redirection of articles.

(k.) *Inquiries.*

113.—It frequently happens that inquiries regarding a registered letter or parcel are made after a long interval of time. If archives have not been properly kept and receipts not carefully filed, it becomes impossible to reply satisfactorily to such inquiries. If a receipt is lost and delivery cannot be proved, the Clerk will be held responsible to the sender or addressee for the amount involved. Archives to be kept properly.

114.—In the case of an inquiry for a registered letter or parcel, a fee of 5 cents is to be collected from the sender when the inquiry concerns an article addressed to a place in China, and 10 cents if it concerns an article addressed to a Union country, provided, in both cases, an Acknowledgment of Receipt has not been despatched with the article concerned. (If the article is proved to be lost, the fee so charged will be refunded.) An Application for Missing Domestic Mail Matter, [I.—86 a = D.—180 x] (“tracer”), is then to be prepared and despatched to the Office of destination, or to the nearest transmitting Office, following the same route as the article under inquiry. One “tracer” is not to cover inquiries for more than one article. Forwarding of inquiries.

115.—When an inquiry or “tracer” is received from another Office, the reply should be clear and prompt. The Clerk should state the date of delivery and send a copy of the chop or signature on the receipt held in the Office. Reply to “tracers.”

(l.) *Loss of Mail Matter and Parcels.*

116.—Whenever a registered cover or parcel is lost, whether through *force majeure* or other circumstance, the Office of destination is to notify the Office of origin, as soon as it has established the fact that the loss is irremediable, and the Office of origin is immediately to inform the sender that “Registered cover (or parcel) No. —, posted on such and such a date to such and such a person (giving full address), has been lost accidentally.” Losses to be notified.

117.—When a registered article or parcel is lost and the Offices of origin and destination are unable to fix the responsibility for this loss, the passage of the article concerned through the Offices *en route* is to be properly determined. If the loss is due to negligence, the indemnity payable by the Post Office will not be defrayed from postal funds, but will be paid by the responsible employes at all Offices (origin, transmission, and destination) which have handled the mail. (This shows the necessity of examining carefully the bags, string, and seals before taking delivery of mails.) Fixing responsibility.

Losses to be reported.

118.—The loss of a postal article despatched by, or addressed to, his Office must be reported by the Clerk-in-Charge to the Postmaster as soon as the fact is discovered.

Losses to be made good by the persons responsible.

119.—If an article is lost through the carelessness or fault of an employé of the Office, the Clerk must take immediate steps to ensure the proper refunding of the amount involved by the responsible employé or his guarantors. He should not wait, in such a matter, for instructions from the Postmaster, but act on his own initiative. If necessary, he may apply, in the proper manner, for the assistance of the territorial officials.

Loss by robbery, theft, etc.

120.—If mails or postal articles are robbed or stolen, the Clerk should take all means in his power to ensure their recovery. He should at once report the facts to the Postmaster, in urgent cases by telegram, and, if necessary, request the prompt assistance of the territorial officials.

(m.) *Taxed Mail Matter.*

Collecting postage due.

121.—Mail matter requiring postage-due stamps will generally arrive at an Inland Office from a Head Office, and the amount to be collected will be indicated in blue pencil. Postage-due stamps to that amount are then to be affixed, the value of which must be collected from the addressee.

Procedure at Agencies.

122.—If the article is addressed to an Agency, the necessary postage-due stamps are affixed by the Inland Office, and the article is forwarded to the Agency with form [*I.—101 a = C.—5 x*]. The Agent should then collect the amount and forward it to the Inland Office at the end of the month, after having entered it on his Journal as a receipt and payment.

P.D.S.: treatment of undelivered articles.

123.—Whenever postage-due stamps have been affixed to mail matter which is subsequently refused or cannot be delivered, the Clerk should forward the article to the Head Office, with form [*I.—101 a = C.—5 x*] in duplicate; one copy will be returned to the Inland Office, in support of the amount of stamps cancelled.

P.D.S.: treatment of redirected articles.

124.—Taxed mail matter which is redirected to a new address is treated as a new case, the word "Cancelled" being marked on the postage-due stamps already affixed; but care must be taken to obtain the Head Office acknowledgment, as in the preceding rule.

(n.) *Money Orders.*

Issuing of money orders.

125.—Whenever a money order is applied for, the Clerk must first make sure that the intended paying Office is mentioned in List No. 2 or No. 3 of Part III of the "Postal Guide" and that the value demanded corresponds to its official status. If everything is correct, he should request the applicant to fill in the Memo. of Particulars, [*I.—16 = D.—134*] or [*I.—16 a = D.—134 x*]. The applicant having paid the amount to be remitted, *plus* fees and bank charges, the particulars are to be transferred to the money order butt, money order, and Money Order Advice, form

[*I.—34 = D.—139*] or [*I.—34 a = D.—139 x*]. (When several money orders are issued to the same person, each must bear full particulars, and the words meaning “same as above” must not be used.) Stamps representing the amount of the money order are to be firmly fixed in such a way that the bottom halves of the stamps are on the Money Order Advice. Only stamps representing “fees” and “bank charges” are to be cancelled, and the money order part must be handed to the remitter. Signatures must be written with pen and ink (initials, chop, or pencil signatures are not allowed).

126.—The remitter is always to be asked whether he wishes to have an “Acknowledgment of Payment,” for each of which an extra fee of 10 cents is charged. Acknowledgment of Payment.

127.—Every money order must bear two numbers—the series and the Office number. The first is to run from 1 onwards for every money order issued, while the second runs from 1 onwards for each Office separately; both numbers will start anew at the beginning of each year. Numbering of money orders.

128.—The quarter of the year (1st, 2nd, 3rd, or 4th) in which a money order is issued should be stamped on the top of the form. Period of issue.

129.—The Money Order Advice, with its receipt, is to be forwarded to the paying Office on the day of issue and by the fastest route. Money Order Advice.

130.—Each transaction is to be carefully recorded, on the day it takes place, in the Register of Money Orders Issued, [*I.—31 a = D.—137 x*]; the issuing Clerk is to initial each entry. Register of Money Orders Issued.

131.—Money Order Advices are to be entered, on arrival, in the Register of Money Orders Cashed, [*I.—32 a = D.—138 x*], and kept in a safe place, each entry being initialled by the Clerk who is responsible. To these particulars must be added the date on which the money order is cashed. The paying Office receipt is to be at once filled in, signed, date-stamped, and redirected, on the day of arrival, to the issuing Office. Arrival of Money Order Advices.

132.—When a money order is presented for payment, the Money Order Advice must be carefully compared with the money order. Unnecessary formalities are, of course, to be avoided, and if the applicant is well known, no special inquiry need be made, the money being paid at once to the payee himself or to his authorised representative; but when the payee is an unknown person, he is to be asked— Comparing of money orders and Advices.

(a.) The name and address of the remitter: these should be the same as those borne on the Advice.

(b.) To produce the registered envelope which brought the money order: the registration number on this envelope must be the same as that on the corresponding receipt, which should be on file in the Office. The receipt must be looked up before payment is made, to see if the signature on the receipt agrees with the signature on the money order. Both envelope and receipt should bear the same address.

- Cashing of money orders. 133.—The double verification being satisfactory, the money order may be paid; but where doubt exists, payment is unhesitatingly to be stopped and the payee requested to establish his identity by documents or by witnesses.
- Acknowledgment of Payment to be returned. 134.—If an "Acknowledgment of Payment" is required, [*I.—35 a = D.—140 x*], it must be made out by the paying Office, signed by the Clerk-in-Charge, and posted to the issuing Office, whence it is at once to be sent to the remitter.
- Missing stamps on money orders. 135.—Money orders have been presented for payment on which halves of one or more stamps representing the value were missing. Unless the proper missing halves can be produced, payment is to be withheld pending reference to the Head Office.
- Money orders uncashed. 136.—Advices of money orders remaining uncashed at the end of the six months limit are to be returned to the issuing Office. When a Money Order Advice is returned to an Office, its amount, *minus* charges, is to be refunded to the original remitter. If the remitter cannot be found, the money order will be kept in suspense for another period of six months, at the expiry of which, if no claim be made, the documents are to be sent to the Head Office.
- Loss of registered covers containing money orders. 137.—When registered covers alleged to contain money orders are reported lost, the Head Office and the Office of origin are to be immediately communicated with and steps taken to cause the cancellation of those documents at the Office of destination, and also the issue of duplicates at the Office of origin. Such duplicate money orders are issued free of charge and bear no stamps.
- Bank charges on money orders. 138.—Bank charges on money orders are fixed periodically by the Postmaster and are to be exhibited on the notice board in a conspicuous place in the Post Office. When the Post Office rates are at par with, or lower than, the bank's rates, the Postmaster is to be immediately acquainted with the fact, so that the rates may be regulated.
- Abnormal demand for money orders on one place. 139.—Whenever an abnormal demand is made for money orders on any one place, the fact should be communicated to the Postmaster, together with any information concerning the cause of such demand.

(o.) *Express Letters.*

- Express Offices. 140.—Express letter facilities are intended for busy and important trade centres. The names of all Offices open to the Express Letter Service are given in List No. 4 of Part III of the "Postal Guide."
- Posting and collecting express letters. 141.—At places where the Express Letter Service functions efforts should be made to induce the public to avail of its facilities as much as possible. Not only may express letters be posted at the Office, but they are also to be collected from all sorts of business men—shop-keepers, bankers, etc.—by the specially trained and guaranteed collectors, each of whom should have defined for him his own section and the places therein which he must visit daily at fixed hours. As an incentive to intelligent and industrious work, a commission of 1 cent per letter is issued to him, which is calculated from the butts of the Express Letter Slip book. Collectors,

while on their rounds, should wear uniforms, with a special badge on the left arm. Each man is to be provided with a book of Express Letter Slips and ordinary stamps; and for each slip detached from his book he must produce one express letter at the Post Office.

142.—The slips consist of three parts, A, B, and C. Part C is, at the time of posting, to be date-stamped and given to the sender. Express Slips are serially numbered and marked with certain characters, of which a special set is allotted to each Express Office. Each employé or collector selling these slips should be given one character. Express Delivery Slips are requisitioned for on form [*I.—61 = C.—146 x*], like ordinary stamps. Express Delivery Slips.

143.—When express letters are posted at the Office window or handed in by collectors, the character and number of the slips affixed should be entered, according to the various destinations, on the Express Letter List, [*I.—122 = D.—17*], prepared in triplicate. Two copies of each List, with the letters it covers, are enclosed in an express cover marked with a green \times , each addressed to its proper destination and sealed in the usual way. Finally, when an express mail is about to close, an Express Letter Bill, [*I.—123 = D.—18*], is made out, in duplicate, summing up all the Lists (original and in transit), according to their numbers and origin, one entry for each List. A carbon copy of the Bill is to be retained at the Office, and the other copy accompanies the mail. Despatch of express mails.

144.—The following rules are to be carefully observed:— Transmission of express mails,

- (a.) Between treaty ports and steam-served places, “express” mails may be carried outside the ordinary mail bag.
- (b.) Along all courier lines, the “express” bag should be enclosed in the ordinary bag, the “tag” of the bag containing it being marked in such a manner that it will be readily picked out for first opening.

145.—When an express mail arrives, the Clerk is to see that the sorting and distributing are performed as speedily as possible. When serving out the letters, he should write, by the side of each List No. on the Letter Bill, the name of each sorter to whom a List and its letters are handed. Sorting of express letters.

Sorters of express letters must be specially guaranteed men. They receive 1 cent commission for each letter handled. Sorters arrange letters according to each distributor's beat and keep part B as their check over delivery.

146.—Employés who distribute express letters are called “distributors,” and must also be specially trained and guaranteed men. They wear uniforms, and have their fixed delivery sections. Care must be taken that they deliver their letters with the utmost despatch. For each letter delivered, they receive a commission of 1 cent. As a proof of delivery, they must return to the sorters the remaining parts A receipted by the addressees, which they exchange against the corresponding parts B; commissions are calculated from these. Undelivered letters are returned, with explanations. Sorters bring back parts A of the delivered letters, and also the undelivered letters, with corresponding Lists, to the Clerk, who will then carefully check all the documents, and see for himself that all the letters are accounted for. Delivery of express letters.

Returning of parts A to Office of origin. 147.—All parts A are then pinned to one of the carbon copies of the inward Lists. These carbon copies are entered on a new List, with the same numbers they bore at the Office of origin. If there are any undelivered express letters, they should be sent back with the return mail, each letter being attached to the original inward List, with a note explaining its non-delivery. The return mail is then sent back to the Office of origin by the first opportunity.

Inquiries. 148.—In case of an inquiry, the sender must produce part C of the Express Slips and the Clerk will show him part A signed by the addressee or the explanatory memo. concerning the letter.

Undelivered express letters. 149.—Undelivered express letters should be returned to the senders by the distributors as soon as possible after arrival and in the same way as original express letters. No commission is, however, paid on such letters.

(p.) *Clubbed Mails.*

Acceptance. 150.—Clubbed packets may be accepted by all Inland Post Offices from registered native letter honghs for transmission, if addressed to other registered honghs.

Franking. 151.—All clubbed mails must be franked according to the rules, and they must be paid for in cash at the Post Office window.

Forwarding. 152.—All clubbed mails are to be recorded and forwarded under Clubbed Mail Way Bill. The ordinary Parcel Way Bill, [I.—41 a = D.—55 x], should be used for the purpose, by altering the heading "Parcel" into "Clubbed Mail."

Delivery. 153.—Clubbed packets are not to be delivered to honghs: they must be called for by their agents.

(q.) *Special Treatment of certain Articles.*

Articles "On Postal Service." 154.—Articles "On Postal Service" should always be treated and forwarded like registered articles.

Yamên correspondence. 155.—Rule 21 states that stamps must not be issued without payment. If, however, a yamên which sends its official correspondence through the Imperial Post Office should request the Clerk to keep an official account to be settled periodically, permission to grant such a privilege may be applied for from the Postmaster.

Yamên correspondence to and from Metropolitan Boards. 156.—Official correspondence to and from the Metropolitan Boards and High Provincial Officials should, even if not registered, be handled with extra care. A special record is to be kept of all such covers, in order to facilitate inquiries. When loss or non-delivery occurs, the circumstances are at once to be reported to the Postmaster and to the Office of origin.

- 157.—If the Clerk be requested by an editor to register his newspaper, he should obtain from him all the necessary particulars, and ask him to produce a certificate from the competent authority, stating that his paper may be granted postal transmission according to the Press Laws, after which the Clerk must refer the matter to the Postmaster. Registration of newspapers.
- 158.—If a subscription for an official gazette (*kuan pao*) is tendered, the matter must be referred to the Postmaster for instructions. Subscriptions for *kuan pao*.
- 159.—If the Clerk meets with any articles, letters, parcels, papers, etc., which he suspects contain unmailable matter or articles forbidden by law, he should detain them and report to the Postmaster for instructions. Suspected articles.
- 160.—Should an express letter accidentally arrive at a non-Express Letter Office, it is to be delivered like a registered article. In such a case, however, a Verification Certificate must at once be sent to the Office of origin. Express letter to non-Express Letter Offices.

III.—OFFICE, ARCHIVES, AND RECORDS.

- 161.—If the Office is not well situated or the building is not suitable, the Clerk should be on the look-out for better accommodation and report to the Postmaster as soon as he finds such. Site of the Post Office.
- 162.—All Post Office property should be kept clean and in good repair, and should not be allowed to become disreputable in appearance. Up-keep of postal property.
- 163.—If any article of furniture is required, or if any expense beyond that regularly allowed is to be incurred, authority must first be obtained. Purchase of furniture.
- 164.—The Clerk is required to keep an inventory of all furniture belonging to the Office, for which he will be held responsible. He will be called upon to make good any article damaged or missing. Inventory.
- 165.—No claim for loss resulting from burglary will be entertained, unless the Clerk can prove that it was in no way caused by carelessness. In case of a *bond fide* burglary, he should immediately report the matter to the police or the local official and to the Postmaster. Losses.
- 166.—No person is to be admitted into the Post Office, except on postal business, and, in this connexion, Clerks should note that Imperial Post Offices are not tea shops, where friends and relations can meet to discuss the affairs of the day. The Post Office is not to be used for any purpose other than the transaction of postal business, and the Clerk is strictly forbidden to exhibit any other signboards than those supplied to him by the Head Office. The Post Office is to be used for postal business only.
- 167.—The Clerk is not allowed to put on the notice board or otherwise issue to the public any notification, without first obtaining the authority of the Postmaster. Notifications received from the Head Office he will exhibit on the notice board in a conspicuous place. At the Notifications.

entrance to the Office should be posted up notices of the hours of business, the rates of postage, the rates for money orders, and the rates of exchange, when mails are despatched, etc., and these should be renewed when they are worn out.

Scales, date stamps, etc.

168.—The weighing scales are to be kept in good order and should be frequently tested. The date stamps must be clean, and only the stamping ink sent for the purpose of cancelling stamps may be used. The Clerk is not permitted to use any other chops or seals than those sent to him and authorised by the Head Office. Chops are never to take the place of his signature on postal documents.

Keeping of archives.

169.—Archives are to be kept in such a manner as to allow of easy reference. All record books when completed must be marked and given yearly numbers, and placed on proper shelves or in cupboards. The Clerk is to be particularly careful with the receipts for registered articles and parcels. All archives are to be kept for three years, after which term authority must first be obtained before they are burnt. It would be a serious offence to dispose of them as waste paper.

Office copies and incoming documents.

170.—The Clerk is to enter, in three separate manuscript books, copies of all his correspondence sent to the Head Office, to other Post Offices, and to the public. Circular Instructions and all communications received from the Postmaster, from other Offices, and from the public must be carefully registered and neatly filed, and no number or document should be missing.

Lists of Offices.

171.—The Lists of Post Offices, Money Order Offices, Trade Charge Offices, Steam-served Offices, etc., are to be kept up to date, additions being made whenever notices of any change are received.

Postal Atlas and map.

172.—The Postal Atlas of China, maps of the district, etc., must be kept at hand for easy reference. The postal map of the district, always to be kept up to date, is to be hung up, so that it may be seen by all who come to post mails.

Record of stamps issued to Agencies and Box Offices.

173.—A book must be kept to record the postage stamps issued to Postal Agencies and to Box Offices, giving each denomination of stamp, total value, date of forwarding, and number of Registered Letter Bill by which sent; and the receipts for the same must be carefully filed.

Separate records of registered articles, parcels, money orders, etc.

174.—The Clerk is to keep, on special forms supplied by the Postmaster, separate records of registered articles, parcels, express letters, and of money orders issued and cashed, etc., the totals of which are to be reported periodically, in accordance with the Postmaster's instructions.

No large cash balance to be kept.

175.—It is the Clerk's duty not to allow his cash balance to accumulate, and he is to remit to, or call the attention of, the Head Office to any unnecessary cash balance he may have in hand. Any large sum of official money kept by him will be at his own risk. The money should be kept in a trustworthy bank or shop.

Transfer of funds from one cash shop to another.

176.—It is not allowed to transfer official funds from one cash shop to another without first obtaining permission to do so from the Postmaster, except in a case where the sudden failure of the bank or the cash shop is anticipated.

177.—The security bonds of couriers and letter-carriers are kept by the Clerk. He is personally to verify the securities when the documents are first handed to him, and, later on, once a year, during the 12th moon, he is to report to the Head Office. Having testified to the correctness of the securities, he is personally responsible (*vide* § 181). Security bonds of lower employés.

178.—He is, besides, to keep a Staff Record Book, giving the name, age, date of appointment, and last promotion of each employé; and, under the heading of "remarks," subsequent promotions, leaves, fines, reprimands, etc. (*vide* § 180). Staff records.

IV.—STAFF.

179.—The Clerk should treat the staff with fairness and justice. He should listen to just complaints and see that the employés all work together willingly and well. He is allowed to write suggestions for the improvement of their condition. He should encourage good men. He should show no pity to unworthy men, nor hesitate to report them for discharge. If ignorant and careless men make mistakes in Office work, he is himself held responsible. Treatment of the staff.

180.—A record of the staff should be kept, leaving one page for each man. On this page his merits and demerits discovered during the year must be entered, on the strength of which promotion and good-conduct pay are to be determined. At the end of the quarter, or whenever called upon to do so, the Clerk will summarise a report of his staff under the following headings: name, date joined, date of last promotion, pay, good-conduct pay, proposed pay, remarks. The "remarks" column is to be filled in with a summary of the notes in the book. Unsatisfactory men may be recommended for discharge at any time, and it is not necessary to wait till the end of the quarter. Similarly, particularly deserving men, under special circumstances, may be proposed for increase of pay at other times than at the end of the quarter. Staff records and report on staff.

181.—On joining the Service, each employé below the rank of Clerk is to be secured by local shops, according to the prescribed form, [*I.*—15 = *B.*—32 *x*]. The amount of security is fixed as follows: \$50 for men drawing \$9 or less; \$75 for those drawing from \$9 to \$12; and \$100 for those drawing over \$12. It is, however, simplest to fill in the full security of \$100 when first joining the Service. Security bonds for lower employés.

182.—Each employé below the rank of Clerk is to deposit \$1 of his monthly pay until the sum reaches \$30. Three months after resignation the security cash deposit will be refunded. Security bonds are returned six months after an employé leaves the Service. The Register of Security Deposits, [*I.*—146 = *C.*—197 *x*], must be kept in good order. Security deposits.

183.—Dilatory couriers will receive neither promotion, good-conduct pay, nor New Year gratuities. Dilatory couriers.

184.—A courier who has been detected smuggling articles of merchandise in the mails must at once be dismissed and the circumstances reported to the Postmaster. Couriers caught smuggling.

- Couriers, etc.,
resigning. 185.—Couriers and letter-carriers who wish to resign must give a month's notice; otherwise, they will forfeit their cash deposits.
- Couriers to report
to Clerks-in-
Charge. 186.—The couriers should report direct to the Clerk when they arrive with the mails, and the Clerk should get into personal contact with them. Couriers and letter-carriers should not be permitted to deal only with the office boy and assistants.
- Couriers meeting
robbers. 187.—Couriers should be instructed how to act when they are stopped by bad characters *en route*. They are not to abandon the mails and run away, but must explain that their bags contain nothing of value, only letters and papers. If their mail bags are actually opened and the contents or part of the contents stolen, the couriers are at once to report to the nearest Post Office or Postal Agency, whose duty it will be to appeal immediately to the local official. It happens sometimes that couriers themselves open the mail bags and plead having been robbed. The Clerk is therefore to be on his guard when robberies are reported, and he is to make sure that the courier has not made a false statement.
- New Year gratui-
ties. 188.—Deserving employés below the rank of Clerk are given New Year gratuities after three years satisfactory service. At the end of the year the Clerk is therefore to report to the Head Office, with his own recommendation, the men on the staff due for gratuities.
- Engaging men. 189.—When a Clerk is authorised to engage a man, he is to examine him to see whether he is qualified for a postal appointment and physically fit. No one who has not completed his 18th year is to be admitted into the Service; and it is not allowed to engage men, especially for the positions of letter-carriers and couriers, whose age is above 30. Good character and reputation are essential for employment in the Imperial Postal Service.
- Memo. of Partic-
ulars of newly
appointed em-
ployés. 190.—When appointing an employé, a Memorandum of Particulars should be forwarded to the Postmaster, specifying: name, age, date of birth, birthplace, family home, whether single or married, titles, date of appointment, and monthly salary. In the case of a mail courier, the line on which he is employed must be added. The number, rank, and pay of all subordinate Inland Office employés are fixed by the head of the district.
- Pay. 191.—The staff is to be paid at the end of each moon, and no money is to be advanced to any employé.
- Presents from the
staff not to be
accepted. 192.—The Clerk is strictly forbidden to receive payments or presents or to raise subscriptions from his staff or from outsiders for his own benefit. Violation of this rule not only entails instant dismissal, but will call for punishment at the hands of the local officials.
- “Wine money.” 193.—The Clerk is to see that the lower employés do not extort “wine money” from any of the public.
- Treatment of
Agents and Box
Office Agents. 194.—Postal Agents and Box Office Agents under a Clerk's control are to be instructed by him in their work, and he is to see that they perform their duties properly. He should, however, always remember, whenever he speaks or writes to them, that they represent the Imperial Post Office of their own free will, and are not ordinary postal employés. He should treat them with civility and encourage them in their efforts to serve the interests of the Imperial Post Office.

V.—RELATIONS WITH THE PUBLIC.

195.—Polite treatment of the public by the Clerk and his subordinates is essential to the progress and success of postal business. The Clerks should always act so as to win the confidence and esteem of the letter-writing people. Politeness.

196.—The Clerk is strictly forbidden, under penalty of dismissal, to take advantage of his official position to interfere in the private affairs of the people around him. People's private affairs must not be interfered with.

197.—The Clerk should keep on good terms with the merchants, and when opportunity offers, he should make them understand that the Imperial Post Office is an institution established by the Government to serve the interests of the people. He should explain to them its rules, the advantages and safe working of the postal system, and persuade them that the transmission of correspondence by the Imperial Posts is the quickest and safest. He should find out what merchants are still dealing with private letter hongs, and try to secure their correspondence by competing with these hongs. Advertising.

198.—There should be no quarrels with the public. Acts of incivility on the part of postal employes will be severely punished. When answering inquiries, the Clerk, if necessary, should make sure of his statements by referring to the "Postal Guide," "Lists of Post Offices," tariffs, etc. Civil replies to inquiries.

199.—All possible explanations may be given by the Clerk to the public regarding the time of departure of mails, the time occupied in transmitting mails, the tariff of postage, the rules of the Post Office, etc.; but information about public affairs gained in the discharge of his duties must be kept secret. What may appear the most harmless information, such as the names of senders or addressees of letters, may not be divulged, under penalty of dismissal. Supplying information to the public.

200.—Any complaint from the public, such as non-receipt of postal articles, abstraction of contents of letters, delay to mail matter, misconduct of any member of the postal staff, must be immediately and carefully looked into, and the result of the inquiries reported to the Postmaster. Complaints.

201.—Every reasonable facility likely to help the public should be given, such as lengthening of Office hours, collection of letters, prompt delivery of mail matter, and placing of Box Offices or letter-boxes at convenient places. The Clerk should always endeavour to ascertain the postal needs of the public. Special facilities.

VI.—RELATIONS WITH TERRITORIAL OFFICIALS.

202.—It is the Clerk's duty to be on correct terms with the local officials. He should remember that the Service he belongs to is a Government institution, and being himself a Chinese subject, he must render due respect to the officials of his country. Relations with officials.

Agents abusing
their position.

203.—He should also take particular care that the Agents under him do not, under cover of the Imperial Post Office, further their own interests. If it should happen that an Agent refuses to pay taxes because he is an Agent of the Imperial Post Office, the Clerk is to replace him at once, to write to the territorial official concerned, and to report to the Head Office.

Requests from
officials.

204.—The Clerk should always try to satisfy the expressed wishes of the officials regarding postal routine. Should he receive any request, either verbally or in writing, from a local official to do other than the ordinary business prescribed in the "Postal Guide," it will invariably be his duty to reply that he has reported to the Postmaster for his decision.

Complaints from
officials.

205.—When officials complain about any irregularity or about the conduct of a postal employé, the Clerk should courteously reply that the matter will be investigated and fully reported to the Postmaster.

Special facilities
for yamén corre-
spondence.

206.—He should try to secure the sympathy of the local officials for the Imperial Post Office. When handling yamén covers, no irregularity should occur. Although free postage cannot be granted to official correspondence, procedure may be simplified; and he should suggest to the Postmaster what special facilities could be afforded, under local conditions, to this important class of mail matter.

Assistance from
officials.

207.—The Clerk should not be too ready to worry the officials with troubles in connexion with postal operations. He should try to obtain satisfaction by his own means, and let his chief aim be, where loss occurs, to recover the mails and moneys. Punishment of offenders is only of secondary importance. When referring burglaries, robberies, etc., to officials, he should write briefly, stating the simple facts, and, if possible, call in person on the official concerned.

Correspondence
with officials.

208.—Communications with the officials should be written in the name of the Imperial Post Office. Copies of all correspondence sent to and received from the officials should be forwarded to the Postmaster with the Monthly Reports of Occurrences.

VII.—RELATIONS WITH THE POSTMASTER.

Postmaster to be
kept informed.

209.—The Clerk should always keep the Postmaster informed of any interesting events that may happen in his neighbourhood. Any suggestion offered by the public or by his subordinate Agents, any complaint or claim for missing correspondence, loss of mails, etc., is, after full investigation, to be reported to the Postmaster.

Replies to queries
from the Head
Office.

210.—Any queries from the Head Office or any matter specially entrusted to him by the Postmaster should be attended to as soon and as fully as possible. The Clerk's reply should be an exact answer to the subject he was instructed to study, and should never be unduly delayed. If the investigation of a certain case is likely to take a long time, he should first acknowledge the Postmaster's letter.

Form and style of
correspondence
with the Head
Office.

211.—Communications sent to the Head Office should, as a rule, be written in the form of official letters, be as brief as possible, and be numbered in series. While the language should always be respectful, complimentary parlance should be avoided. Each letter should only

refer to one subject. Office copies of all correspondence to the Head Office are to be entered chronologically in a manuscript book, which is to be labelled "Letters to the Postmaster." All communications to the Head Office should be addressed to the Postmaster only. In personal matters, such as an application for leave for himself, etc., the Clerk should write in the form and style of a petition. Petitions to the Postmaster from employés on his staff should be forwarded with an accompanying letter from himself. Grass characters are not allowed in communications with the Head Office.

212.—In very important cases the Clerk may communicate by telegraph. The message must be short and clear in meaning, and a copy of it is to be forwarded to the Head Office by the first mail. Telegrams to the Head Office.

213.—The following periodical reports are to be sent to the Postmaster:—

Periodical reports.

Decadal.

- (a.) Courier Way Bills, with statement of delays, etc.
- (b.) Statement of Stamp and Cash Balances, [*I.*—148 = *C.*—154 *x*].

Monthly.

- (c.) Report of Occurrences (*vide* § 214).
- (d.) Accounts and Summary, with vouchers (*see* Appendices Nos. 1 to 6).

Quarterly.

- (e.) Domestic statistics: forms [*I.*—97 *a* = *D.*—242 *x*], [*I.*—98 *a* = *D.*—243 *x*], [*I.*—99 *a* = *D.*—244 *x*], and [*I.*—100 *a* = *D.*—245 *x*].
- (f.) Staff record, with recommendations for promotions of lower employés.

Yearly.

- (g.) Statement of employés eligible for gratuities.

Clerks failing to forward their reports and returns in due time will be punished.

214.—At the end of each moon a Monthly Report of Occurrences should be forwarded to the Postmaster, dealing with the following subjects:— Monthly Report of Occurrences.

- (a.) Staff: giving all movements, changes, absences, etc.
- (b.) Mails: mentioning delays, damages, losses, etc.
- (c.) Work: showing progress made and the extension undertaken, ameliorations in mail services, suggestions for improvements, etc.
- (d.) Various: complaints, difficulties, and unusual or noteworthy events.
- (e.) Local news: any interesting events that have happened in the district.
- (f.) Balance on the last day of the moon.

The other documents which are to accompany this Monthly Report are:—

- (a.) A statement showing the amount of ordinary stamp sales during the moon, money order fees, bank charges, postage-due collections, etc.
- (b.) A statement of mails received and despatched during the moon.
- (c.) A statement of mail matter posted for local delivery, and collected from letter-boxes, pillar-boxes, Box Offices, etc.
- (d.) A statement of express letters received and despatched, should the Office be an Express Delivery Office.
- (e.) Copy of correspondence with officials.

The above tables are to be comparative, that is to say, the figures for the previous moon must appear side by side with the figures for the moon covered by the statement, so that they will show at a glance what progress or otherwise has been made in receipts and working operations.

Requisitions.

215.—Requisitions for money, stamps, stationery, uniforms, mail bags, date stamps, etc., must be made in ample time, so that no articles may run short. Whenever a supply is received from the Head Office, its receipt should be acknowledged at once by memorandum.

Inspection.

216.—The Postmaster has no means of controlling, day by day, the affairs of Offices inland; he has therefore to rely on the fidelity of the Clerk. Occasionally, however, and at unexpected times, he will send Inspectors to verify the doings, accounts, etc., of such Offices. Inspectors will be provided with Letters of Authority, duly sealed and signed, on production of which the Clerks will immediately place themselves under the orders of the bearers and produce their accounts, etc.

VIII.—STATISTICS.

Statistics.

217.—During the 2nd, 5th, 7th, and 10th moons of each year the Clerk is to take domestic statistics, and render them to the Head Office, as soon as completed, on forms [*I.—97a = D.—242x*], [*I.—98a = D.—243x*], [*I.—99a = D.—244x*], and [*I.—100a = D.—245x*]; and if the Express Service has been established in his place, a return of express letters is to be included. He should multiply the result of the month by three for an ordinary quarter, and by four when an intercalary moon occurs. Great care must be exercised in recording correct figures during the statistical period. They are first to be daily collected on loose sheets. For *ordinary mails*, the following procedure should be adopted:—

- (a.) *Mails Received.*—The *incoming* Letter Bills, [*I.—1 a = D.—1 x*], should be taken, and the total number of articles of each category of mail matter entered in both columns will be “Mails Received.”
- (b.) *Mails Despatched.*—The *outgoing* Letter Bills should be taken, and the figures under the column “Original” will be “Mails Despatched.”
- (c.) *Mails in Transit.*—The *outgoing* Letter Bills should be taken, and the figures in the column “In Transit” will be “Mails in Transit.”

For registered articles, the procedure is as follows:—

- (a.) *Registers Received.*—The *incoming* Registered Letter Bills should be taken, and the total number of articles entered thereon will be “Registers Received.”
- (b.) *Registers Despatched.*—The *outgoing* Registered Letter Bills should be taken, and the registered articles posted at the Office will be “Registers Despatched.”
- (c.) *Registers in Transit.*—The *outgoing* Registered Letter Bills should be taken, and the registered articles originating at other Offices will be “Registers in Transit.”

Of the above articles, those having Acknowledgments of Receipt should be counted, and the numbers entered in the respective columns.

The figures for the *parcel statistics* are obtained from the Office records, [*I.*—43 = *D.*—64] and [*I.*—44 = *D.*—65]. In the case of “parcels despatched,” only the amount collected (recovery fees, etc.) need be given.

For *clubbed packets*, the same procedure as for parcels should be followed.

Letters posted at the Office for local delivery must be specially recorded during the statistical period, and the total, multiplied by three, or by four if there is an intercalary moon in the quarter, is to be entered in form [*I.*—100 = *D.*—245] and added to the figures in the “Ordinary Mail Matter Received” return. The number of articles collected from Box Offices, pillar-boxes, etc., are obtained from special records. The figures for the “Express Letter Return” are easily obtained from the accounts. Each newspaper, whether passing through singly or in bulk, must be counted as one article.

218.—Mail matter, etc., dealt with by Agents should be shown separately in the return.

Statistics of Agencies.

219.—All the working sheets, which show how the different totals have been arrived at, must not be destroyed, as they may be called for by the Head Office for inspection. If it is proved that false statistics have been submitted, the Clerk will be severely punished; likewise, failure to forward to the Postmaster in due time his returns will entail a fine.

Statistical returns must be correct.

220.—If there is a falling off in the returns, as compared with figures for the previous quarter, the Clerk is to give the reason for such decrease; likewise, if there is a notable increase, attention must be drawn to the matter and some explanation offered.

Reasons for notable changes to be specified.

IX.—ACCOUNTS.

221.—Before taking over charge of an Office, a Clerk will see that the Office Journal, [*I.*—59 = *C.*—144 *x*] (Appendix No. 1), has been brought up to date and closed. In company with the vacating Clerk, he will then carefully examine and verify all books and vouchers connected with the accounts. When he is satisfied that all receipts and payments are duly accounted for and that the balance is in order, both Clerks will sign the Journal, [*I.*—59 = *C.*—144 *x*], one as having “Handed over as above” and the other as having “Received as above.” A statement showing how the balance is made up and an inventory of postal property are to be similarly signed and forwarded to the Head Office, and duplicates filed with the Office accounts. The Security Cash Deposit Account should also be verified and signed by both men.

Taking over charge.

Preparation of accounts.

222.—In the preparation of Inland Office accounts, accuracy is of the first importance, but neatness and clearness should also be aimed at. Erasures are not allowed. In case of any correction being necessary, the original figure is to be neatly struck out, so that it remains recognisable, and the correct figure is to be written above it and initialled. The proper forms provided for accounts are to be used.

Inland Office Journal: how to be compiled.

223.—The Clerk in charge of an Inland Office is to keep in the Journal, [*I.*—59 = *C.*—144 *x*], in Chinese and by the Chinese moon, a daily account of moneys, stamps, etc., received and the payments made by him. It is to be so kept that if a line be drawn across it at any moment and payments deducted from receipts, the difference will represent the total balance in hand made up of cash, stamps, postage-due stamps, express slips, and publications. The Journal is to constitute a permanent and continuous record of all the receipts and payments of an Office and will be the basis for all inspections of Office accounts. It should therefore be written up and kept with great care. When balanced at the end of each moon, it is always to be certified correct by the Clerk-in-Charge.

The first entry on the 1st day of the moon must be the balance in hand from the preceding moon, of—

- (a.) Cash (in Office and bank),
- (b.) Postage stamps, postage-due stamps, express slips, and publications.

The various receipts and payments are to follow, each entry being made on the day and in the order of its actual occurrence.

The entries are to be numbered consecutively in the column provided for the purpose, the series beginning anew each moon.

In the receipt column the most important entries will be the grants, stamps, publications, etc., received from the Head Office. Stamps, publications, etc., being the equivalent of dollars, it is unnecessary to enter in the Journal the moneys received from the sale of these.

Receipts and payments must be supported by vouchers.

224.—Every receipt and payment must be supported by a voucher, in duplicate, recording the particulars of the transaction. These vouchers are all to be marked by the Clerk with the number of the corresponding entry in the Journal: some vouchers, such as Pay Sheets, may bear several numbers. The vouchers for stamps, postage-due stamps, express slips, and publications will be the usual stamp accounts or statements.

Recurring payments, such as salaries, petty cash, allowance, etc., may be made regularly by the Clerk in virtue of his standing authority, and they will be supported by the signed Pay Sheets or receipted bills. Money orders cashed will be supported by the actual certificates and by a copy of the Register of Money Orders Cashed, [*I.*—32 *a* = *D.*—138 *x*]. (These need not be entered up daily: one entry at the end of the moon will be sufficient, the cancelled money orders being treated as cash until brought to account.)

Special authority.

All money transactions for which the Clerk has no standing authority should first be sanctioned by the Head Office. If that is impossible, they must be reported for approval immediately (*see* § 269).

For all moneys received apart from the usual sales, the Clerk is to make out a concise statement, in duplicate, giving (1) date, (2) from whom received, (3) particulars of transaction, and (4) amount. This is to be certified by the Clerk and sent to the Head Office, where, after examination, it will be initialled by the Officer in charge of inland work. It will then be returned to the Clerk, the original copy to be submitted with his accounts for the moon and the duplicate to be filed in his Office. Special receipts.

Similarly, after a payment other than one for which the Clerk has standing authority has been sanctioned and made, the receipted bill, in duplicate, should be sent to the Head Office to be initialled, and then returned in like manner. Should the bill not give sufficient information regarding the payment, the Clerk is to add a note on it supplying the missing particulars. Every payment voucher should make the following points clear: (1) date of payment, (2) to whom paid, (3) for what paid, and (4) amount. Special payments.

225.—It is the duty of Clerks-in-Charge to refund all money received from Agencies in the form of stamps or publications, the amounts being treated as sales at the Agencies. It must be remembered, too, that an Agent's account is a voucher for the Agent's payments for the moon, and, on receipt of it, the Clerk should also refund the equivalent of such payments. Only if an Agency is not self-supporting will it be necessary to make this refund, or part of it, in cash. Transactions with Agencies.

226.—At the end of the moon all the Agents accounts, [C.—151x] (Appendix No. 4, (a) and (b)), are to be summarised by the Clerk on the proper Service form, [C.—152x] (Appendix No. 5), and the total payments entered in his Journal (Appendix No. 1). The receipts are not entered in the Journal, as they have not affected his total balance: what he received in cash he refunded in stamps or publications. Agents accounts to be summarised.

227.—Before finally closing the Journal, particular care must be taken to see that its balance agrees with the total of the balances of the various stamp accounts, etc., together with the actual balance in cash. Balance in Journal to be checked.

228.—For the actual rendering of accounts, however, the Journal is not to be used. At the same time, unless Postmasters give instructions to the contrary, a certified copy of it in flying sheets is to accompany the accounts each moon. Copy of Journal to accompany accounts.

229.—For rendering the accounts, the "Inland Office Summary of Cash Receipts and Payments," [C.—156x] (Appendix No. 6), is to be used. This form is to be prepared in duplicate and one copy submitted with the originals of the various stamp accounts, statements, Agents accounts with Summary, receipt and payment vouchers, etc. When completed, the Summary shows all cash receipts and payments conveniently classified and gives the total under each heading. Unlike the Journal, it gives the actual sale of stamps, etc., and only shows the balance of cash. Inland Office Summary.

230.—In order that the various entries in the Journal may be rendered under their proper heading in the Summary, Clerks, when sending vouchers to the Head Office for approval, will mark on them, in addition to the number of their entry in the Journal mentioned above, the particular heading under which they propose to enter them in the Summary, and this will be checked before the voucher is returned. Entries to be made under proper headings.

Security cash deposits not to be entered.
231.—Security cash deposited is not to be entered in the Journal or Summary: it is to be forwarded to the Head Office under a special statement (*see* § 267).

Pro formâ Accounts attached.

232.—A set of *pro formâ* Accounts is attached (*see* Appendices Nos. 1 to 6).

Officer in charge of Inland Desk responsible for correctness.

233.—When accounts are sent to the Head Office, the Officer in charge of the Inland Desk is to see that no entries are omitted and that all vouchers and Summaries are correct and have been signed or initialled by him as such.

Certificates of Balance.

234.—At the end of each quarter a Certificate of Cash Balance, [*I.*—128 = *C.*—155 *x*], in duplicate, is to be forwarded with the accounts.

The "Certificate of Balance" sent to the Head Office with the quarterly accounts, being a document of prime importance, must be carefully prepared, and may contain no erasures. When part of the money is kept in the bank, the Certificate must bear the banker's chop. Every Certificate is also to bear the imprint of the Office dater.

Application for grants.

235.—Should the expenditure of the Office exceed the total of the receipts, a grant sufficient to meet probable demands may be applied for in due time from the Head Office. The application should be accompanied by a statement showing the totals of receipts and payments and balance of cash at the date of applying, the total amount of Money Order Advices uncashed, and salaries to be paid, etc., which the grant is to cover. Attention should be given to the money order business during the periods of the principal Chinese festivals, so that necessary grants may be applied for in ample time to meet demands.

Receipt of grants.

236.—On receipt of the money, the Clerk is to take it at once to the banker to exchange it or to have the money placed to the credit of the official postal bank account. In either case, he is to take care to obtain from the banker a statement of the transaction and to attach it to the Letter of Acknowledgment (second part of form [*I.*—60 = *C.*—145 *x*]), which he is to return to the Head Office.

Transfer of funds.

237.—When an Inland Office is instructed to make a transfer of funds to a neighbouring Post Office, the receiving Clerk is to inform the District Head Office, as soon as the money has reached him, of the actual amount realised. In such a case, the Office forwarding money will enter in its accounts the exact amount of the remittance, while the Office receiving the money will also enter the same amount, and will credit the gain or charge the loss by exchange, and support the transaction by a voucher.

Balances in hand.

238.—It is advisable to strike a daily balance of cash, so that any errors may be readily discovered and adjusted. The cash balance should be kept at as low a figure as is consistent with the needs of the Office, the surplus being remitted to the Head Office or to a neighbouring Office, in accordance with the Postmaster's instructions. Only small cash balances should be kept, and these are to be reported every 10 days, *i.e.*, on the 10th, 20th, and last day of the moon, to the Head Office on the Balance Slip, [*I.*—148 = *C.*—154 *x*].

Remittances.

239.—Remittances should be made by bank draft, as the placing of silver in mail bags considerably endangers the mails. If a draft is not procurable, special instructions ought to be asked for before remitting. The Remittance Memo., [*I.*—60 = *C.*—145 *x*], should in all cases be

forwarded. The Clerk will be held responsible for the quality of the draft or money remitted to the Head Office, and will be called upon to make good any shortage or bad coin. Gain and loss by exchange are to be treated as shown in § 237.

240.—When remittances are to be made, care should be taken not to transact business through untrustworthy banks, honges, or shops. Inquiries may be made beforehand at likin and salt gabelle offices or at the yamêns of civil and military officials, where funds are nearly always being moved. Inquiries how to make remittances.

241.—Wherever possible, the greater part of the Office funds should be kept in a trustworthy bank and a proper pass book obtained. Office funds to be kept in a bank.

242.—Stamp requisitions should be made out on form [*I.—61 = C.—146x*], the words in the heading which are not required being ruled out. A sufficient quantity of stamps should be applied for to meet the requirements of the Office and its subordinate Offices for a month or for a longer period if so instructed by the Postmaster. When stamps are requisitioned for at times other than at the end of a moon, a note should be added to the requisition showing the balance of stamps, to enable the Head Office to see whether the amount asked for is in excess of requirements. Stamp requisitions.

243.—Inland Offices with money order status sometimes keep on requisitioning for fresh amounts of stamps for issuing money orders, without remitting corresponding sums of money to the Head Office. Funds are not to be allowed to accumulate thus. It devolves on the Clerk to foresee his requirements, and to remit by the safest means at his disposal the equivalent surplus funds. The Postmaster is to decide, according to the amount of transactions at an establishment of money order status, the sums allowed to remain in hand, whether stamps or cash. Funds and stamps not allowed to accumulate.

244.—Form [*I.—62 = C.—147x*] (Appendix No. 2) is used to record in detail the stamp transactions of the Office. All the particulars it calls for are to be carefully entered. The Clerk will always keep a supply of postage-due stamps on hand, and affix these to the taxed covers according to the amount marked in blue pencil by the Head Office, bringing to account in his Journal whatever sum may be collected from the public either at the Inland Office or at Agencies. He will collect undeliverable taxed mail matter monthly and forward it, accompanied by [*I.—101 a = C.—5x*], in duplicate, to the Head Office. The Head Office will subsequently return one copy of the form [*I.—101 a = C.—5x*] signed, which document he will treat as a discharge. Until such discharge is received from the Head Office, he will treat all unpaid postage-due stamps as "balance in hand" (*see* [*C.—7x*] (Appendix No. 3)). Stamp accounts.

245.—A statement showing the amount of express business should be made out, with the following headings: (1) balance of slips brought forward, (2) received from the Head Office, (3) total of (1) and (2), (4) sales during the moon, and (5) balance in hand. Statement of Express Delivery Slips.

246.—The Register of Money Orders Issued, [*I.—31 a = D.—137x*], will be the voucher for the entries of the money order fees and bank charges. Register of Money Orders Issued.

247.—Form [*I.—41 = D.—55*] or [*I.—41 a = D.—55x*], *i.e.*, the ordinary Parcel Way Bill, may be used as a supporting voucher for insurance fees on parcels, the column headed "Gross Weight" being used to record the insurance fee. Statement of insurance fees.

Statement of publications sold.

248.—The sale of the English and Chinese versions of the "Postal Guide and Lists of Post Offices" and maps are to be brought to account under separate headings, using the form adopted for the statement of Express Delivery Slips.

Gain by exchange.

249.—Any gain by exchange which may accrue to the Office by the purchase or sale of sycee and cash, or by the difference between the rates of stamps sold and the current market rate, should be carefully stated upon the supporting voucher, together with such bankers memos. as are connected with the transaction.

Fines on staff.

250.—Fines on the staff will be recorded in the "Remarks" column of the Pay Sheet. The number of the Postmaster's Memo. authorising the fine should also be quoted.

Register of Money Orders Issued to act as voucher.

251.—A copy of the Register of Money Orders Issued is to be forwarded as a voucher. The amounts of money orders issued, fees, and bank charges are to be totalled on the last page of the Register. A footnote is also to be entered giving the total number and amounts of money orders exceeding \$10 and not exceeding \$10 in value.

Pay List.

252.—The name of every person attached to the Office under the Clerk's control and drawing postal salary, with the exception of Agents, must appear in the Pay List, [I.—68 a = C.—44 x]. The total of salaries should be subdivided as follows: Linguist Clerks, Non-linguist Clerks, and "Various," and these three totals entered separately in the Journal and Summary. The total of salaries paid in the "Various" grade is to include good-conduct pay, which should be entered in a separate column in the Pay List. In the "Remarks" column notes should be made regarding fines inflicted, courier routes, transfers, new appointments, discharges, promotions, or deductions made from the salary on account of absence from duty. In all instances, the number of the District Postmaster's Memo. giving authority should be quoted. In the event of a fine being imposed, the full salary is to be entered in the Pay List, but the amount of the fine is to be deducted from the pay and entered with the ordinary receipts of the Office. If a deduction is made on account of absence from duty or other reason, only the actual amount paid is to be entered.

Commissions.

253.—The total amount only of commissions paid to Box Office Agents, collectors, etc., need be entered in the Journal, but a brief summary of such commissions paid out should be drawn up and attached to the accounts.

Loss by exchange.

254.—Full particulars of any loss incurred by the sale of sycee or cash are to be given, and the bankers memos. connected with the transaction must be attached to the statement.

Register of Money Orders Cashed.

255.—The Register of Money Orders Cashed, [I.—32 a = D.—138 x], together with the cashed money orders, will be the vouchers for such payments. The Register should be totalled, and the numbers and amounts of the orders above and under \$10 should be given, as in the Register of Money Orders Issued, [I.—31 a = D.—137 x]. The Office Register should be kept up to date, as the cashed money orders are liable to be called for at any time during the moon by the Head Office.

Agency and Box Office accounts.

256.—All Agency and Box Office accounts are to be carefully checked before being incorporated with the accounts of the controlling Office. They must bear the ~~chop~~ of the Agency or Box Office concerned and be countersigned by the Clerk-in-Charge as having been

verified. These accounts are to be forwarded to the Head Office with those of the controlling Office.

257.—Should errors be found, they are to be rectified and the Agency or Box Office notified accordingly. The accounts are not to be returned for correction; a duplicate of the amended form should be sent instead. Errors.

258.—The decadal reports are important and must be forwarded regularly: form [I.—148 = C.—154 x]. Decadal reports.

259.—The scale of bank charges on money orders will be forwarded periodically by the District Postmaster. This should be placed in a conspicuous position at the money order counter. Bank charges on money orders.

260.—At the end of each quarter a Return of Money Orders Issued and Cashed is to come forward on form [I.—80 a = D.—144 x]. Money Order Return.

261.—Copper cash or subsidiary coins can only be accepted for the purchase of stamps at the exchange rates fixed by the Postmaster. The scale of rates will be forwarded periodically and should be placed in full view at the stamp counter. Sale of stamps.

262.—Stamps are to be sold for ready money only. No accounts with the public may be kept for the sale of stamps upon credit. No accounts are kept with the public.

263.—The Clerk is to see that the currency for the purchase of stamps at an Agency corresponds to his own, and that the public are not "squeezed" in any manner. Sale of stamps at Agencies.

A strict watch is to be kept on the real sale of stamps at the Agencies. Instances of Agents disposing of stamps to be sent to other places to buy books, newspapers, medicines, or other articles should be brought to the notice of the Head Office.

264.—In order to show the rate of *cash* exchange at the *end* of each moon, the following note should be added to the Summary:— Rates of exchange.

EXCHANGE RATE.	Cash per Dollar.	Subsidiary Coins per Dollar.
Postal rate		
Market rate.....		

In addition to the above, the Clerk will report the rate to the Head Office as often during the moon as he may be instructed.

265.—The accounts are to be forwarded to the Head Office as speedily as possible after the date of closing. The work of the District Accountancy is delayed by failure to attend to this matter. Forwarding accounts.

266.—New Year gratuities are not to be paid without the sanction of the Postmaster. The amount of gratuities is to be entered separately in the Journal and Summary. New Year gratuities.

Security Cash De-
posit Account.

267.—The amounts paid in by the "Various employés" towards the Guaranty Fund are to be entered in the Deposit Book, form [*I.—146 = C.—197 x*], and on the Deposit Card, form [*I.—143 = C.—195 x*]. The Register of Security Cash Deposits is the Office record of the payments, and the Deposit Card the employé's receipt for the amount paid in. That record is to be balanced at the end of each quarter in the manner prescribed, and forwarded to the Head Office whenever called for. The sum collected is to be sent to the Head Office with the accounts for each moon, accompanied by a list giving the names of the employés who have paid (*see* § 231). In the event of an employé being discharged, the Deposit Card held by him should be forwarded to the Head Office after the lapse of three moons from the date of discharge, when the deposit will be refunded.

Repetition of
figures.

268.—The characters 同上 are not to be used in lieu of figures in any of the accounts: figures are to be written in full.

Authority to pay.

269.—No expenses are to be incurred or payments made outside the usual Office routine without the special sanction of the Postmaster, unless the occasion is urgent, such as failure of mail services, etc., when extra expenditure may be incurred and subsequently reported at once to the Head Office (*see* § 224).

Pro forma.

APPENDIX No. 1.

[I.—59 = C.—144x]

.....District.

.....POST OFFICE.

JOURNAL OF RECEIPTS AND PAYMENTS.

For HSUAN T'UNG,.....Year,.....Moon.

DATE. Moon.	NO. OF ENTRY.	FROM WHOM RECEIVED OR TO WHOM PAID.	PARTICULARS.	RECEIPTS.		PAYMENTS.		HEADING IN SUMMARY.
				\$	c.	\$	c.	
..... day		Balance brought forward :—	Cash : in Office.....\$ 50.00 in Bank....., 200.00 Postage Stamps....., 400.00 P.D.S....., 8.00 Express Delivery Slips....., 10.00 Publications....., 5.00	673	00			
..... "	1	Head Office.....	Grant.....	50	00			a.
..... "	2		1 Desk.....			6	00	10
..... "	3	Head Office.....	Postage Stamps (see Stamp Account)....	600	00			
..... "	4	" "	Postage-due Stamps (see P.D.S. Account)	2	00			
..... "	5	" "	Remittance.....			100	00	24
..... "	6	Linguist Clerk.....	Salary.....			60	00	1
..... "	7	Various Employés ...	".....			40	00	3
..... "	8	Agents.....	".....			25	00	4
..... "	9	Box Offices.....	Commissions.....			1	00	5
..... "	10	Contractor.....	Transport of Mails.....			2	00	19
..... "	11	Inland Office.....	Coal Allowance.....			1	00	14
..... "	12	" "	Monthly Allowance.....			1	00	23
..... "	13		10 Pens.....				60	12
..... "	14		300 Sheets Note Paper.....				40	12
..... "	15	Inland Office.....	Money Orders cashed.....			300	00	22
..... "	16	Various Employés ...	Commissions on Express Mail Matter...				20	6
..... "	17	Head Office.....	P.D.S. affixed on Undeliverable Mail Matter (see P.D.S. Account).....			1	30	
			TOTAL PAYMENTS.....			538	50	
		Balance :—	Cash : in Office.....\$ 30.00 in Bank....., 300.00 Postage Stamps....., 440.00 P.D.S....., 4.50 Express Delivery Slips....., 8.00 Publications....., 4.00	1,325	00	1,325	00	

Date Stamp.

Prepared and certified correct by

.....Clerk-in-Charge.

Pro formâ.

APPENDIX No. 2.

[I.—62 = C.—147 a]

.....District.

.....POST OFFICE.

POSTAGE STAMP ACCOUNT.

For HSÜAN T'UNG,.....Year,.....Moon.

DENOMINATIONS.	BALANCE FROM LAST MOON.		RECEIVED DURING MOON.		TOTAL.		SOLD DURING MOON (as per Table at Foot).		BALANCE AT END OF MOON.	
	Number.	Value.	Number.	Value.	Number.	Value.	Number.	Value.	Number.	Value.
<i>Postage Stamps:—</i>		\$ c.		\$ c.		\$ c.		\$ c.		\$ c.
½ cent	400	2 00	240	1 20	640	3 20	440	2 20	200	1 00
1 "	1,900	19 00	2,400	24 00	4,300	43 00	2,800	28 00	1,500	15 00
2 cents.....	1,700	34 00	2,400	48 00	4,100	82 00	2,300	46 00	1,800	36 00
3 "	1,500	45 00	6,000	180 00	7,500	225 00	5,900	177 00	1,600	48 00
4 "
5 "	360	18 00	240	12 00	600	30 00	120	6 00	480	24 00
7 "	100	7 00	240	16 80	340	23 80	180	12 60	160	11 20
10 "	230	23 00	230	23 00	120	12 00	110	11 00
16 "	50	8 00	50	8 00	20	3 20	30	4 80
20 "	30	6 00	40	8 00	70	14 00	35	7 00	35	7 00
30 "	20	6 00	20	6 00	10	3 00	10	3 00
50 "	20	10 00	20	10 00	20	10 00
1 dollar.....	29	29 00	24	24 00	53	53 00	20	20 00	33	33 00
2 dollars.....	25	50 00	25	50 00	50	100 00	20	40 00	30	60 00
5 "	28	140 00	46	230 00	74	370 00	40	200 00	34	170 00
<i>Postcards:—</i>										
Single, 1 cent	200	2 00	400	4 00	600	6 00	200	2 00	400	4 00
Double, 2 cents.....	50	1 00	100	2 00	150	3 00	50	1 00	100	2 00
TOTAL.....\$		400 00		600 00		1,000 00		560 00		440 00

POSTAGE STAMPS SOLD DURING MOON.

HEADING IN SUMMARY.	PARTICULARS OF SALES.	SOLD AT OFFICE.		SOLD AT AGENCIES.		SOLD AT BOX OFFICES.		TOTAL.	
		\$	c.	\$	c.	\$	c.	\$	c.
b.	Stamps sold for postage.....	227	00	35	00	20	00	282	00
c.	Fees on Money Orders issued.....	5	20	5	20
d.	Bank Charges on Money Orders issued...	7	80	7	80
e.	Insurance Fees on Parcels.....	5	00	5	00
f.	Money Orders issued.....	260	00	260	00
	TOTAL.....	505	00	35	00	20	00	560	00

Prepared and certified correct by

Date Stamp.

.....Clerk-in-Charge.

Pro formâ.

APPENDIX No. 3.

[C.-7 x]

..... District.

..... POST OFFICE (AGENCIES INCLUDED).

P. D. S. ACCOUNT.

For HSÜAN T'UNG, Year, Moon.

	\$	c.	\$	c.
Balance from last Moon :—P.D.S. Mail Matter in hand at Inland Office.....	\$	1.40		
" " " in hand at Agencies		0.20	8	00
" " " <i>en route</i> from I.O. to Agencies		0.40		
" in Chest, as per Statement given below		6.00		
To P.D.S. received by Inland Office from Head Office, as per Statement given below.....	2	00		
By P.D.S. collected at Inland Office.....	\$	3.00		
" " Agencies and remitted to Inland Office.....		1.20		4 20
" " Undeliverable P.D.S. Mail Matter returned to Head Office from Inland Office.....		0.80		1 30
" " Undeliverable P.D.S. Mail Matter returned to Head Office from Agencies through Inland Office.....		0.50		
Balance at end of present Moon :—P.D.S. Mail Matter in hand at Inland Office.....	\$	1.20		
" " " in hand at Agencies.....		0.90		
" " " <i>en route</i> from I.O. to Agencies.....		0.20		4 50
" in Chest, as per Statement given below		2.20		
TOTAL.....	\$	10 00	\$	10 00

P. D. S. RECEIVED AND IN CHEST.

DENOMINATIONS.	P. D. S. IN CHEST AT END OF LAST MOON.		RECEIVED FROM HEAD OFFICE DURING MOON.		P. D. S. IN CHEST AT END OF PRESENT MOON.	
	Number.	Value.	Number.	Value.	Number.	Value.
		\$		c.		\$
½ cent.....
1 ".....	50	50	10	10	20	20
2 cents.....	50	1 00	25	50	30	60
4 ".....	25	1 00	10	40	10	40
5 ".....	10	50	4	20	8	40
10 ".....	10	1 00	4	40	2	20
20 ".....	10	2 00	2	40	2	40
30 ".....
TOTAL.....		6 00		2 00		2 20

Prepared and certified correct by

Date Stamp.

..... Clerk-in-Charge.

Pro forma.

APPENDIX No. 4 (A).

[C.—151 x]

.....District.

.....POSTAL AGENCY.

AGENCY ACCOUNT.

For HSÜAN T'UNG,.....Year,.....Moon.

	RECEIPTS.		PAYMENTS.	
	\$	c.	\$	c.
Fixed Advance from Head Office:—Ordinary Postage Stamps	\$	50.00		
Publications		2.00		
To Stamps sold at Agency during Moon.....	30	00		
„ Publications sold at Agency during Moon.....		50		
By Agent's Salary.....			15	00
TOTAL.....	30	50	15	00
To Grant from Inland Office to meet Deficit.....	...			
By Remittance to Inland Office Surplus of..... Moon.....			15	50
GRAND TOTAL.....	30	50	30	50

Particulars of P.D.S. Mail Matter:—

Remitted to I.O. : P.D.S. collected at Agency on Mail Matter delivered \$ 0.50
 Returned to I.O. : Undeliverable Mail Matter..... „ 0.20
 P.D.S. Mail Matter in hand at Agency „ 0.40

MAIL MATTER DEALT WITH.

PARTICULARS.	ORDINARY MAIL MATTER.	REGISTERED ARTICLES.	PARCELS.	NUMBER OF CLOSED MAILS (BAGS OR COVERS) IN TRANSIT.
Received.....				
Despatched.....				
In transit.....				

Certified correct,

Prepared by

.....
Clerk in charge of Controlling Office.

Date Stamp
of
Controlling
I.O.

.....
Postal Agent.

Date Stamp
of
Agency.

Pro formâ.

APPENDIX No. 4 (B).

[C.—151æ]

.....District.

.....POSTAL AGENCY.

AGENCY ACCOUNT.

For HSÜAN T'UNG,.....Year,.....Moon.

	RECEIPTS.		PAYMENTS.	
	\$	c.	\$	c.
Fixed Advance from Head Office :—Ordinary Postage Stamps \$ 10.00 Publications „ 1.00				
To Stamps sold at Agency during Moon.....	5	00		
„ Publications sold at Agency during Moon.....		20		
By Agent's Salary.....			10	00
TOTAL\$	5	20	10	00
To Grant from Inland Office to meet Deficit.....	4	80		
By Remittance to Inland Office Surplus of Moon.....			...	
GRAND TOTAL\$	10	00	10	00

Particulars of P.D.S. Mail Matter :—

Remitted to I.O. : P.D.S. collected at Agency on Mail Matter delivered \$ 0.70
 Returned to I.O. : Undeliverable Mail Matter..... „ 0.30
 P.D.S. Mail Matter in hand at Agency..... „ 0.50

MAIL MATTER DEALT WITH.

PARTICULARS.	ORDINARY MAIL MATTER.	REGISTERED ARTICLES.	PARCELS.	NUMBER OF CLOSED MAILS (BAGS OR COVERS) IN TRANSIT.
Received				
Despatched				
In transit				

Certified correct,

Prepared by

.....
 Clerk in charge of Controlling Office.

Date Stamp of Controlling I.O.

.....
 Postal Agent.

Date Stamp of Agency.

Pro forma.

APPENDIX No. 5.

[C.—152 x]

.....*District.*

.....*POST OFFICE.*

SUMMARY OF AGENCIES ACCOUNTS.

For HSÜAN T'UNG,.....Year,.....Moon.

AGENCIES.	Fixed Advance of Postage Stamps.	Fixed Advance of Publications.	Stamps sold.		Publications sold.	Grant from Inland Office.	TOTAL (3 to 6).	Agents Salary.*		Remitted to Inland Office.	TOTAL (8 to 10).	P.D.S. collected at Agency and remitted to Inland Office.	Undeliverable Mail Matter returned to Inland Office.	P.D.S. Mail Matter in hand at Agency.	REMARKS.
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	
.....	50.00	2.00	30.00	...	0.50	...	30.50	15.00	...	15.50	30.50	0.50	0.20	0.40	
.....	10.00	1.00	5.00	...	0.20	4.80	10.00	10.00	10.00	0.70	0.30	0.50	
TOTAL ...\$	35.00	...	0.70	4.80	40.50	25.00	...	15.50	40.50	1.20	0.50	0.90	

Prepared and certified correct by

Date Stamp.

.....*Clerk-in-Charge.*

Pro forma.

APPENDIX

[C.—156 x]

SUMMARY OF CASH RECEIPTS

From *HSUAN T'UNG*,..... Year,..... Moon,..... Day,

LETTER OF HEADING.	RECEIPTS.		TOTAL.	
	Headings.	Particulars.	\$	c.
	Balance brought forward from preceding Moon :—			
	Cash : in Office..... \$ 50.00	As per preceding Moon's Summary....	250	00
	in Bank..... „ 200.00			
a.	Grants from Head Office.....		50	00
b.	{ Stamps sold for postage at Office.....	As per Stamp Account..... \$ 227.00	282	00
	" " " " Agencies.....	As per Stamp Account and Agencies Summary „ 35.00		
	" " " " Box Offices.....	As per Stamp Account..... „ 20.00		
c.	Fees on Money Orders issued.....	As per Stamp Account and Register of M.O. Issued.....	5	20
d.	Bank Charges on Money Orders issued.....		7	80
e.	Insurance Fees on Parcels.....	As " Stamp " Account " and Register of Parcels Forwarded.....	5	00
f.	Money Orders issued.....	As per Stamp Account and Register of M.O. Issued.....	260	00
g.	Postage-due Stamps sold.....	As per P.D.S. Account.....	4	20
h.	Express Delivery Slips sold.....	As per Statement of Express Delivery Slips.....	2	00
i.	{ Publications sold at Office.....	As per Statement of Publications \$ 0.30	1	00
	" " " Agencies.....	As per Statement of Publications and Agencies Summary..... „ 0.70		
j.	Gain by Exchange.....		...	
k.	Fines on Staff.....		...	
l.	Miscellaneous (Receipts which do not come under any of the above headings).....		...	
	GRAND TOTAL.....		867	20

Money Order Advices in hand for which Money Orders have not yet been presented for payment, \$.....

REMARKS :—

Date Stamp.

Prepared and certified correct by

Clerk-in-Charge.

No. 6.

.....District.

POST OFFICE.

AND PAYMENTS.

to HSUAN T'UNG,..... Year,..... Moon,..... Day.

LETTER OF HEADING.	PAYMENTS.		TOTAL.	
	Headings.	Particulars.	\$	c.
1	Linguist Clerks : Salary.....	As per Pay List.....	60	00
2	Non-linguist Clerks : Salary.....	" " ".....
3	Various Employés : Salary.....	" " ".....	40	00
4	Agents : Salary.....	" Agents Summary.....	25	00
5	Commissions to Box Offices.....	Voucher No. 9 = \$ 1.00.....	1	00
6	" on Express Letters.....	" " 16 = „ 0.20.....		20
7	Gratuities.....
8	Travelling Expenses.....
9	Establishment : Construction and Purchase.....
10	" : Maintenance in Repair.....	Voucher No. 2 = \$ 6.00.....	6	00
11	" : Rent and Taxes.....
12	Forms, Stationery, Printing.....	Voucher No. 13 = \$0.60, No. 14 = \$0.40.....	1	00
13	Mail Bags, Parcel Boxes.....
14	Fuel, Light, Oil.....	Voucher No. 11 = \$ 1.00.....	1	00
15	Official Dresses.....
16	Freight.....
17	Telegrams.....
18	Books, Maps, etc.....
19	Transport of Mail by Couriers or Boats under contract.....	Voucher No. 10 = \$ 2.00.....	2	00
20	Transport of Mail by Couriers or Boats not under contract.....
21	Loss by Exchange.....
22	Money Orders cashed.....	As per Register of Money Orders Cashed.....	300	00
23	Miscellaneous (Payments which do not come under any of the above headings).....	Voucher No. 12 = \$ 1.00.....	1	00
24	Remitted to Head Office.....	Voucher No. 5 = \$ 100.00.....	100	00
	TOTAL PAYMENTS.....	537	20
	Cash Balance : in Office..... \$ 30.00 } in Bank..... „ 300.00 }	As per Certificate of Balance.....	330	00
	GRAND TOTAL.....	867	20

EXCHANGE RATE.	CASH PER DOLLAR.	SUBSIDIARY COINS PER DOLLAR.
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大清郵政

代辦
局供事

規則

華英合璧

代辦規則

郵政代辦支局規則目錄

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- 第二項 局務辦法
 - 甲 辦公時刻 第十九條
 - 乙 郵票 第二十條至第二十九條
 - 丙 保護郵件 第三十條至第三十八條
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- 第四項 結算郵件辦法 第八十條
- 第五項 帳目 第八十一條至第九十二條

郵政代辦支局規則序

大清郵政係於光緒二十二年奉

旨興辦其始不過先於通商口岸施行近年速率及於全國並各府州縣城大小鎮村現時中國郵務劃爲郵界分界各有郵政局或郵政分局一處此外更有支局內地支局及代辦支局但其職分各有區別列舉於下

郵政局 管理一郵界事務

郵政分局 管理一分界事務

支局 屬於郵政局或分局設在輪船火車通行之處

內地支局 與以上支局同惟設在輪船火車未通之處

代辦支局 屬於郵政局或屬分支等局除匯兌保險包裹代貨主收

價及快信等類不能兼辦外其餘各項郵務均歸經理

除以上各項局所外尚有副局售票信櫃信筒等項郵政總局設於郵部每郵界係郵務總辦或係郵務副總辦管轄各支局派有供事管理代辦支局或直屬郵政局或屬分局及各支局管轄近來郵政代辦支局甚多若無辦公定則不足以爲指導故特訂此規則俾各代辦支局有所遵循此項規則須與郵政章程並郵政總局總辦暨各該郵務總辦隨時頒發之通諭參攷遵行

第一項 普通規則

第一條 選派代辦 郵政代辦係委託於殷實可靠具有妥當保結之鋪商且由該鋪長經理擔任一切責成

第二條 代辦地方 擇委郵政代辦之鋪商須在相當之處或通要之區

第三條 辦公專所 代辦經理人當於鋪內另闢一室以爲郵政辦公之處

第四條 派委辦法 各代辦派委之時領有該管郵界上司畫押之執照

單樣 I 字第九十一號
即 B 字第三十一 a 號 務應妥爲收存作爲承辦郵務之証此外仍有照例發

給之郵票章程公事單冊釐戥日戳蓋印黑墨信箱告示牌及招牌廣告等物

第五條 報知地方官 各鋪商揀充郵政代辦當由各該郵界總辦函知

本處地方官

第六條 責成 各代辦擔任一切郵政事務並用人責成如因疏忽失檢或所用之人舞弊以致郵件遺失應由經理人照章賠償

第七條 保結 各代辦須有兩家作保其保款不得在二百元以內

第八條 更換保結 原保之家遇有遷徙停業亡故等事該代辦須即詳達該管郵局將保結更換

第九條 卸事 代辦鋪商欲行告退務在一月以前特具稟帖呈明候諭批准方可卸事

第十條 稟報 凡各代辦遇有緊要事件應稟報該管郵局此項公函須依次列號

第十一條 來往公牘 各代辦凡接到該管郵局或他局或官紳寄來公牘須加慎列號收存其應答覆之件即行答覆

第十二條 公事嚴密 郵局一切公事務須嚴密

第十三條 禁用虎頭牌 代辦鋪商不准藉郵政代辦名目擅用虎頭牌懸於門外

第十四條 廣告 所有收到特發之郵政廣告各代辦須懸示鋪內易見之處並粘貼於大街巷口

第十五條 廣告表單 以下所列各項廣告表單須於代辦鋪內最易見之處懸示週知

計 開

郵件寄費清單（係近時所發者）

郵局售票定價

收發郵件時刻表

以上三項若經撕毀須即更換

本界郵政輿圖亦須懸挂以備商民指覽

第十六條 接待商民 代辦經理人等對於商民務須謙和且不可多索

分文如有訐告及詢問者該經理人應立即接待

第十七條 改良辦法 代辦經理人須各就本地設法振興郵務如投遞

迅速及便於商民寄發信件等事在在應行留意而最妙之法係向各鋪

家收攬信件

第十八條 與地方之關係 各代辦不可違忤地方官須知郵政乃國家

官局經理人均係華人固不宜失尊崇官長之禮且不准藉代辦郵政名

目違抗稅課而圖私利

第二項 局務辦法

甲 辦公時刻

第十九條 辦公時刻 每日開門辦公時刻與本地商店營業之時刻相

同

乙 郵票

第二十條 郵票性質 各類郵件上粘郵票作為完納郵資之憑証

第二十一條 郵票種類 現時郵政局郵票及明信片共計十七類如下

郵票	半分	一分	二分	三分	四分
	五分	七分	一角	一角六分	二角
	三角	五角	一元	二元	五元

明信片 單 一分 雙 二分(係預付復資)

第二十二條 請發郵票單照 各代辦向該管局請領郵票及明信片等項按月應呈送一郵票單照單樣 I 字第六十一號即 O 字第一百四十六號敘明下月分應用郵票若干請為照發此項單照須早為呈送以防缺乏

第二十三條 供應郵票 所請郵票經該管局封發寄到後應即開拆查點數目相符即將收到郵票之單照仍用單樣 I 字第六十一號即 O 字第一百四十六號速寄原發票局查照以求覈實

第二十四條 售郵票 郵票俱售現款不准賒欠其已售出之票即不退換

第二十五條 售票定價 寄件人購買郵票如用零角小洋應照足色大洋補水其價目係該管局按照市價核定各代辦不得藉此謀利須將定價表懸示週知(參看第十五條)

第二十六條 廢票 各代辦不准私售已經用過之廢票并嚴戒副手勿犯此規

第二十七條 刷洗郵票 各類郵件上面所粘郵票查有刷洗塗抹痕跡應將一切情形立即報明該管局此事須格外小心

第二十八條 偽造郵票沉匿郵件 偽造郵票及沉匿郵件之罪名業經奏准明定治罪專條茲節錄奏摺於後嗣後偽造郵票明信片已成者計贓盜竊論罪止流三千里其僅止洗用舊票減一等爲從及知情行使者又各減一等若郵差將郵寄公私文報信件沉匿者比依鋪兵沉匿公文律一角杖六十每一角加一等罪止杖一百事干軍情機密文書而沉匿者不計角數有所規避者從重論

以上徒流照新章收入習藝所工作杖罪罰金

第二十九條 妥存郵票 郵票既有價值應特加小心在妥當之處收存如有遺失由代辦負其責成

丙 保護郵件

第三十條 郵件嚴密之權 郵件嚴密之權不得侵害係環球各國通行之律亦係郵政營業之根本是以享政府之保護

第三十一條 禁拆封筒 代辦人不准擅行開拆經辦之封筒亦不准將經手郵件各事轉以告人如有私拆郵件等情則必照律嚴懲

第三十二條 可疑之郵件 郵政章程第十六條載明某某禁物不准郵寄惟代辦不得藉此擅拆郵件查驗遇有可疑之處應將該件暫存稟向該管局請示

第三十三條 扣留人犯郵件 無論何時地方官欲令代辦人將關係罪犯之郵件交出該代辦應一面按照專發之通諭辦理一面將一切情形報知該管局

第三十四條 稅卡釐金事務 凡應完稅釐之郵件各代辦應遵照該管局發寄之專諭辦理以維國課而免沉壓郵件

第三十五條 陸路運送郵件 凡郵差由陸路運送郵件必須封裝郵袋內以免經行釐卡時致有詢問掣肘之事並嚴禁郵袋私裝他物一經查出定即重懲

第三十六條 郵件被劫 如郵差路遇搶劫情事查其情形屬實應即一面稟明該管局一面稟請地方官查緝

第三十七條 使用油布 郵件須防雨水浸濕應令郵差於路上帶有油布如無此項油布應即告知該管局

第三十八條 妥存郵件 一切郵件應於晚間妥爲收鎖不可大意其掛號及包裹尤宜加慎

丁 郵件寄費

第三十九條 郵件種類 郵件分爲六種如下

一信件 二明信片 三新聞紙 四書籍及刷印物 五貿易契 六貨樣 此外有包裹一類亦可接收代寄

第四十條 預付滿費 凡在代辦局交寄之件應按寄費清單預付滿費

第四十一條 禁封郵件種類 所有書籍刷印物貿易契貨樣等類不得固封以便易於查驗並不得私夾信件

第四十二條 寄往外洋郵件資費 寄往外洋各國之郵件應按寄費清單第三第四第五等資納費此項資費係準萬國郵會及與各國專定之章程所訂定

第四十三條 掛號 寄往外洋掛號郵資除日本係七分外其餘已入郵會各國均係一角

戊 收寄郵件

第四十四條 交遞郵件 凡在代辦局交遞之郵件及包裹均須粘足郵

票該件收到後即行印蓋日期戳記將票塗銷代辦局不准代寄件人粘貼郵票且須告知寄件人凡有逕投信箱之件其費不足難免爲郵局扣留延誤等情若由信箱內查有不敷資費之郵件須寄交該管局辦理

第四十五條 注銷郵票 該管局所發之蓋印墨油專爲注銷郵票之用代辦不得任用他項墨油其郵票所印日戳必須蓋滿票面且必須清晰易於辨認以防刷洗復用之情弊

第四十六條 待發郵件 所收郵件須妥置於抽屜內或按埠分置各派信格內以待封發出口

第四十七條 單雙掛號 各項郵件如寄件人按寄費清單另納掛號資費即可掛號掛號辦法係先發給寄件人掛號執據一紙注明號數即以冊此號編於郵件隨將郵件載入掛號清單如寄件人另納回執費即用本I字第五 a 號即 D字第六 x 號 代備回執一紙此項回執須與郵件同寄接收局經收件人簽字由接收局退回後送交寄件人收執

第四十八條 審查掛號郵件 當交寄掛號郵件未收之前須審明該件是否用堅固封套裝封結實有無拆後重封痕跡及收主寄主姓名住址清晰資費果經付足等事

第四十九條 發執據 發給執據時須注意寄件人姓名住址詳載執據存根以便將來郵件因不能投到退回時得以按其住址繳還寄件人代辦人所發畫押之掛號執據即擔一切責任其執據上並不准用戳記代押必須親筆簽名以重經理之責

第五十條 交寄包裹 包裹辦法與掛號郵件無異即係接收時發給執據逐件註明於包裹清單 單樣 I 字第四十一 a 號 此外必附報稅清單

單樣 I 字第四十號 即 D 字第五十三號 至少一紙

第五十一條 包裹之封裝 包裹必須封裝結實以免轉運破損否則不允代寄

第五十二條 有價值包裹 代辦局不能收寄包裹價值在三十元或三十元以上者

第五十三條 包裹分量 包裹往國內凡有郵局之處所均可收寄如係輪路未通之處其分量不准過三基羅如係輪路已通之處即所經各地均係輪路可至者則每件可重至十基羅

已 封發郵件

第五十四條 封裝郵件 代辦局不得使用製成之封套凡有少數郵件即用舊封袋小心綑束或用本地之堅厚紙斜式裱包再用麵糊固封一

如民局辦法倘該代辦局查得郵件日見加增而用紙包封有所不便者可稟請該管局核發布袋或篷布袋數個應用發信須按一定時刻應照

2 B

所頒發信時刻表辦理

單樣 I 字第二十一號
即 D 字第二十二號

參看第十五條不可漫

無規則若已到發信時刻須將由上班發信後局中所積之郵件按處分

妥裝入郵袋或封套內外面寫明寄交某處郵局查收更須格外細心不

得有一件誤寄每一郵袋或封套內所裝郵件之數目應於寄信清單上

單樣 I 字第一 a 號
即 D 字第一 a 號註明清單號數順次編列每次用二頁一頁隨信件

裝入郵袋或封套內一頁留局備存隨後即將郵袋堅固綑束蓋以火漆

印交付郵差並有排單應按單樣

I 字第八十四號
D 字第二十四號即填寫交付

第五十五條 特別慎重掛號之郵件 掛號郵件須同掛號清單

I 字第二 a 號

即 D 字第四 a 號 置在特別封套或包面紙內按照掛號清單上所寫之次序以

便接收之局易於檢查至封裝包裹尤應小心將分量輕者置在上面掛

號郵件總須裝入有寄信清單之郵袋內當裝掛號郵件或裝包裹時須

將該掛號清單或包裹清單

I 字第四十一號
D 字第五十五號即

之該號數注在信件

清單以便檢查所有由差役經早路遞交內地各處之郵件須特用油布

加慎包妥再行發往臨封郵袋或封套之時須將寄信清單留心校對不

得稍有差錯封套上面須加蓋日戳以便接收局易於查看係由某局所發而防封牌上所蓋之印不清或於中途失落

第五十六條 輪路運送郵件 由火輪船或小輪船運送之郵件應按本處酌定辦法辦理所最緊要者須將郵袋送交輪船或火車上可靠之人交到後務須索取正式收單

庚 接收郵件

第五十七條 查驗火漆 接到他局發來郵袋之時第一先查驗其郵袋上之火漆印是否曾經私動

第五十八條 驗查排單 郵袋驗畢即將排單上所註各項細心查對

第五十九條 開拆郵袋 照以上兩條查驗無訛始可將郵袋開拆即將

內裝各件與寄信清單查核倘有差錯應用驗証執據
第一百十七號 填報最後轉發之局并稟明該管局
單樣 I 字第三十六號即 D 字

第六十條 查對清單號數之次序 凡諸寄信清單掛號清單以及包裹清單上所列號數之次序極爲重要如查此等號數錯列即是該郵袋遺失否則必係悞寫此等情形必須一面迅速函知最後轉發之局向伊索取該號清單之附頁並請速爲查覆一面再行稟明該管局

第六十一條 不報錯誤之責備 接到郵袋時如查有缺少之件若不即

刻報知則發來之局以爲該局已妥行收到此項郵件即作爲該接收局因忽畧所失與他局無涉

第六十二條 查對掛號郵件及包裹 接到掛號郵件或包裹時更須格外細心檢查拆開郵袋後即照所裝掛號清單或包裹清單逐件查點倘有缺少即須稟報（參看第五十九六十一等條）

第六十三條 損傷之包裹 接到包裹時如有損傷即須稱其重量若干註明於該清單之上然後細將損傷之件代爲包妥再行通知最後轉發之局

第六十四條 妥存轉寄郵件 接到轉寄他局之郵件宜存放於穩妥之處且須從速轉發并分別輕重郵件按照郵務總辦酌定之法辦理

第六十五條 空袋 如有空郵袋原屬某局所發者即應退還某局不准用某局之空郵袋封裝郵件寄往他局

辛 投遞郵件

第六十六條 本地投遞 接到他局寄來之郵件於查驗後即在各件之背面加蓋日戳其應於本地投遞之件須速投遞勿遲如有難於投遞之件不可即時退還必須設法詢問如實詢覓無著始可作爲無法投遞之件如收件人住址離局太遠即將該件試交本地鋪戶或交便人代轉均可

第六十七條 欠資郵件 欠資信件係另束一捆接收時隨有 I 字第一

號即 C 字 之欠資單者其所欠之費應照該信面上所粘欠資郵票之數

第五 a 號 爲準投遞時向收件人索取

第六十八條 私索資費 除欠資一項外不得向收件人索取他費即如

酒資等事如信差有違章情事惟該代辦經理人是問

第六十九條 掛號郵件及包裹 投遞掛號信件或包裹必須格外慎重

收件人實係本人否收據上務令收件人蓋戳畫押方可交出所有掛號信件及包裹等投到後即將各該收據按號粘於各該清單之上以便日後易於追查其各項收據宜嚴密收存慎勿令一件遺失

第七十條 回執 投遞雙掛號之郵件務令收件人於該回執上妥蓋戳

記畫押此項畫押之回執須即退還原寄之局如由他局退來收件回執等件亦應從速投遞原寄之人

壬 無法投遞郵件

第七十一條 退還無法投遞郵件 無法投遞之件應在局中懸示招領

如逾一月後無人領收始可退還原寄之局無法投遞之掛號郵件應用掛號清單退還如係包裹則用包裹清單退還

第七十二條 接收退回無法投遞郵件 由他局退回無法投遞之件應

即投交原寄之人若係掛號之件或係包裹則向原寄人索取收據如無法退回原寄人應將該件懸示一月如仍無人領取則將該件送交所管之局

第七十三條 禁止撕毀私拆 遇有無法投遞之件斷不可私自拆看亦不可自行撕毀

癸 撤回及改寄郵件辦法

第七十四條 撤回郵件及改寄郵件 凡寄件人呈請欲將已寄之件撤回須轉請該管之局核奪如該件尚未寄發須將該件截留候諭辦理凡收件人請改遞之件應用郵局特印單樣 I 字第八十二^a號即 D 字第一百七十九^x號 詳細書寫應即照辦若遇可疑之處須請該管局查核辦理

子 查詢

第七十五條 應查之事 嘗有寄發日久始行追查之掛號信件或包裹等事如存貯各項清單及收件之收據等未經細心順序收存即必難於查覆倘將收件人之執據遺失或無投遞之憑証即由該代辦局對於寄件人或收件人擔該郵件價值之責任凡商民有所詢問須轉報該管局

第七十六條 答覆查詢 凡接他局寄來驗証執據 單樣 I 字第三十六號即 D 字第一百七

x 十二 或請查遺失單據 單樣 I 字第八十六^a號 或信函務須詳細從速

答覆須註明該件投到日期並將收據上所蓋之戳記及畫押之字樣照式抄錄一紙隨單寄呈查驗

第七十七條 通知遺失掛號之郵件 倘有他局報明在本局寄發掛號之某郵件或某包裹於中途偶遇人力難施之事或因他故遺失等情須立即通知該寄件人即云前於某日寄交某處某人某號之掛號信一封或包裹不料中途偶遇某項事故致將該信遺失

第三項 檔案單冊辦法

第七十八條 存貯檔案 各項檔案其存貯之法務使易於檢查至用畢冊簿必須詳註何類號數寄信清單掛號清單包裹清單以及各項收據須按定期順序訂簿束之其收件人之掛號收據暨包裹收據等更須加慎收存各項檔案須存留三年若非奉有特諭斷不應自行焚毀倘將檔案當作爛紙售賣者則必重懲其咎

第七十九條 存案底稿 凡諸呈上稟報結算表月帳暨公函等件務須留有底稿至由郵政分局或由該管局所發之郵諭宜加慎存留勿失

第四項 結算郵件辦法

第八十條 結算 結算郵件須照該管局所諭之期呈報於是月底將出入寄信清單彙總照以下所列之式計算清楚再行登入結算清單之上

計開

本局接收 須將各接收(即進口郵件)寄信清單內本局收寄及他局附寄兩格之郵件數目彙總核算

本局寄發 須將各寄發(即出口郵件)寄信清單內本局收寄格內之郵件數目彙總核算

代他局轉寄 須將各寄發寄信清單內他局附寄格內郵件數目彙總核算

統計各項郵件須照以上所列之式核算否則必有舛錯情事

第五項 帳目

第八十一條 出入款之解釋 代辦局所有入款即係售出郵票暨出版書籍之款所有出款則為郵務總辦所訂給之薪水

第八十二條 報帳辦法 每月各代辦須用所印代辦出入帳目清單C

字第一百五十一號填寫所應報之款此單應備三份一份存該代辦處其餘兩份呈報該管局查核該管局供事應自存第二份其第三份即隨該局總帳呈報郵政_分局備核代辦出入帳目清單應先由代辦署名

其上再由該管局供事署名以證無訛始為合格(附帳目單格式)

第八十三條 所存郵票之定數 總局按照定限預付各代辦郵票款項若干所定之數係歸郵務總辦酌奪由郵政_分局帳房掣取收條存案

第八十四條 出版書籍 出版書籍亦照此辦法預付代辦備售惟此項預付定數若干亦可酌情辦理

第八十五條 由該管局購領之物 在預付後代辦需續備郵票及出版書籍時應按蒙囑之詳節將售出該項郵票書籍所得之款匯該管局購領該管局供事應按其所匯之數發給以補足原預付代辦之數

第八十六條 帳內不存現款 照此辦法代辦所存郵票及出版書籍之款數永無更易惟不存現款代辦入款內用作開消之款不得匯往該管局其數應由該管局俟入帳後合郵票寄還代辦

第八十七條 代辦局協款 代辦局有不能自給者即無須匯款該管局其不敷之數當由該管局匯現款補足代辦收到此項協款應呈收據爲憑

第八十八條 出入款項相抵 出款入款總結之兩數總須相抵

第八十九條 帳內之箱局事務 如代辦局轄有信櫃則須將該信櫃售票若干酬勞若干載明帳內其酬勞之數係在信櫃清單 D 字第三 x 號

計算照給

第九十條 代辦局爲該管局所納之欠資 代辦局代黏貼欠資票之該
管局因郵件未付郵資或未付足郵資而納之欠資其款納後應隨 I 字
第一百零一 a 號單即 C 字第五 x 號另匯該管局與代辦局之帳無涉
然附去格式 C 字第一百五十一 x 號內所有應報欠資郵件各條必須
按月悉心載入

第九十一條 按月隨帳應報經手郵件之數 此格式內并有數條關於
經手郵件者亦須每月報入無訛如所經辦郵件有逾格之增減須將其
故詳細註明其此項數目係在尋常每季結算清單之外另行呈報

格式

[C-151a]

代辦支局

宣統 年 月 出入帳目清單

由 * 局預付郵票定項計洋	五十元	入		出	
由 * 局預付郵政出版書冊計洋	二元	元	角分	元	角分
入本月售出郵票進款		三〇	〇〇		
入本月售出郵版書冊進款			五〇		
出 月代辦支局人薪水				一五	〇〇
	共計	三〇	五〇	一五	〇〇
入由該管支局發來彌補開銷不敷之協款					
出匯該管支局本月盈餘款				一五	五〇
	統計	三〇	五〇	三〇	五〇

欠資郵件條目如下

匯該管支局已投欠資郵件所納之款	五角
退該管支局無法投遞欠資郵件之款	二角
代辦支局尚存未領欠資郵件之款	四角

經辦郵件表

條目	平常郵件	掛號郵件	包裹	代他局轉寄 郵袋封筒
本局接收				
本局寄發				
轉寄				

校證人



該管支局供事

立單人



代辦支局人

* 此處填正字或填分字須視歸何等局管轄分別填寫即如郵政局管則填正字郵政分局管則填分字

格式

[C-151a]

代辦支局

宣統 年 月 出入帳目清單

由 * 局預付郵票定項計洋 由 * 局預付郵政出版書冊計洋	入		出	
	元	角分	元	角分
入本月售出郵票進款	五	〇〇		
入本月售出郵版書冊進款		二〇		
出 月代辦支局人薪水			一〇	〇〇
共計	五	二〇	一〇	〇〇
入由該管支局發來彌補開銷不敷之協款	四	八〇		
出匯該管支局本月盈餘款				
統計	一〇	〇〇	一〇	〇〇

欠資郵件條目如下

匯該管支局已投欠資郵件所納之款	七角
退該管支局無法投遞欠資郵件之款	三角
代辦支局尚存未領欠資郵件之款	五角

經辦郵件表

條目	平常郵件	掛號郵件	包裹	代他局轉寄 郵袋封筒
本局接收 本局寄發 轉寄				

校證人



立單人



該管支局供事

代辦支局人

* 此處填正字或填分字須視歸何等局管轄分別填寫即如郵政局管則填正字郵政分局管則填分字

管局供事規則

管局供事規則目錄

第一項 普通規則第一條至第十四條

第二項 局務辦法

甲 辦公時刻第十五條至第十六條

乙 郵票第十七條至第二十六條

丙 保護郵件第二十七條至第三十六條

丁 郵件寄費第三十七條至第四十三條

戊 收寄郵件第四十四條至第六十三條

己 封發郵件第六十四條至第七十五條

庚 接收郵件第七十六條至第八十六條

辛 投遞郵件第八十七條至第一百條

壬 無法投遞郵件第一百一條至第一百六條

癸 撤回及改寄郵件第一百七條至第一百二十二條

子 查詢第一百十三條至第一百五條

丑 遺失郵件暨包裹等件第一百十六條至第一百二十條

寅 欠資郵件第一百二十一條至第一百二十四條

卯 匯票第一百二十五條至第一百三十九條

辰 快信第一百四十條至第一百四十九條

巳 民局信封第一百五十條至第一百五十三條

午 某某件特行之辦法第一百五十四條至第一百六十條

第三項 局所檔案單冊辦法第一百六十一條至第一百七十八條

第四項 局員第一百七十九條至第一百九十四條

第五項 與寄件人之交接第一百九十五條至第二百一條

第六項 與地方官之交接第二百二條至第二百八條

第七項 與郵務總辦之交接第二百九條至第二百十六條

第八項 結算郵件辦法第二百十七條至第二百二十條

第九項 報帳辦法第二百二十一條至第二百六十九條

管局供事規則序

大清郵政係於光緒二十二年奉

旨興辦其始不過先於通商口岸施行近年速率及於全國並各府州縣城大小

村鎮現時中國郵務劃爲郵界分界各有郵政局或郵政分局一處此外更

有支局內地支局及代辦支局但其職分各有區別列舉於下

郵政局 管理一郵界事務

郵政分局 管理一分界事務

支局 屬於郵政局或郵政分局設在輪船火車通行之處

內地支局 與以上支局同惟設在輪船火車未通之處

代辦支局 屬於郵政局或郵政分局支局或內地支局除匯兌保險包

裹代貨主收價及快信等類不能兼辦外其餘各項郵務均歸經理

除以上各項局所外尚有副局售票信櫃信筒等項郵政總局設於郵部

每郵界係郵務總辦或係分局郵務總辦管轄各支局或內地支局派有供

事管理代辦支局或直屬郵政局或屬郵政分局及內地支局管轄管局供

事之職分非常重要需有一定之辦公規則以爲指導故特訂此規則俾各

管局供事有所遵循此項規則須與郵政章程並郵政總局總辦暨各該郵

務總辦隨時頒發之通諭參攷遵行

管局供事規則

第一項 普通規則

第一條 開設支局 如奉委赴某內地開設支局開妥後即為該處管局之員者則須注意以下所列各節

臨時時攜帶郵務總辦署名之管局執照一張 B I 字第六十五號即 並有致該管之地方官介紹公函一件比至欲設支局之處須先謁見該處地方官呈出所携之公函並聲明奉委所辦之事至要者開始須藉地方官之輔助是以宜請地方官指示合宜之處所以便設立支局俟指定某處即於某處衝要之區租賃房所總以大街之鋪房為最宜至該房應如何修理以合局中應用之式為度其應置用之傢具須先稟商該管局候諭批准方可辦理俟局房修理已妥須將該局房式繪圖隨同所置傢具清單註明各件價值寄呈該管局查驗并照備一分存局再遵郵務總辦之諭雇用城差郵差一切備妥後即行開局辦事尤須與銀號東家商賈鋪主及眾人聯絡一面在鄰近地方宣佈該處郵政業已設立之先聲并散送郵件寄費清單暨張貼解明郵政辦法之廣告

第二條 接管支局 如奉委赴某處接管已經開設之支局於起身之先須

領管局執照一張

I 字第六十五號即
B 字第十九號

並有致該管地方官介紹公函一件

臨接任之時須細心計算該局所存郵票現洋郵政章程快信專票及兌出之匯票等更須核對其按日登記出入銀錢清單及各項清單即如郵票清單欠資郵票清單快信專票清單及章程等項其所存現洋郵票及章程等之數目須與按日登記暨各項清單之尾數相符至於局中各項傢具須照傢具清單逐一點驗如有不符之件須於單內標註更須稟明該管局并宜詳細檢查所存之各項公事單冊必須整齊順序不容稍有缺欠至掛號郵件及包裹之收據尤須注意接手後倘再查有缺欠疎漏之處即惟該接管局員是問於接任時如交代之員聲言有現洋若干存於本地某銀號內則該款必令取出當面點驗此後該款或仍存原處或另存他號均可如查帳內有現洋若干業已寄呈該管局但該收銀執據尚未繳回者則斷不可率爾接任必俟收據到後方可如該收銀執據逾限多日仍未退還者則須速行函請該管局將該收據速爲退還交卸之供事不准攜帶局款到該管局作爲呈款

第三條 責任 凡某局接任後其局中一切公事屬下員役等之作爲郵票現洋傢具及一切局中公物均歸新任管局供事一人擔任其郵票及現洋每夜必須嚴固封鎖以免疏虞

第四條 效力 管局供事之第一欲望務使所管之局及所屬代辦之入款

足抵所出之數管局者非僅將局務治理嚴整郵遞無誤卽爲盡職亦應於郵務之進步銳意振興始爲上策且須教練屬下人等同心一意皆以日望郵務發達爲宗旨其襄辦供事分信人城差及郵差等均與局務進步有極大之關係均須用最正之人若一人不正足能破壞一局之名譽是以革除不職者爲管局供事分內之事更須以自己之行爲作屬下之模範而保局中名譽管局供事之聲名非常重要若該供事聲名惡劣郵政之名譽亦隨之日下若名譽可靠則商民之信用自堅管局供事務須勉力使郵務日有進境不可在局有晝寢偷安等事致寄件人到局無人接待郵政局猶如商號管局供事卽爲商號之經理人如該商號之經理人無競爭之能力無幹濟之猷爲或使該商號逐年虧空者斷不能長此留用則必另換處事果毅諳於經濟之人接充其任管局供事自繼承前任後不宜認作現行之辦法皆成鐵案一件不能更改凡見有應行改良應行進取之處必須竭力施行以期進步蓋管局供事必須用其郵務知識及閱歷雖一面遵照郵章仍須一面格外盡其聰明敏活之手段

第五條 品行 管局供事及其屬下員役人等均不准吸鴉片賭博飲酒或隨意冶遊等事如有干以上之所例禁者卽行革除不貸管局供事見局中有此等不敦品行之人亦卽應具實稟辦倘敢隱忍不報一經查出則該管

局供事一律獲譴且管局供事及屬下人等若非奉有特諭不准與人涉訟亦不准在報館登錄事端所有局員例不准另營他業亦不可行有違職守等事

第六條 離職 管局供事如遇有公私事件非奉有該管局之諭准不得擅離職守屬下人等除遇有急不可待之事一面可由管局供事從權給假一面立將詳情稟報該管局外管局供事不得擅自給假管局及襄辦人員於辦公時刻內必須在局黽勉從事該管局供事應在局住宿每餐該員等均應輪流按訂定之時刻

第七條 予假 凡遇局員請假則視公事所需或查該請假之員素日實爲循規蹈矩勤勉得力者方准予假

第八條 病假 郵政人員遇有常請病假者可以因其精神不足難於從事立即辭退或任郵務總辦之裁度於假期內將該員之薪水酌減

第九條 稟帖 在局人員如有欲遞郵政總局總辦稟帖者必由該員直接之首領代呈方可舉行惟稟內定不准請求加升等級蓋加升者係按辦事之勤惰與入局之年限而定非由稟求而或可倖得者也

第十條 郵差郵路 管局供事須查看該管區內之郵差是否遵照所訂時刻按站馳走此爲極要職守之一著既注意於郵差所行之時刻且必查其

能否加快務當隨時整頓不可承襲接任時之規模

第十一條 與他局之交接受 對於他局不可輕起爭端及互相委過等事倘查出某事實係他局之錯悞須先代爲更正以免貽誤郵務暨商民其或錯悞甚大則可稟明該管局惟不可與他處管局供事彼此攻擊否則必蹈同時撤換之咎戾

第十二條 查看代辦 如於鄰近各局無特派巡查供事督理者則應由該管局供事於辦公人員內揀選一人教導然後派赴各代辦處查視並指教一切

第十三條 公事慎密 凡局中一切公事均宜慎密且示屬下員役人等一律遵守勿違

第十四條 節用 凡局中一切費用均宜節儉且宜愛惜公物不可任意損毀

第二項 局務辦法

甲 辦公時刻

第十五條 辦公時刻 各處郵政局每日辦公時刻應由日出開門至日入時閉門與本地之鋪商同例惟查本地情形亦有須開至晚十鐘或至十二鐘之處凡禮拜日及各國典禮日各支局仍須照常辦事

第十六條 放假日期 各局須審本地之情形每年元旦可以全日停止辦

公若除夕元旦之後二日端陽節中秋節及

皇上萬壽日均照例停止辦公半日或一日內之數時此等放假日期之辦公時

刻應由郵務總辦按本地之情形酌定預先佈知 各郵差於元旦日歇班

凡有每日發班之處則兩日停止發信隔日發班之處則一日停止發信如

此則各郵差得有兩整日之休息

乙 郵票

第十七條 郵票性質 各類郵件上粘郵票作為完納郵資之憑証

第十八條 郵票種類 現時郵政局郵票及明信片其價計十七類如下

郵	半分	五分	三分	五分
郵	一分	七分	五分	三角
票	二分	一角	一角	一元
票	三分	一角	六分	二元
票	四分	二角		五元

明信片 單 一分

片 雙 二分 (係預付復資)

第十九條 請發郵票單照 向該管局請領郵票每月至多不准過一次且

須預先領足以防缺短不接若請領郵票之辦法須用 I 字第六十一號即 C 字第一百四十六號單照塗去茲本收到兩項而用謹請之字樣

第二十條 收到所請之郵票 管局供事如接到該管局發給郵票時須喚

一證據人當面拆封點驗如無錯誤仍以 I 字第六十一號即 C 字第一百四十六號單照塗去

茲本謹請兩項而用收到之字樣速寄該管局

第二十一條 售郵票 郵票俱售現款不准賒欠其已售出之郵票即不退

換亦不准代寄件人貼郵票須令寄件者親手辦理

第二十二條 售票定價 寄件人購買郵票如用銅元小洋應照足色大洋

其價目係該管局按照市價核定各管局供事不得藉此謀利須將定價懸出以便週知(參看第一百六十七條)

第二十三條 廢票 各在事員役不准私售已經用過之廢票管局供事應

嚴戒副手勿犯此規

第二十四條 刷洗郵票 各類郵件上面所粘郵票查有刷洗塗抹痕跡應

將一切情形立即報明該管局

第二十五條 偽造郵票沉匿郵件 偽造郵票及沉匿郵件之罪名業經奏

准明定治罪專條茲節錄奏摺於後嗣後偽造郵票明信片已成者計贓盜竊論罪止流三千里其僅止洗用舊票減一等為從及知情行使者又各減

一等若郵差將郵寄公私文報信件沉匿者比依鋪兵沉匿公文律一角杖六十每一角加一等罪止杖一百事干軍情機密文書而沉匿者不計角數有所規避者從重論

以上徒流照新章收入習藝所工作杖罪罰金

第二十六條 妥存郵票 郵票既有價值應特加小心在妥當之處收存如有遺失由管局供事負其責成

丙 保護郵件

第二十七條 郵件嚴密之權 郵件嚴密之權不得侵害係環球各國通行之律亦係郵政營業之根本是以享政府之保護

第二十八條 禁拆封筒 管局供事不准擅行開拆經辦之封筒亦不准將

經手郵件各事轉以告人如有私拆郵件等情則必照律嚴懲

第二十九條 可疑之郵件 郵政章程第十六條載明某某禁物不准郵寄惟管局供事不得藉此擅拆郵件如由各該局收寄之件倘疑其中裝有違禁之物宜請該寄件人當面拆看若所裝實係違禁之物須將原件交還不允收寄如由他局寄到之件因途中擦磨破損致將所裝之物露出查係違禁之物者宜請收件人到局當面開驗然後再將實情稟報該管局

第三十條 扣留人犯郵件 無論何時地方官欲令管局供事將關係罪犯之郵件交出該管局供事應一面按照專發之通諭辦理一面將一切情形報知該管局

第三十一條 稅卡釐金事務 凡應完稅釐之郵件管局供事應遵照郵務總辦發寄之專諭辦理以維國課而免沉壓郵件

第三十二條 陸路運送郵件 凡郵差由陸路運送郵件必須封裝郵袋內以免經行釐卡時致有詢問掣肘之事並嚴禁郵袋私裝他物一經查出定即重懲

第三十三條 未付郵資之件 未付郵資之郵件管局供事不得派郵差運寄更不准郵差自行運寄倘敢故違必予重懲

第三十四條 郵件被劫 如郵差路遇搶劫情事管局供事須立刻稟報該管地方官嚴行追捕並覓回郵件且須稟明該管局亦須函報互有關涉之他局

第三十五條 使用油布 郵件須防雨水浸濕應令郵差於路上帶有油布如無此項油布應請該管局發給

第三十六條 妥存郵件 一切郵件應於晚間妥爲收鎖不可大意其掛號及包裹尤宜加慎

丁 郵件寄費

第三十七條 寄費及章程 管局供事於平常郵件掛號郵件平常包裹保險包裹暨匯票等之資費及章程均宜通徹熟悉

第三十八條 權量 各局須專用格蘭姆之砵碼以稱各類郵件華文寄費清單業將每格蘭姆之定量合成庫平以便寄件人易於核算各管局供事必宜深悉兩秤之比較以便寄件人詢問有所答對遇有爭辯之事則以真實分量格蘭姆爲決定蓋格蘭姆乃爲世界所承認之砵碼也

第三十九條 信件重量起碼 凡寄往國內及外洋之信件均以二十格蘭姆起碼惟往來日本朝鮮及關東日本租界香港澳門等處之信件因有互訂專章均以十五格蘭姆起碼

第四十條 預付郵資之律 一切交局寄遞之件須預納足郵費否則不允爲寄發

第四十一條 禁封郵件種類 所有書籍刷印物貿易契貨樣等類不得固封以便易於查驗並不得私夾信件

第四十二條 寄往外洋郵件資費 寄往外洋各國之郵件應按寄費清單

第三第四第五等資納費此項資費係準萬國郵會及與各國專定之章程所定訂

第四十三條 禁寄總包信件 按照郵政章程不准將內地各處寄往外洋之信件裝成總包或將零件貼用外國郵票寄往通商口岸以圖僅照該國內地郵資納費亦不准由通商口岸將此類總包郵件用同法寄至各內地遇有此項包封交局寄遞者均應立即拒絕如在交局後查出者須將該件退還原寄件人倘無法退還則將該件註明緣由送交該管局核辦惟此項包封斷不可擅行開拆

戊 收寄郵件

第四十四條 接待商民 寄件人來局交寄郵件時務須從速接待免去酬應習俗俟寄件人將信件呈出即行稱其重量且告以應納資費若干

第四十五條 預付郵費 交局寄遞之郵件及包裹等必須粘足郵票設有資費不足之郵件投入信箱者則該件應交該管局核奪並告知各寄件人此等信件不免有滯留遲延之處係寄件人自得之咎

第四十六條 粘貼相宜郵票 郵件上所貼之郵票須用適宜之個數遇有欲貼許多郵票應即阻止

第四十七條 注銷郵票 郵件一經交局即將該件上所貼之郵票按票蓋以日戳並另清楚蓋一日戳於該件皮面之上以記該件係由何處寄發且於何時交局寄遞凡外洋郵件上所粘之本國郵票須蓋以局中洋字之日

戳由該管局經過之信件其皮面上所貼之郵票務須隨時檢查以防混用
刷洗舊票之弊

第四十八條 日戳及油墨 管局供事須將局中日戳令其完整潔淨且須
用正當之油墨不准用中國墨代替

第四十九條 剪開之郵票 信面上無論如何情勢不准貼剪開之郵票如
遇此項郵票概不承認

第五十條 外國郵票無用 凡在中國郵政局交寄信件上如貼外國郵票
即歸無用如遇此項信件即作爲未付郵資惟須小心不可在外國郵票上
蓋戳

第五十一條 掛號 各項郵件如寄件人按寄費清單另納掛號資費即可
掛號郵件掛號者所爲保其必無遺失之虞並於交寄至投遞之間隨時有
單冊可查是以辦理掛號事件極爲重要必須加意慎重凡某局無襄辦供
事者該管局供事務宜親自辦理勿令差役等經手

第五十二條 審查掛號郵件 凡遇交局掛號之件管局供事須先查驗該
件是否用堅固封套其封誌是否嚴密該封套並無開視復封之痕跡者方
可掛號如非信函不得周圍嚴封以致不能察看無論何項郵件必須詳視

封面所寫之姓名住址是否清楚詳細郵費及掛號費是否預先付足寄件者之姓名住址是否詳細寫明無違以上各端方能允其掛號

第五十三條 寄件人掛號郵件執據 交局掛號之件如查無違章之處即可收納管局供事遂備雙頁執據一份於該執據上寫明該件之種類(或信件或刷印物或書籍等)並收件人姓名住址掛明若干號數加蓋日期戳記然後於執據上畫押交給該寄件人收執寄件人尙未領有執據之時應請其暫候勿去執據上所畫之押管局供事須照章擔任不准於掛號單冊上蓋用戳記圖章以代管局供事之畫押必須親筆書寫掛號郵件上所書之號數須與該件之執據相符原寄局所備掛號執據之副頁應貼於該件之上一同寄發掛號執據之存根底簿必須詳細更須註明寄件人姓名住址以便該件若無法投遞時即可交還原寄件人

第五十四條 收件回執 寄件人如欲索取收件人回執者每件須另加郵

費詳見寄費清單原寄局須用收信回執冊本I字第五a號填寫隨該掛號之件

一併寄發俟將該件投到經收件人在回執上畫押然後繳還原局交回寄主管局洋文供事遇有寄往外洋各國之收件回執者須將該回執譯爲洋文如係漢文供事須將該回執送交該管局所示之局譯之

第五十五條 三種包裹 收寄包裹之法與掛號無異每收包裹一件即須付給寄包裹人執據一紙每件包裹至少必須隨有一張報稅清單包裹有三種一平常二保險三代貨主收價此三種之詳細辦法備載郵政章程寄包裹人如欲索取收包裹人之回執者亦可照辦

第五十六條 包裹之封裝 包裹必須封裝結實以免轉運破損否則不允代寄

第五十七條 包裹分量 包裹往國內凡有郵政局之處所均可收寄如係輪路未通之處其分量不准過三基羅如係輪路已通之處即所經各地均係輪路可至者則每件可重至十基羅

第五十八條 寄往外洋各國之包裹 凡寄往外洋各國之包裹只能在輪船火車已通之分局收寄另有專章由郵務總辦酌定

第五十九條 不到三十元價值之包裹 凡包裹內裝之物其價值不到三十元者可照平常包裹收寄發往已設郵局之各處

第六十條 必須保險之包裹 往來中國境內之包裹凡內裝有金銀珠寶及價值在三十元或以上貴重之物者只能在指定之局寄遞

見郵政章程第三編保險

包裹局所表 此項包裹必須保險

第六十一條 保險到輪路所通之末處即止 凡寄件人欲將保險包裹寄

至輪路未通之局者郵政局員須告知只能將該件保至與該內地最近之輪路所通之局爲止其由該處轉寄時若有遺失由寄件人擔任

第六十二條 代貨主收價包裹 凡代貨主收價之包裹在郵政章程第三

編保險包裹局所表內所列之局均可往來發寄每件代收之價不得過洋二百元之數除包裹郵費外每件另納代收貨價之費均按值百抽二計算且應加付補水費凡寄往一處之代收貨價包裹及滙票其補水費之辦法相同所有應行代收之銀元數目代收貨價之費及補水費均須分別註明收包執據之上交給寄包裹人收執

第六十三條 保險及代收貨價包裹之專簽 凡寄發保險之包裹須用

第七十四號即D字 第一百九十八號 專簽粘於該包之上如係代收貨價者則用 I 字第七

D字第一百九十九號 專簽粘貼

己 封發郵件

第六十四條 分寄及封裝 凡有少數郵件可將舊封袋小心包扎重用或

用堅厚之本地紙斜疊密包用麪糊固封一如民局辦法倘郵件過多欲於封發時節省時刻者始准使用製成之紙袋該供事查得郵件日見加增亦可稟請該管局核發布袋或篷布袋應用發信須有一定時刻且照所懸示

之發信時刻表辦理不可漫無規則若封裝時刻已到須將由上班發信後局中所積之郵件按處分妥裝入郵袋或封筒內外面寫明寄交某局查收更須多加細心不可有一件悞裝凡封裝應寄某處之郵袋時須分別該處本城之信件總束一專捆或數專捆以便接收該郵袋之局易於從速投遞其係經接收局轉寄之信件亦須捆束惟於該捆上加貼 I 字第八號即 D 字第一百九十六號 寄發之條如於某地名有疑惑之處即可查看通郵局所彙編及查郵政與圖凡一切信件應須整齊堅固用繩捆束以免擦損或與他件混合每一捆上須貼一紙條註明本局原寄之數目若干暨轉寄數目若干如經襄辦供事或分信人處理分寄封裝之事則於每捆內須置有 I 字第七十二號 a 號即 D 字第二百零六號 備查誤寄之小單並於該單上令該經辦人畫押

第六十五條 寄信清單 每郵袋或封筒內所裝之郵件須於寄信清單上按類註明寄信清單須順次編列號數每次用二頁一頁置在郵袋或封筒內一頁存局備查所有本局寄發及代他局轉寄之信件除隨時分別清楚登載於寄信清單之上尤須於結算郵件期內另行照登如在發信時見有信函或其他件封皮損傷之處須將其情形附記於寄信清單之餘事列此格內

第六十六條 掛號清單 凡本局收寄及代他局轉寄之掛號郵件須逐一登入寄發掛號清單之上其登入之法尤須按格不得空越由所登最後之件須斜畫一線至畫押之處為止以免流弊至封裝之時須將各單細心檢對如各件均依次序無悞即可在該單上簽名且須令襄辦供事簽名如無襄辦供事須令聽差作證於末頁單上須寫掛號郵件總數共若干此外須以每二十件按清單上之次序束爲一捆每捆須隨該郵件清單一頁以便接收之局易於查點嗣須眼同証據人將各捆掛號之件裝入口袋或封筒內且將口袋捆緊照章加蓋火漆縛牌牌上須注明第幾號掛號郵件及寄交某局字樣

第六十七條 特登雙掛號之件 掛號郵件如隨有收件回執者須於該件所登之格內註一(雙)字

第六十八條 封裝包裹 凡遇封裝之包裹其重大者不可與輕小者雜置一處以免壓毀各件其小包裏須另用厚紙牢裹以繩捆束保險及代收貨價之包裹須特別細心封裝以防擦損如應用包筐之處須用包筐裝寄以代口袋無論如何包裹一項總不得在郵袋或包筐以外運送每件包筐及郵袋以外必須縛有小牌上寫郵寄包裹第幾號及由某局寄交某局查收之字樣

第六十九條 包裹清單 包裹清單 I字第四十一^a號 即須備兩頁與掛號清單 D字第四^a號 即畧同辦法惟隨包裹所發之一頁不得裝入包袋以內須另用函封作為掛號信件立即寄往接收之局該函封須用局中戳記封緘

第七十條 各清單上之號數 寄信清單掛號清單及包裹清單須各分別順序列號每年由第一號起首

第七十一條 因包裹不得遲延信件 包裹非係信件乃為郵件特別之一種是以另一辦法如接收大撥之郵袋內有信件及包裹等其信件須儘先即時轉寄包裹次之無論如何情形不可因轉寄包裹致將信件積壓

第七十二條 封郵袋之收尾辦法 遇有包裹及掛號郵件之包封裝於平常郵袋內須將各該掛號或包裹清單之號數註於平常寄信清單之上以便易於追查由差役寄往內地各處之郵件必須纏以油布臨封包封之先須將寄信清單留心校對不得有一件遺漏之處包封上面須加蓋日戳以便接收局易於查看係由某局所發而防火漆上所蓋之戳不清或縛牌有崩落之處其掛號包封總須置在有平常寄信清單之袋內

第七十三條 封郵袋 凡郵袋以及包裹之包筐等均須堅固捆束妥印火漆并縛號牌始可發寄如於封袋時有一見証尤覺妥慎日戳用完後務須封鎖收藏

第七十四條 由郵差寄發 交郵差寄遞之郵袋務須備有排單一紙I字第十四號即D字第二十四x號第八

供事須督飭各郵差遵定時限起身無違

第七十五條 由輪路民船寄遞 由火車輪船或內河小輪及航艇寄遞郵件之處可酌量本地情勢訂定發寄之辦法至要者須將郵袋送交大小輪船及民船或火車上可靠之人交到後務須索取正式收單

庚 接收郵件

第七十六條 查驗郵袋及包筐 郵袋到局時須將各該排單檢驗所登郵袋或包筐等之數目是否相符如其無錯再行查看各郵袋或包筐上之火漆及封束嚴固完整否始可逐一開袋每開一袋須先將寄信清單或包裹清單等照該單上所登點驗袋內所裝之郵件

第七十七條 開信袋須眼同証據人 凡開包封時如能用兩員則較適宜若清單之所登與所收之郵件有不同之處則該局副員應証明其誤且於驗証執據上副署其名

第七十八條 開掛號及包裹郵袋 接收郵袋如內有掛號封筒或包裹於臨開時妥加慎重須另有一局員眼同先驗封筒之包法是否嚴固如屬完全始可開拆且照掛號清單所登逐件查點即時將本城投遞及轉寄者分出其開包裹包封之法與開掛號封筒同倘查有件數不符之處必須即刻通知原寄局且將此事稟報郵務總辦

第七十九條 驗証執據 如查有舛錯或不合之情形須用驗証執據或用公函從速通知原寄局倘不發驗証執據或公函通知原寄局者即作為收到該郵袋及內裝各件之憑証如查有掛號信件未曾登入掛號清單之上者亦用驗証執據將該漏登信件之詳細開明寄交原寄局再於該件所漏登之清單上註明如看出錯誤必須迅速於該寄信清單上代為更正惟其所誤登之處必須小心塗改不可盡滅其跡如在掛號清單或在各項郵政單冊上有經某人塗改或更正之處務必在所塗改更正之傍簽名

第八十條 收存各項清單 平常或掛號或包裹等各項清單均宜按號收存不可退回亦不必答覆收存清單時須查看前所收存之清單其號數是否相接如隔越一號須從速將其所隔越之某號通知該原寄局

第八十一條 郵袋內未隨清單 設如接收郵袋並未隨有寄信清單或包

裏清單須備一空白寄信清單照該郵袋內所裝之件按類填寫清楚即將該單從速寄交該原寄之局且須另抄一分存局備查

第八十二條 代封磨破之郵件 假如收到郵袋內有擦磨損破之件必須速將該件用 I 字第十號即 D 字第一百九十七號 官局代封之小條代爲封妥於該條上加蓋日戳再於該代封之件上註明收到已破由某處郵政局代封之字樣且於其下簽字

第八十三條 退還筐袋 遇有空袋空筐必須從速退還原發之局不可用此項筐袋濫行封裝郵件轉寄他局

第八十四條 寄發轉寄包封 接收轉寄之包封必須即時查點蓋戳從速寄往斷不可在局積留日久代他局轉寄之郵袋即如該郵袋上寫明寄交他局查收者中途各局不可開拆

第八十五條 轉寄包封須小心處理 接收轉寄包封必須多加慎重凡此項包封內大抵均裝有掛號郵件是以不可草率存放須置於平穩之處至寄發時須分別輕重郵件按照郵務總辦酌定之法從速轉寄最好於收到轉寄之包封時即刻將該件登入出口寄信清單一面將出口清單之號數暨轉寄日期登入隨包封之進口寄信清單上此外須另用一簿將一切接收之轉寄包封登入於發信時逐件查點經過各包封是否業已轉發

第八十六條 轉寄包封擦損 如轉寄包封到局已破或已損傷須即照該包封內所裝之寄信清單點驗其所裝之郵件如查點無錯則於該寄信清單上註明於某局收到已破代爲另行包封之字樣雖然倘該包封內所裝之件查有短少者則須即刻追尋如實係短少須將其情事通知該原發及接收之二局

辛 投遞郵件

第八十七條 投遞平常郵件 收到他局寄來之郵件於各件之背面加蓋日戳遂即分派所有本地之件須交城差迅速投遞且須另備一簿將所交給各差平常信件之數目及各該差於何時出局何時回局詳細錄記

第八十八條 慎重速遞郵件 投遞各郵件爲管局供事極要之責任務期黽勉從事投遞迅速於各信件及他類郵件到局時除分派外不可稍有延留

第八十九條 投遞地段 如該局所管之區域甚大須將該地劃分數段且須指定某差應送某一段或某數段之信件

第九十條 嚴查城差 於各城差回局時勿忘驗視彼等投遞之信袋以查所委投之信件是否均已遞交如有某差每於投遞信件其回局之時刻逾於所定之時限者須即查究如係故意遲延應即稟明該管局於各差離局

之先須由彼等應行投遞之平常信件內取出數函將各函面所寫之住址姓名抄下且不可令各該差預知然後遣一差長或一可靠局內人照所抄之住址姓名赴各家查問該信件等是否投到如查出有違章情事必須細心究查並稟該管局

第九十一條 投遞掛號郵件 投遞掛號之件務須悉心注重謹守辦理凡應在本處投遞掛號之件須另備一投遞掛號登記簿上列相連號數再將各件上由原寄局挂明之號數及本局接到之日期登入再於收件人之各收據上註明投遞掛號信件之次序號數及原寄局之號數將此辦妥始可交給各差投送嚴諭各差若非收件人於收據上照章蓋戳畫押該掛號之件不可離手如係雙掛號信件應請收件人另於收件回執上蓋戳畫押此項收件回執務須從速退還原寄局於各該差回局時即向彼等索要收件人等之收據然後照登記簿內所登逐件查點再於簿中加註各件投到日期收件人之收據必須逐件細心查驗視各該收據上所蓋戳記及所簽之姓名是否真實如有悞遞之處惟該管局供事是問

第九十二條 掛號郵件收件人之收據 收件人之收據必須加慎整齊保存且須依次按號堅附於各該掛號清單之上如管局供事將投遞掛號登

記簿日日點驗便能查視各城差之勤惰且能約束彼等速將掛號信件之收據繳回凡投遞之郵件斷不可任聽各差存留經宿

第九十三條 差目 設有城差稟述某掛號郵件不能投遞者無論彼所稟述係何緣故管局供事不可擱置惟須派一差目或局中可靠之人前往查詢且證明該差所稟述者是否真實遇有難於投遞之件務須設法遞交

第九十四條 投遞及繳還收件回執 收件回執係一緊要之公件因寄件人已經另付郵資矣是以收件回執一經投遞局退還即須迅速送交原寄件人又收件回執及其存根如按格一一詳細填寫於該件退還時即不難於送交又收件回執之存根必須定期查驗即如每三日一查其中見有某件逾期未退應即詢問該接收之局如經詢問兩次三次仍未退還者須將其詳情稟報郵務總辦該管局供事之本局遇有應退原寄局之收件回執者亦須加慎從速退還

第九十五條 資費不足之掛號郵件 接到他局寄來之掛號郵件如查有未貼郵票或郵票不足仍須照常遞交收件人勿庸另索資費如係轉寄之件於中途查出者則須轉發前途惟須用驗證執據I字第三十六號即D字第一百七十二號將該情形書明報告原寄局果係局員錯誤則局員應受譴責不能因此而令應寄之件遲延

第九十六條 掛號郵件之皮面損壞 凡遇本處投送掛號郵件見有皮面損壞或有私拆痕跡者應請收件人親自到局領取且請收件人當面拆看

第九十七條 投遞官報及公文 投送或轉發官報及公文等件務須特加慎重其寄發及接收兩局均須登簿記錄且特在寄信清單上註明投到時須索取回條或用送信簿然官員或於收到掛號之件並不親於收據上蓋戳畫押只給衙門收單此項收單郵局亦可視同收據

第九十八條 本城寄遞之件 於通都大邑內凡有本城寄遞之信件須專心加速投送以示寄件人注重本城郵遞之便捷

第九十九條 投遞包裹 按郵政章程內載包裹並不按戶投送須招收包人赴局領取雖然收包人如與郵局相熟或視本局組織亦可送至收包人之住所無論收包人赴局自取或派差送至收包人住所必須向收包人索取收據總須詢明實係本人者方可交給倘有誤交之情事該管局供事須擔責成凡在未曾投送之先必須遵照郵務總辦指示之關稅釐金辦法辦理倘疑包裹內裝有違禁之物須請收包人赴局眼同開驗若係違禁之物則暫將該件扣留稟請郵務總辦核奪候諭辦理保險及代貨主收價之包裹必須收件人赴局自取

第一百條 投遞代貨主收價之包裹 投遞代貨主收價之包裹必俟收件

人付清價值方能交給此款須從速匯寄該管局且將各項情形聲明以便

該管局轉達原寄局

壬 無法投遞郵件

第一百一條 無法投遞之郵件表 無法投遞郵件表須懸於局中顯著之

處公示招領以一個月為限若報館不索告白費則將該表登於本地新聞

紙上廣為通告

第一百二條 退還無法投遞之郵件 每一無法投遞之郵件須用 I 字第

號即 D 字第一 無法投遞之小條附貼其上標示不能投遞之情節如 收件

百五十六 a 號 人不收) (詢問無着) (住址不清) 各字樣該條上須加蓋日戳無法投遞之

郵件招示一月後若無人領取即行送交該管局辦理至不能退還原寄信

人者須再懸示一個月如至期仍無人領收即送該管局核辦

第一百三條 無法投遞掛號郵件之辦法 無法投遞掛號郵件均照以下

所列之辦法辦理

(一) 凡有掛號及衙署寄件不能投遞者須即呈明該管局員察視且將其

不能投遞之情節證明特誌

(二) 須用 D 字第一百四十一 a 號 即 之查詢專單即將其情節按格填寫速寄原寄局且將該無法投遞之件暫行存局候原局答覆

(三) 原寄局收到查詢專單須即時向原寄件人詢問如何辦理且將其所請之辦法用 I 字第一百四十二 a 號 即 回報專單填寫俟該寄件人照章補繳郵費五分後再將此單退寄接收局

第一百四條 退還掛號郵件 退還掛號郵件須照原寄之掛號郵件一律辦理該件退交原寄人時亦應索取妥實收據

第一百五條 無法投遞包裹之辦法 無法投遞包裹之辦法詳見郵政章程第一百十六條至一百十九條即係與掛號郵件辦法相似雖然凡退還無法投遞之包裹須由寄件人補繳回資其數與原寄時所付之數同必須收足其費始可交給如無法投遞之包裹已經退還原寄局倘已逾所定期限仍無領回者即將該包裹送交該管局照章拍賣

第一百六條 無法投遞之件為偶然之事 無法投遞之件乃係偶然之事 管局供事及其屬下各員役等均應盡力尋獲收件之人如遇有由他局退還之件亦須尋原寄之人

癸 撤回及改寄郵件

第一百七七條 請撤回郵件 凡欲請撤回郵件須用 I 字第五十三 a 號即

號 請撤回郵件之執據令寄件人照章書寫即當照辦雖然不可因素一件而延悞發信或有阻碍辦公之處

第一百八條 撤回已寄之件 凡寄件人欲將已寄之件撤回時須用 I 字

十四 a 號即 D 字第一百七十八 x 號 請寄回郵件執據由管局供事填寫清楚立即發寄作

爲掛號郵件寄往該接收之局或擇其情形寄往轉寄之局且用紅筆於該執據之背面書寫請寄回郵件字樣亦須附有寄件人所請撤回同樣之封

面一紙

第一百九條 發電撤回之件 凡寄件人欲請發電撤回之件其一切用費

若干須由寄件人先行呈交管局供事即須用簡明電報聲明該件之式樣暨寄件人所請之他項情節發往一面仍將 I 字第五十四 a 號即 D 單照

上條如法填寫隨即函寄

第一百十條 不能撤回之件 遇有寄件人欲請撤回之件不能照辦者須將詳情陳稟郵務總辦定奪

第一百十一條 退還所請撤回之件 退交所請撤回之件須令該收件人於 I 字第五十三 a 號即 D 單蓋戳畫押作爲收據且將此收據存局備查

第一百十二條 請改寄之件 凡請改寄信件須令收件人用 I 字第八十

字第一百七十九 a 號 請轉寄郵件之執據照式填寫如能辦理即應照辦凡請發電

改寄之件莫若概不允為辦理倘有可疑之處須稟請郵務總辦核示施行
子 查詢

第一百十三條 存貯各項檔案宜整飭收存 常有間時日久始行追查掛

號信件或包裹者如存貯檔案並未整齊存放且各收據亦未順序收存則
必難於查覆倘將收件人收據遺失難証該件業已投遞一經寄件人或收
件人追詢則該件所牽涉之價值惟管局供事擔其責成

第一百十四條 代達請查遺失郵件 凡請查詢掛號信件或包裹均未隨
有收件執據者如在中國境內須向寄件人索納資費五分外國須納資費
一角(如日後查明該件果係遺失即將所納之費退還)遂用請查遺失郵件
單據 I 字第八十六 a 號即 D 字第一百八十 a 號 書寫清楚寄往該接收之局或就近轉寄之局
即按照該件所經之處逐局查詢每張單據只准查詢一件

第一百十五條 答復查詢單據 如接到他局寄來查詢單據須即從速詳
細查覆必須註明投到日期並將局中所存該收件人收據上之戳記及畫
押摹寫一份隨單附寄

丑 遺失郵件暨包裹等件

第一百十六條 通報遺失之件 如失落掛號信件或包裹無論係因人力難施之事或因他故該件實無法覓回者須速由接收局通知該原寄局再由該原寄局速行通知該原寄人言前於某日由某人寄交某處某人之掛號信或包裹挂明第若干號本局已於某日寄往不料偶因某故致將該件遺失云云

第一百十七條 定負責成 遇有遺失掛號之件或包裹如該原寄及接收之局均不能認定其責成者宜詳查該件於中途所經過之局必須水落石出如係保守不力所致則不能用郵政公款賠抵應由各該經手局內(即原寄轉寄及接收等局)負有責成之局員賠償(此條係指示各管局供事於交付郵袋之先必須細心查視該袋上之繩端結扣及火漆等是否封誌嚴固)

第一百十八條 遺失之件須稟報 凡遺失之件無論是否寄發抑或接收之件一經知悉即速稟報郵務總辦

第一百十九條 在本局失落之件須令賠償 凡遺失之件如查明係由自己局內某人因粗心或怠慢所失須即處置正當賠抵之辦法照該遺失之件所牽涉之價值令該負有責成局員或令其保人如數賠償遇有此等事

端不應候郵務總辦之諭示須即自行酌量辦理如事關緊要亦可詳請地

方官輔助辦理

第一百二十條 遇有劫搶盜竊之遺失 設有郵件被劫或被偷竊或被詐取者須用全力以期追獲原贓且須速稟郵務總辦如係緊急之件即可電稟倘必須會同地方官辦理者即可請為輔助

寅 欠資郵件

第一百二十一條 索取欠資 凡由該管局寄往內地各局應行索取欠資之郵件均於各該件上用藍筆標明所欠之費若干內地各局須照所標之數粘貼欠資票照該郵票之價值向收件人索取

第一百二十二條 代辦支局接收欠資郵件之辦法 凡寄往代辦處之欠資郵件須由內地支局將欠資票貼妥用 I 字第一百一 a 號 單隨同寄往

該代辦俟將所欠之數向收件人索取後即須入帳登於出入款格內於月終隨帳一併匯寄該管局

第一百二十三條 無法投遞欠資郵件之辦法 凡有已貼欠資票之件如該收件人不收或不能投遞者管局供事須用 I 字第一百一 a 號 單兩頁

隨該件一併送呈該管局該管局收到後即將所呈之副頁畫押退繳以作該欠資註銷之據

第一百二十四條 改遞欠資郵件之辦法 凡有改遞他處欠資郵件須作爲另行起辦該件所貼之欠資票宜標明作廢之字樣尤須索獲該管局之收據卽如前條所述之辦理

卯 匯票

第一百二十五條 發匯票 凡請開匯票須先查明其兌銀之局是否載於

匯兌局所之表內並其所匯之銀數是否合乎該兌銀局置郵之類如查明

各節均無不合之處卽請匯銀人用請購滙票報單 I 字第十六號卽 D 字第一百三十四號或 I

字第十六 a 號卽 D 字第一百三十四 x 號 詳細填寫俟匯銀人將匯寄之銀元及應加付匯費

補水費照數交付卽照該報單所填寫之各項謄寫於匯票存根匯銀票及

匯銀核對據之上 I 字第三十四號卽 D 字第一百三十九號或 I 字第三十四 a 號卽 D 字第一百三十九 x 號 (如數張

匯票匯寄一人者每張必須詳細開寫不准用同上之字樣)所貼之郵票必

須堅固標明銀數之郵票其下截須貼向匯銀核對據之上蓋戳時祇宜將

所貼匯兌費暨補水費之郵票塗銷其匯銀票卽交匯銀人之手局員簽押

須用墨筆(不准代以圖章戳記或鉛筆花押)

第一百二十六條 發銀回帖 須問匯銀人是否欲索發銀回帖每索回帖

一張加費一角

第一百二十七條 匯票號碼 每張匯票上須用兩號碼一為總字之號數

一為匯往某局之號數總字號數須由第一號起按所開每張匯票逐一增列其匯往某局之號數須分別各兌銀局各須由第一號起惟按局逐一增列此兩項號碼每年首改編一次

第一百二十八條 匯票上應蓋之小戳 凡發出匯票須用第幾屆之小戳

蓋於該匯票之上面以明該票係於某屆內所開

第一百二十九條 匯銀核對據 匯銀核對據隨同之回條須於開票之日由最速之路寄往該兌銀局

第一百三十條 隨發匯票登記簿 每開一張匯票即於當日加慎登入隨

發匯票登記簿內 I 字第三十一 a 號即 D 字第一百三十七 x 號 發票人員須逐件簽押

第一百三十一條 接到匯銀核對據 一經收到匯銀核對據須即登入隨

收匯銀核對據登記簿內 I 字第三十二 a 號即 D 字第一百三十八 x 號 且將該對據存於穩妥

之處每登一件須由該負有責成之局員簽押俟將該銀兌出再行加填發銀日期兌銀局於收到核對據時即須速將該回條填寫簽押加蓋日期戳記當日繳回原局

第一百三十二條 匯銀票與核對據之比較 凡取銀人持票來局取銀時須將該核對據檢出與該匯銀票兩相對較如該取銀人係素所相熟者則

不必多費時間特行盤問即將該銀付給收銀本人或其所託執有憑據之人倘不識其人爲誰者則須詢明來人之底蘊

(一) 詢問匯銀人姓名住址須與核對據上所列者相同

(二) 索看封寄匯票之原信皮面驗其掛號之號數須與局中所存該件之收據上之號數同於付銀之先更須驗看其匯票上所畫押之筆跡與該原信收據上所簽之字樣是否相符原信皮面與該收據兩件上須載同一之姓名住址

第一百三十三條 兌匯票 兩證均屬無訛即可付銀倘有可疑之處則不必躊躇即停止付銀應請該取銀人確立證書或覓證人

第一百三十四條 寄還發銀回帖 如隨有發銀回帖須由兌銀局將發銀

回帖 *I* 字第三十五 *a* 號即 *D* 字第一百四十 *a* 號 寫出由管局供事簽押寄往發票局發票局接到回帖後即速送交匯銀人

第一百三十五條 匯銀票上遺失郵票辦法 凡持票來局取銀倘匯銀票上所貼半截郵票一經遺失郵局即不能照付若欲取銀非將遺失半截郵票覓出即須候該管局核奪示辦

第一百三十六條 未兌之匯票 未兌銀之匯票核對據如逾六個月期限即將該票核對據退還發銀之局若接他局退回之匯票核對據除原付之匯費暨補水費不計外須將所匯之銀照數交還原匯銀人倘匯銀人尋問

無着須將該票暫留六個月俟期滿仍無人聲領即將該件寄呈該管局註銷

第一百三十七條 遺失掛號信件內裝有匯票者 凡寄匯票之掛號信件一經聲明遺失須立即迅速通報該管局暨原發局核辦且知照該接收之局將此項匯票之核對據註銷作廢并請原寄局仍照前發之匯票另開一份此項匯票勿庸納費亦勿庸貼郵票

第一百三十八條 匯兌補水費 匯兌補水費係由該管郵務總辦隨時酌定管局供事須將所發給之專單用牌廣告在局中顯明之處懸示俾眾週知郵局倘與市價相同或有時低於市價之處須速通報郵務總辦以便酌改

第一百三十九條 發往某處之匯票過多 如發往某處匯票過多即應稟報郵務總辦並將此事之緣由詳細陳明

辰 快信

第一百四十條 快信局所 快信之法特爲衝要之商埠而設凡已設快信局所詳見郵政章程內快信局所表

第一百四十一條 交寄及攬收快信 凡已設快信之處須設法使商民多欲樂用寄送快信非特能在局中交寄亦可特派專差向鋪商銀號等處攬收此項專差名爲郵政收取快信專差均須諳練有保之人各派有收信地

段每日按定時刻赴本段各處收攬信件每收一信抽給洋銀一分即按其專票簿內之存根核給以作其勤謹之獎勵該差等於攬信時穿有號衣並於左臂著有臂章每差帶有快信專票簿及行常郵票以便收取快信每由簿內撕下專票一份即應將信一封呈局收寄

第一百四十二條 快信專票 快信專票分爲三聯以 A B C 爲誌號 C 號一聯於寄遞快信時加蓋日期戳記交由寄信人收存快信專票上均按次序列有號數且有專字爲誌此等專字每快信局發給一排只能分給售票員差每人一字如請領快信專票須用郵票單照即 I 字第六十一號即 C 字第一百四十六號 與請行常郵票同

第一百四十三條 寄發快信 凡由寄件人交局或由專差收取呈局之快信須將各該信所貼專票上之某字及號數按各該投遞之處分別登入寄發快信之清單即 I 字第一百二十二號即 D 字第十七號 該單須用三頁以兩頁隨所登載之快信束妥裝封封面應有 X 綠字爲號每封須加蓋火漆填註應投之處所發寄時須繕備寄發快信之總單兩頁即 I 字第一百二十三號即 D 字第十八號 內將各清單號數挨次登入留一頁存局備案一頁隨寄

第一百四十四條 運寄快信之法 以下所開之規則務須悉心遵辦一如係往來通商口岸或輪船火車所通之處即在郵袋之外亦可裝運快信之專封

二如由步差運寄者必須裝於行常郵袋之內應於該袋所繫之木牌上特作誌號以便開啟時易於檢查

第一百四十五條 分派快信 各快信寄到時必須設法急速分派投遞開封後將各清單及隨寄各信交給分信人時應將分信人姓名註於總單內所列清單號數之旁分快信者均須覓有特保之人其獎勵之欸係每次經手一信抽給洋銀一分嗣由分信人照投信差之地段將信分派並將各信上之B號專票一聯撕下存儲以備約束投遞

第一百四十六條 投遞快信 投遞快信之人名爲投信差亦係諳練有保之人均各穿有號衣各有指定投信之地段必須約束該差盡力加速投遞其獎勵之欸每投遞一信抽給洋銀一分每投到信一封應將收信人蓋有圖章之A號專票一聯繳回分信人換給B號專票一聯俾持作核算獎勵之據遇有不能投到之信該差應向分信人述明緣故將信交回分信人分信人應將所有投到各信之A號專票一聯及未能投到之信並各清單一併呈交管局供事管局供事即須細心查點各信是否相符

第一百四十七條 退寄原局A號之專票 凡快信投遞已畢即將A號各專票釘於進口清單之附頁隨將附頁之原寄處各號數另謄於清單之上

如有無法投遞之快信即在退寄 A 號專票時應將每信各隨一聲明單詳述其故彙同進口清單封裝一併從速寄交原寄局查收

第一百四十八條 查詢辦法 如有查詢之事寄信人應將 C 號專票一聯呈局局員即將收信人簽章之 A 號專票一聯或無法投遞之聲明單取出給看

第一百四十九條 無法投遞之快信 凡由他局退還無法投遞之快信須令投信差加速退交原寄人與投遞原寄快信同一辦法惟於投遞此項退還之快信不能發給獎勵之欸

巳 民局包封

第一百五十條 收寄民局包封 凡內地各分局遇有掛號民局寄送運往他處掛號民局之包封者均可收寄

第一百五十一條 民局包封須納足郵費 凡寄送民局包封者均須照專章先行納足郵費且必須在郵局櫃台上以現錢付資

第一百五十二條 寄發民局包封之辦法 民局之包封均應登記隨有民局包封清單寄發此項清單即用行常包裹清單 D I 字第四十一 a 號即代 替但宜將該單首列之包裹二字改爲民局包封之字樣

第一百五十三條 投遞民局包封之辦法 民局包封概不由信差投送須

由該民局所派之人赴局領取

午 某某件特行之辦法

第一百五十四條 公事郵件 凡郵件上印有郵政公事之字樣者須照寄

發掛號郵件辦理

第一百五十五條 衙署公文 照本規則第二十一條所載各管局供事於

發售郵票概不准寄件人賒欠記帳業已通飭遵行然遇有各衙門之公文

交由郵政局寄遞而欲請記帳按期清算郵資者亦可稟請該管郵務總辦

允爲辦理

第一百五十六條 往來京師部院公文 凡交局寄遞往來京師各部院或

各省大員之公文雖非掛號之件亦須特加慎重且須特備登記簿將各該

往來之公文登入以便遇有查詢之時易於查覆如此項公文遇有遺失或

無法投遞之處即將其詳情迅速稟報郵務總辦並該原寄之局

第一百五十七條 認爲掛號新聞紙 凡新聞紙呈請認爲掛號須令該報

編輯人詳報一切並索看該管衙署所發之執照實係證明無違報律准由

郵政局寄遞者即將詳情稟報郵務總辦核辦

第一百五十八條 代售官報 如有人呈請在郵局購買某項官報須詳請該管郵務總辦核示辦理

第一百五十九條 形式可疑之郵件 遇有不拘何項郵件 即信件新聞紙包裹等類 如

疑其中裝有違犯郵章或律例所禁之物者須將該件扣留稟請該管郵務總辦核辦

第一百六十條 快信寄至未設快信之局所 如未經添設快信之局偶由他局接到寄來快信一件須將該快信照掛號之件投遞但該管局供事須用驗證執據註明詢詞迅速寄往該原寄之局

第三項 局所檔案單冊辦法

第一百六十一條 郵局之地位 如某局所佔之地勢稍遜或房屋不合宜者管局供事須注意察看合宜之房屋以便遷移一俟覓妥即速稟該管之上司

第一百六十二條 保守郵局傢具 各郵局一切物件均須整齊潔淨不准稍有卑陋之形式

第一百六十三條 購置傢具 局中應須添置某項傢具或在月費外遇有他項費用之處該管局供事須先請示候諭批准方可辦理

第一百六十四條 傢具單 凡局中一切傢具管局供事須存有詳細清單

且須擔其責成如某件查有遺失損毀之處則由該管局供事償補

第一百六十五條 失盜 各管局供事若非證明非因疎忽所致斷不可因

夜間竊盜等事呈請買補之費用如實係被竊須迅速報知警察或地方官

更須稟報該管郵務總辦

第一百六十六條 郵政局只爲辦理郵政事務 郵政局除公事外不准閑

人進局緣郵局係屬公務重地并非茶話之所是以親朋皆不得入內談論
且局中只爲辦理郵政事務不得用以處理他事除由該管局發給諭示之
外亦不准懸示他項招牌

第一百六十七條 廣告 不拘何項廣告若非奉有郵務總辦之諭准不得
懸示牌上並不得擅自宣佈如接到該管局頒發之廣告須用牌廣告在顯
明之處懸示週知至局中辦公時刻發信時刻以及郵費匯兌補水等等廣
告均須懸示局中門道之處每有破損須即更換

第一百六十八條 信秤日期戳記等物 凡信秤必須整齊且須時常證驗
日期戳記務須乾淨且須只用所發之油墨塗銷郵票非奉該管局之諭或
由該管局發給戳記外管局供事不准擅用他項戳記或印章凡於郵政公
件上亦不准以戳記代押

第一百六十九條 檔案辦法 凡檔案務須收存整飭以便易於查詢至用完之各項帳簿必須詳註何類及按年列號順次收存於相當架格之上管局供事於收存掛號郵件暨包裹等收件人之收據一項更須特加慎重一切檔案須留三年逾期即先請示諭准方可焚燬如有作爛紙售賣者是干極重之例禁

第一百七十條 公函底稿及收入之文件 凡與該管局或他局或商民往來之公函須分用三簿登錄如接到郵務總辦所發之通諭或接到他局或商民之公函等件尤須細心按號收存不得缺越一號

第一百七十一條 局所表 凡通郵局所匯兌局所代收貨價包裹局所及汽機通運局所表等均須細心收存每奉有增添之諭必當隨時更改註填

第一百七十二條 郵政輿圖 中國郵政地圖及各該本界地圖均須妥置案頭以便查閱其本界地圖須懸挂並隨時改正以便來局寄件人閱看

第一百七十三條 發給代辦及信櫃等郵票之登記簿 凡發給各代辦及信櫃等之郵票必須備簿登記註明各種郵票之價值統共價銀發寄日期由掛號清單第若干號寄往至於繳回之收據更須細心順序收存

第一百七十四條 掛號郵件包裹匯票等各單冊 管局供事須存有由郵務總辦所發給之特用專簿登載所經辦之掛號郵件包裹快信以及隨發隨收各匯票等類須其每類總計若干照郵務總辦所定之期限呈報

第一百七十五條 存款不得太多 各管局供事不得累積公款存局如有無用之存款須即寄呈總局或請示辦理有在局中積存太多之公款者該管局供事應擔其責任如現銀過鉅須存放於殷實可靠之銀號或鋪商

第一百七十六條 由某銀號將所存公款挪移他號 若非奉郵務總辦允准管局供事不得將某錢鋪存蓄之款挪移他家錢鋪收存倘因豫知該錢鋪勢將倒閉者亦可速將所存之公款移放他家

第一百七十七條 差役保結 郵差及城差等之保結須由管局供事收存每於該差等呈遞保結時該管局供事須親身驗證其擔保之人此外於每年十二月內逐行驗證一次稟報該管局一經證明各該保結均屬無訛則管局供事須一身擔認 詳見第一百八十一條

第一百七十八條 員役紀錄 管局供事更須存有員役紀錄一本將各員役之姓名年歲入局日期末陞日期逐一登載末列一格將各員役嗣後之陞級告假罰金譴責等事紀錄 詳見第一百八十條

第四項 局員

第一百七十九條 對待局員 管局供事對於屬下員役人等須以公平相待聽從正當之聲訴且須查看屬下人等是否和衷共濟樂於從公遇有應行改良之事件准由各管局供事具稟條陳如有勤能之人必須設法鼓勵

其不職之員役應行稟革當卽辦理不得猶疑倘有遺悞局中公事者惟該
管局供事自擔其責

第一百八十條 員役紀錄及呈報員役人等 管局供事須存有員役紀錄
簿每人須佔一頁登載年中所查獲之功過憑此紀錄以定各人陞級及優
行賞款每於屆終或不論何時調查管局供事須照以下所列題目撮要稟
呈卽如 姓名 入局日期 末升日期 薪水 優行賞款 擬加之薪
水 紀錄 等事又於紀錄格內須將紀錄簿內所錄之要畧登入不職之
人隨時均可稟革勿庸候至屆終勤能著勞者以特別之情由不論何時均
可特行稟請加增薪水亦可勿庸候至屆終

第一百八十一條 差役保結 凡在供事等級以下之各項差役人等於初
入局時須令以所給之單卽 I 字第十五號卽 B 字第三十二號 妥覓鋪保茲將所訂保銀
數目開列於下 九元或九元以下之工食者須保洋銀五十元九元至十
二元工食者須保洋銀七十五元十二元以上之工食者須保洋銀一百元
然於各差入局時不若均保洋銀一百元

第一百八十二條 差役押款 凡在供事等級以下各差役人等須由每月
薪水內各扣押款銀一元扣至洋三十元爲止凡准其告退者其存局之押

款須俟三個月後給還凡因故出局者其保結須俟六個月乃可發還各管局供事所存之押款單即 C I 字第一百四十六號即 務須整齊順序 C 字第一百九十七號

第一百八十三條 遲慢之郵差 遲慢之郵差不能得有升級亦不能得有優行賞款及年賞

第一百八十四條 夾販私品之郵差 如查出某郵差於郵件中夾販私品者應即斥革且將其情由稟明該管郵務總辦

第一百八十五條 差役告退 郵差及城差等遇有告退之事務須一個月
前稟明否則將其押款扣除

第一百八十六條 郵差須與管局供事直接 凡郵差運寄郵袋到局時須令該差等直報管局供事該管局供事亦須親身與該差等直接不容各差與局役或襄辦供事等處理

第一百八十七條 郵差被劫 管局供事須訓示各郵差如中途遇有行劫者阻路該郵差不可委棄郵袋須對行劫者說明郵袋所裝只有信件報紙並無值錢之物如郵袋被拆所裝之郵件或全份或非全份竟被劫去者該差須飛稟就近之郵局或代辦支局該郵局及代辦支局即須速報地方官嘗遇有郵差自己將郵袋開啟而捏報被劫者是以各管局供事亦須防範若有郵差稟稱被劫等事應確查該差是否捏報抑或實係被劫

第一百八十八條 年賞 凡在供事等級以下之各差役等其入局三年辦事無悞且甚勤敏者均應付給年賞於每年年底內管局供事須預將屬下應得年賞之各差役造冊出具考語稟呈該管局

第一百八十九條 雇人 如管局供事奉諭雇用一人須審查其人之性體是否與郵政之職務相宜其年紀不滿十八歲者不准進局供差若城差或郵差之年紀須在三十歲以內而品行名譽俱佳者方可充當

第一百九十條 員役入局紀錄單 凡有新入局之員役須用紀錄單呈報郵務總辦其單內所開即係姓名 年歲 生日 籍貫 住址 有無妻室 有何功名 入局日期 每月薪水 如係郵差須添列在 某郵路供差 凡所屬之內地支局一切員役人等其數目等級暨薪水均由該管郵界之郵務總辦核定

第一百九十一條 付給員役之薪水 凡各項員役之薪水須到每月底發給不准預先支用

第一百九十二條 不准收受屬下人員之禮物 管局供事不准收受屬下人員或局外人之禮物亦不准向同事中或藉捐金等事希圖利己倘有干此例禁者定即革除且送交地方官懲辦

第一百九十三條 禁索酒資 管局供事須嚴查差役不准向收件人等勒

索酒資

第一百九十四條 對待代辦支局及信櫃之經理人 管局供事對於所屬代辦及信櫃之經理人等有指告其承辦公事之責任並宜查看該經理人堪勝任否然須知該經理人等皆處於自由之地位非與郵政之平常人員可比是以對於經理人等或言談或書札均須以禮貌相加必須鼓勵各代辦及信櫃使之均爲郵務盡力

第五項 與寄件人之交接

第一百九十五條 禮貌 管局供事與屬下人員均應以禮貌對待商民人等實爲郵局之前途有大關係必須力求商民之尊重及信用

第一百九十六條 勿干涉外人之私事 管局供事不准以郵政職任之權勢而干涉他人之私事如敢故違定予革除不貸

第一百九十七條 傳布郵政 管局供事須與各商聯絡如有交談之機會須令彼等知郵政局乃爲國家所設立而利便商民者也對彼等講說郵政之規則及郵政之利便並辦事之妥實使彼等信服郵政局之寄遞信件極穩極快此外管局亦須知有何等商人仍由民局寄遞信件可設法全行招徠應純用競爭之手段以期爲一最盛之事業

第一百九十八條 查詢者以禮貌對答 郵政人員不得與寄件人等有爭鬪口角之事如有無禮之動作定予重懲凡來局探詢郵件之人須以郵政章程郵政局所表寄費清單等確爲詳答

第一百九十九條 通告商民 凡寄發郵件時刻郵件寄發某處須用若干時以及郵費章程等均可對人說明惟職任中有關於外人之事者必須隱密卽如將信面上所書收信人及寄信人之住址姓名告知外人顯似無害然亦不可宣露否則定必斥革

第二百條 控告 凡接商民之控函卽如某信並未收到或信內所裝被人抽竊或信件遲延或郵政人員中有品行不端者各情事該管局供事須卽細心詳查稟請郵務總辦核辦

第二百一條 特別利便 凡有正當之利便適合衆人之意旨者務須隨時舉辦卽如延長辦公時刻或收攬信件或加速投遞信件或在合宜處所開設信櫃及添置信箱等事凡與衆人有益之處總須竭力詳查

第六項 與地方官之交接

第二百二條 與地方官之交接 管局供事之地步理應與本地方官尊敬須知局員所奉辦之事務乃爲國家之事務且旣爲國民卽當尊敬國民官長

第二百三條 代辦支局不得謀私利 管局供事須特注意所屬代辦經理人等不得以郵政局爲護符而自謀私利如查有代辦經理人藉郵政局之勢力抗納國課者須即將該代辦經理人更換函知該管地方官且須稟報郵務總辦

第二百四條 地方官之請求 凡地方官有所請求有關於公務辦法者須試隨其所願倘由地方官委辦之事或面求或函請而在平常郵章准行之外者管局供事可答以囑辦之件已由本局申稟郵務總辦裁核

第二百五條 由地方官之控告 如由地方官函控局中有不按規則之情事或某局員有品行不端者該管局供事須敬重答覆言即查辦並將詳情申稟郵務總辦

第二百六條 寄遞衙署文件應用特別之利便 管局供事須設法得地方官之保護是以經辦衙署公文不得稍有延誤凡寄遞之費雖不能免而其辦法或可更須簡便故管局供事須向郵務總辦條陳此項緊要之郵件按本地之情形有何特別便利之處尙可能辦

第二百七條 求地方官之輔助 爲公事不得過於煩擾地方官如遇有遺失郵件或銀錢等事該管局供事須能用自己之主義辦結其第一目的是

在追獲原贓懲辦犯人則次之若因賊竊盜劫而須報地方官者其稟中所陳務從簡要不得過冗如能親身謁見地方官尤爲穩妥

第二百八條 與地方官往來之公函 凡致本地方官之公函須署以該管之局所不得自書其名至與本地方官有何來往公函均須抄錄一分隨月報附呈郵務總辦查閱

第七項 與郵務總辦之交接

第二百九條 凡事須通知郵務總辦 管局供事於該管地段凡遇有關於郵政之事務須通知郵務總辦或商民及代辦經理人有何條陳若控告若追查遺失信件若失落郵袋等情事應即詳細調查查明後稟報郵務總辦

第二百十條 稟覆該管局查問之事 凡接到由該管局函詢之事或由該管上司特諭之件務須從速詳細辦理并須精確稟覆不得稍有延悞如有尙待調查之事當需時日者須先將收到函諭之稟覆報知郵務總辦

第二百十一條 致該管局公函之體格及書法 凡與該管局之函件須用公函式樣且敘事必須簡捷此項公函均須按次列號至函內之言詞固須恭敬其一切問候之語概當刪去每一件公函只准論說一事凡致該管局公函之稿均須挨次登入底簿且須簽註致郵務總辦公函底簿之字樣凡有呈遞總局之公函均須直向郵務總辦告投不得與該管局內他人因公

通信若己身之事即如自己請假等事須用稟帖之格式凡屬下員役等呈郵務總辦之稟帖須由該管局供事自作一函隨該稟帖代為呈遞凡致該管局之公函不准用草字

第二百十二條 電稟該管局 遇有緊急事件可以電稟其電報須簡短明白且將該電報另鈔一分隨班呈寄該管局

第二百十三條 定期報告 以下所列定期之報告須按時呈寄郵務總辦
每十日呈報之件

一 各排單並郵袋延誤聲明單等

二 存款憑單即 *I* 字第一百四十八號即 *C* 字第一百五十四 *x* 號

每月呈報之件

三 月報(詳見以下第二百十四條)

四 月帳按月總結出入銀錢清單須按所開之款附呈憑單

每季呈報之件

五 郵件結算清單即 *I* 字第九十七 *a* 號即 *D* *I* 字第九十八 *a* 號即 *D* 字第二百四十三 *x* 號

號 *I* 字第九十九 *a* 號即 *D* *I* 字第一百零四十五 *x* 號
字第二百四十四 *x* 號 字第二百四十五 *x* 號
之清單

六 員役紀錄并附保舉差役之加陞

每年呈報之件

七 應得年賞之差役清單

以上所列之件如管局供事至期不報者必予重懲

第二百十四條 月報 於每月底管局供事須呈郵務總辦郵政事件月報

一册其應呈報之件列左

一 局員 調遣 陞遷 告退 斥革及離局等事

二 郵件 延誤 損毀 遺失等件

三 公事 郵務是否進步或推廣或發信班次有無整頓及提議一切擴

充改良等事

四 雜項 控訴 難件 及非常顯著之事

五 本地新聞 本界出有何項關係之事

六 本月底存款若干

隨月報附呈之件如下

一 本月售出郵票清單(匯兌費 補水費 欠資郵票等)均列在內

二 本月接收寄發郵件清單

三 就地投遞信件及由信箱信筒信櫃等所收之郵件清單

四 接收寄發快信清單(如該局係快信局者)

五 鈔錄與地方官往來之公函

以上所列各表數目之傍亦應將上月各數目開列乃爲比較之報告之數一覽此表則局務有何進益入項是否增減及公事之動作如何便可瞭如指掌

第二百十五條 請領之件 凡請領協款 郵票 號衣 郵袋 日期戳

記以及零用各物均須先期領足以防臨時不敷如由該管局發去不拘何項供給之物一經接到必須從速通知已收之函覆

第二百十六條 查局 郵務總辦不能日日籌畫內地支局之事務惟賴各管局供事之忠實然或於不意之時遣派巡察人員等前往查看內地支局之公事及帳目等項奉有遣派之人員均持有郵務總辦蓋印畫押之執照各管局供事如驗明執照須即服從其命令且將各項帳目呈出請驗

第八項 結算郵件辦法

第二百十七條 結算郵件之備辦 每年逢二五七十等月爲結算國內郵

件之期各管局供事俟將郵件結算完備即用

I字第九十八^a號即D字第九十九^a號即D字第九十七^a號即D字第九十二^a號
字第二百四十三^a號 字第二百四十四^a號 即D字第一百^a號
十五^a號 各專單謄寫呈報該管局如係已設快信之處所須將快信結算列表

一併送呈每屆結算之法應將一月內總結之數用三乘之如本屆內遇有

閏月者則以四乘之於結算期內務須計算正確之數逐日先用各單計算以作底稿結算平常郵件須用以下所列之詳解辦理

甲 接收郵件

照進口寄信清單 D I 字第一 a 號 內兩格所登分類各件之總數即為

接收之郵件

乙 寄發郵件

照出口寄信清單內本局收寄格內所登之數即為寄發之郵件

丙 轉寄郵件

照出口寄信清單內他局附寄格內所登之數即為轉寄之郵件

結算掛號郵件之辦法如下

甲 接收掛號

照進口掛號清單內所登各件之總數即為接收掛號之郵件

乙 寄發掛號

照出口掛號清單內本局收寄格內所登之數即為寄發掛號之郵件

丙 轉寄掛號

照出口掛號清單內他局附寄格內所登之數即為轉寄掛號之郵件

統計以上掛號數內隨有收信回執者若干件則應按各格登入

包裹結算之數是由包裹登記冊內計算 D 字第四十三號即 I 字第六十四號 D 字第六十四號 I 字第四十四號即

D 字第六十五號 若係寄發之包裹須將所收之郵費及代收貨價之費駐明結算

民局包封則與結算包裹同一辦法

交局就地投送各件於結算期內必須另行記載其結數仍以三乘之若遇

閏月仍以四乘之用

I 字第一百號即 D 字第二百四十五號

結算清單登入且將其數加於接

收平常郵件結算單內其由信櫃信筒所收郵件之數目係由各該登記簿中計算至快信結算單內開報之數更行容易蓋因由快信帳內所得凡新聞紙無論單張或數張束爲一網者均應逐件合算

第二百十八條 代辦局結算清單 凡結算所屬各代辦經手之郵件均須

另單呈報

第二百十九條 結算清單須核實 凡一切結算之底稿(即各該總數從何而得者)均須存留不得撕毀以備該管局調查倘查有僞報不實之處必當予以重懲如至期遲悞不報者亦必處以罰金決不稍行寬貸

第二百二十條 注意於變易之原由 如以本屆結算清單與上屆所報之清單比較其數減少該管局供事須將其原由聲叙如其數顯然增多該管局供事更須解明其故

第九項 帳目辦法

第二百二十一條 接管支局 接管支局前接管之供事應視局中按日登

記出入帳目清單 I字第五十九號即C字第一百四十四號 曾否按時登記無訛出入兩項是

否結清即隨同移交之供事悉心查點所有關於帳目之簿冊單據等俟查

明出入各項帳內均經登入及所存之款無訛兩供事均應署名於按日登

記出入帳目清單 I字第五十九號即C字第一百四十四號 其一書明(以上各款已經移交)一

書明(以上各款已經收到)隨另立一單載明存款為何並將局中傢具開一

傢具清單此二單應各備兩份均由兩供事署名後一份寄呈該管局一份

隨局帳存局備案所有差役押款簿亦須由兩供事查點清楚簽押其上

第二百二十二條 造報帳目 造報內地支局帳目第一須求精細然於整

潔明瞭亦須注意概不准任意刮改如不得不改時須將原書之數用筆整

齊畫去惟必使其仍可辨認然後再將應改之數書於其上簽押為證所用

報帳單張必須局中為報帳特備者始可

第二百二十三條 內地支局按日登記出入帳目清單登載辦法 內地支

局管局供事應按華歷月份將所收現款郵票等及所付出之款用華文逐

日登入按日登記出入帳目清單 I字第五十九號即C字第一百四十四號 其所登載之法應

無論何時設將出入兩項下作一橫綫將結算之入款總數減去出款總數應卽與現款及現存之郵票欠資郵票快信專票及出版書籍合成之總數無異此項清單應作爲一局出入款之繼續準稿且爲調查局中帳目之依據故應悉心登記保存每屆月終結帳時管局供事必須校證署名其上每月初一日應先行登入者卽爲上月所存之款卽係

(甲) 現款(存局及銀號者)

(乙) 郵票欠資郵票快信專票及出版書籍

以後卽按出入各款先後之次序逐項於出入之時日登入

登入之項應挨次在特備之行內編列號碼此種號碼應每一月由第一號列起

入款項下應行登載之最要者卽係由該管局收到之協款郵票出版書籍等郵票出版書籍均與現洋無異故售出該兩項所得之款無須登入按日登記出入帳目清單

第二百二十四條 出入各款須用單據爲憑 每一入項或出項均應以單據二份爲憑載明各種事實此項單據上應註明按日登記出入帳目清單內登記該項行內之號碼單據若薪水單者可有數號郵票欠資郵票快信專票出版書籍等所有之單據卽係尋常郵票清單或他項清單

常川出項若薪水雜用津貼等管局供事可憑其應有之權限按時照付以簽押過之薪水單或他項收單爲證已付之匯票應以其票及兌出匯票簿爲據 I 字第三十二 a 號即 D 字第一百三十八 x 號 (此項匯票無須逐日登入只須月終將其總數載入即可將其註銷未入帳之兌出匯票視同現款無異)凡有款項該管局員無權收支者須先請由該管局允准方能收支儻因有故不及預請亦應隨後立報(參看第二百六十九條)如係收款應用簡明小條內將何日收到收自何人因何得收及總計若干一切詳細開明送呈該管局鑒核俟該管局管理內地事務之洋員查明無訛當即畫押退交該支局收存於報帳之際須隨同帳單一併再呈該管局作爲收款之據如係支款亦應照此辦理惟須備單據二份內將付給日期付於何人因何付給及其所付若干一切詳細註明送呈該管局查驗儻單上所列各項或不詳細或有遺漏等情管局供事即應補註清晰方爲合格

第二百二十五條 對於代辦支局之事務 代辦局所匯該管支局之款管局供事應行按數寄還郵票或出版書籍所寄還之數即作爲該代辦局售出之數並應知代辦所報帳目即係該代辦一月內開支之單據管局供事接到帳目後應行以相同之數寄還郵票或出版書籍獨代辦局不能自給者始能將其全數或一份以現款寄還

第二百二十六條 按類彙報代辦支局帳目 管局供事每屆月終應行將

所有代辦出入帳目清單

C字第一百
五十一x號

用公事特備之單

C字第一百
五十二x號

按類

彙入將結算之出款總數登入該局之按日登記出入帳目清單(附格式所
有入款無須登入該單因其款並不牽及該供事所存餘款之總數蓋該供
事收到之現款已合郵票或出版書籍寄還代辦矣)

第二百二十七條 核對按日登記出入帳目清單內之餘款 按日登記出

入帳目清單總結前必須特別留意所存餘款是否與郵票清單等內所餘
之數及所餘現款合成之數相符

第二百二十八條 隨帳應寄按日登記出入帳目清單一份 報帳時按日

登記出入帳目清單不作爲報帳之用然亦須按月抄寫一份署名後隨帳
散寄設郵務總辦諭知不必照寄即可不寄

第二百二十九條 內地支局總結表 內地支局報帳應用出入現款總結

表 C字第一百
五十六x號

(附格式)此表應備兩份一份隨正張之郵票清單各項清單

代辦支局帳目及代辦總結表出入各款單據等寄呈該管局此項出入現
款總結表作就時應分門別類詳載所有出入各款按類均有總數可稽其
與按日登記出入帳目清單不同之處即係載明實在售出之款及僅載餘
存之現款等事

第二百三十條 各項報入應按恰當門類 茲爲按日登記出入帳目清單所載之各項得以按恰當類報入出入現款總結表起見各供事每於寄單據至該管局核准時不獨須按以上所言辦法將按日登記出入帳目清單內該項行中號碼註明單據之上尤須將出入現款總結表內該項擬歸之類批入該管局退回單據前當核對所批門類是否無誤

第二百三十一條 押款無須報入帳內 押款無須報入按日登記出入帳目清單或出入現款總結表應另立清單隨同押款寄呈該管局(參看第二百六十七條)

第二百三十二條 附去帳單格式 今附去~~全~~份帳單格式備閱

第二百三十三條 該管局管理內地事務之員應負核對之責 當內地帳目呈到該管局時管理內地事務之員應視其間應報之項一無遺漏所有單據及總結表無訛然後由該員署名或簽押其上

第二百三十四條 存款憑單 於每季底須備存款憑單 I字第一百二十八號即O字第一

百五十五號兩份隨帳寄呈其隨帳寄呈該管局之存款憑單爲第一緊要之件

管局供事宜細心預備不應有刪改塗抹之痕跡無論若干現洋存於某銀號內該存款憑單上須蓋有該銀號之戳記更須加蓋本局日期戳記

第二百三十五條 請領協款 如出款之數過於入款之數大約尙需協款

若干可於正當之時向該管局請領且須附呈清單一紙註明入款出款之總數該請款之日所存現款若干尙未兌銀之匯票核對據共銀若干薪水等若干除存尙欠若干卽照所欠之數請領協款每至中國年節時期應注意於匯票事件必須先期請領至要之協款以備開銷

第二百三十六條 接收協款執據 管局供事收到協款須將該款在銀號兌換或將該款入於郵政存款銀行帳內均須留心向銀號索取所辦之憑單一紙隨該收銀執據 I 字第六十號卽 C 字第一百四十五號 呈繳該管局

第二百三十七條 撥寄協款 如某內地支局奉諭由該局撥寄隣近之某支局現銀若干該收銀之供事俟收到所撥之款卽將所收之實數稟知該管局以便查核凡遇此項事件該撥銀之局須將所撥之款登入帳內至該收銀之局亦須一面將所撥之銀照原數登帳且將其兌換時或盈或虧再分別登記出入款各帳以清眉目并須備有憑單爲證

第二百三十八條 存款 各管局供事宜將局中存款每日清算一次若有差錯之處以便易於查覺更改現洋存款爲數不宜太多除敷局中開銷之數外如有盈餘須卽呈送該管局或遵照郵務總辦之諭令撥交附近之局

其各支局均當存留少數洋銀現款且此項存款每逢十日之期須呈報一次即每月初十二月底等日內地支局須用存款憑單即I字第一百四十八號即C字

第一百五十四號

第二百三十九條 呈款 凡呈款若以現銀裝於郵袋之內頗有危險宜專

由票莊匯兌方妥如遇無票莊之處欲呈款時須先請示辦法至每次呈款

無論如何必須附呈發銀執據即I字第六十號即C字或以票莊之匯兌

或以現銀呈送該管局者該管局供事須負其責如有短少或有偽洋元該

管局供事必須賠補如因兌銀盈虧即照第二百三十七條辦理

第二百四十條 探詢如何寄款 凡用匯兌呈款者須注意其不殷實之票

莊銀行或不可靠之鋪家且須先向釐金局鹽稅局或文武各衙署探詢蓋

各官署嘗多運寄銀款必能確有把握

第二百四十一條 局中現銀須存放銀號內 管局供事須將局中大數之

現款存於殷實銀號內如能辦理即照此法而行且向該銀號索取正當貯

支簿

第二百四十二條 請領郵票 凡請領郵票須用郵票單照即I字第六十一號即C字

第一百四十六號 開寫該單照內首列之謹請茲本收到三項字樣其不用之兩項

字樣應須塗去須照該支局及其所屬之各局所需之票數足量請領且數

該管局向定之期或一月之用如逾月底之期請領郵票者須在請票單照上標註本局現存郵票之數以便該管局易於查核其所請之數多過所需否

第二百四十三條 郵票銀款不准積累 凡已設匯票之內地各支局嘗為發匯票特請郵票若干而並不將相合其數之現銀呈寄該管局但銀款不准如斯積累管局供事必豫知其所需之郵票若干且宜將相合之餘款隨時以極平穩之方法呈寄該管局凡有匯票之局該管局即照該局出入之數決定而准其存留郵票或洋銀現款若干

第二百四十四條

郵票清單

凡局中郵票詳細帳目應用

I字第六十二號即C字第一

百四十號

清單登載須照該單所指定各項帳目悉心登入管局供事須備存

欠資票若干以便接到欠資郵件時即照該管局所用藍筆標註欠資之數粘貼無論內地支局或代辦支局所收欠資之款均須登入按日登記出入帳目清單之內若有無法投遞之欠資郵件管局供事須每月一總隨用

第一百零一號

清單二頁送呈該管局該管局收到後即將一頁

I字第一百零

一號即C字第五號

簽字繳還作為收據之證若此項收據未經該管局繳還則該

郵件雖已寄呈該管局其所貼之欠資票即須暫作為存款俟下月再行報銷

第二百四十五條 快信票清單 快信票清單須照以下所列開寫(一)上月所存之票(二)由該管局所收之票(三)一及二之總數(四)本月所售之票(五)本月所存之票

第二百四十六條 隨發匯票登記簿 隨發匯票登記簿 I字第三十一號 即D字第一百

三十七號 即為匯兌費補水費之憑證

第二百四十七條 包裹保險費之清單 包裹保險費須用平常包裹清單

即 I字第四十一號 即D字第五十五號 或 D字第四十一號 即I字第五十五號 為證據惟該清單首列包裹輕重之格須改為保險費

第二百四十八條 發售章程等之清單 洋文及漢文章程通郵局所彙編及郵政輿圖等發售後須分別入帳仿照快信票清單樣式填報

第二百四十九條 兌銀盈款 兌銀盈虧係由買賣現銀現錢或郵局售票定價之差異所得通行市價必須詳細開單隨同銀號兌換憑條一併附呈

第二百五十條 員役罰款 凡員役之罰款須詳註薪水單記錄格內並須引證其處罰是奉郵務總辦第幾號之諭

第二百五十一條 隨發匯票登記簿 須鈔錄隨發匯票登記簿一份隨帳寄呈以作證據其發出匯票銀數匯兌費及補水費之各總數須開列該簿

之末頁且須將所匯之十元以外十元及十元以內等票之張數及值銀合計總數一併列入其後

第二百五十二條 薪水單 凡該局所屬支領郵政薪水之人除代辦外均

須列入薪水單內

C I 字第六十八 a 號 卽
字第四十四 x 號

其總計所領之薪水須照以下分

別詳寫洋文供事漢文供事及差役代辦人等此三項薪水之總數須分別詳寫於按日登記出入帳目清單及出入總結表現欸之內其差役等薪水之總數內須連優行賞款算入惟在薪水單內須將優行賞款另行開列一格於記錄格內須註明科罰郵差所行之路調遣入局斥革加陞或因假裁減薪水等事更須註明係奉郵務總辦第幾號之諭以作引證如有科罰之事則將全數薪水照常開寫薪水單內惟所罰之數須於支領薪水時扣除登入本局平常入款帳內如因告假或他故曠職而減薪水者只將其所領之實數登入薪水單內

第二百五十三條 分潤 凡所付各信櫃及攬信專差等分潤之總數只須

分列按日登記出入帳目清單之內惟此項分潤之簡要應另行開單隨帳附呈

第二百五十四條 兌銀虧款 如兌賣現銀或現錢因而虧款者須詳細開

單隨同銀號之憑條一併寄呈以便查核

第二百五十五條 隨收匯銀對據登記簿 匯票兌出須以隨收匯銀對據

登記簿 I字第三十二a號即D字第一百三十八x號 隨同已兌銀之匯票為證於該登記簿之

末須開列所付之十元以外或以下之張數及值銀各總數即照隨發匯票

登記簿內 I字第三十一a號即D字第一百三十七x號 所列辦理至其存局之簿須按日登寫

清楚及已兌銀之匯票亦須注意以備該管局隨時於月內調查

第二百五十六條 代辦支局及信櫃之帳目 凡將各代辦及信櫃之帳目

與該管支局之帳結合之先必須慎加查點且均須蓋有各該局之戳記管

局供事須於各帳內副署其名以作證明此項帳目須隨該管支局之帳一

併寄呈該管局

第二百五十七條 錯悞 凡各代辦及信櫃所呈之帳如查有錯悞之處須

即代為更正且將其錯處函知該代辦或信櫃其原帳則勿庸退還祇須將

該帳更正後另抄一份寄去

第二百五十八條 十日報單 十日報單至為緊要必須依期用 I字第一百四十八

號即C字第一百五十四x號 憑單規正呈報

第二百五十九條 匯兌補水費 匯費清單係由該管郵務總辦隨時酌定

頒發各局各管局供事須將所發之清單在匯兌櫃台明顯之處懸示眾知

第二百六十條 匯票總結 每季底須將支發匯票總結算一次用 I 字第 α

號即 D 字第一
百四十四 α 號 總結單呈報

第二百六十一條 郵票須售現錢 若以銅錢或以零開小洋購郵票者應

按該管郵務總辦隨時酌定之數貼水其售票定價及貼水之專單係由郵務總辦隨時頒發各局須將該專單於售票易見之處懸示衆知

第二百六十二條 賒欠 郵票只售現錢概不准賒欠記帳

第二百六十三條 代辦支局發售郵票 管局供事等須注意代辦局發售

郵票必須各照本局定價收納銀錢不得向寄件人稍行多索更須注意於各代辦售出之票是否確實如查有某代辦售出之郵票係寄往他處而購書籍或購新聞紙以及藥料等物者務須稟明該管局

第二百六十四條 銀錢價目 各管局供事於每月底須將

銀錢價目照以下之格式填報加列出入現款總結表之下

洋錢價目	大洋兌錢	大洋兌小洋
郵局定價		
今日市價		

除照以上之式呈報外各管局供事於每月內更須遵照所諭隨時呈報該管局

第二百六十五條 呈寄月帳 俟將月帳作妥須於當日急速呈寄該管局
否則全界之帳必將因此而受遲延

第二百六十六條 年賞 管局供事非奉有該管郵務總辦特准之諭不得
發給年賞其所付年賞之款須另列按日登記出入帳目清單及出入帳目
總結表之內

第二百六十七條 押款帳簿 凡由雜項差役人等呈交押款之數目須登

入押款單內即 C 字第一百四十六號即
I 字第一百四十

百九十 號 押款單是為收押款存局之簿押款牌是為差役呈交押款之收據

其押款單須於每季底照例結算一次然無論何時如該管局調閱該單須
即呈寄備查每月所收之押款須隨月帳送呈該管局且將押款人之姓名
開具清單一併附呈(參看第二百三十一條)遇有斥革之差役須於三個月
後將其所持之押款牌送呈該管局其押款方能給還

第二百六十八條 重複之號碼 不拘於何項帳內其所開之數目不准以
同上之字樣代之凡有號碼必須完全書寫

第二百六十九條 允准開銷 凡出行常局章外之費用若非奉該管郵務
總辦批准不得自行開銷除非遇有緊迫之事即如失誤郵件等事若有格
外費用則准先行開付然後稟報該管局(參看第二百二十四條)

格式

[L-62 = C-147x]

郵界

郵政支局

郵票清單
宣統 年 月份

何式郵票	上月底所存之票		本月所收之票		共數		本月所售之票 (見發售郵票表)			本月底所存之票	
	數目	計價	數目	計價	數目	計價	數目	計價		數目	計價
								元	角分		
郵半	四〇〇	二〇〇	二四〇	一二〇	六四〇	三二〇	四四〇	二二〇	二〇〇	一〇〇	
一分	一九〇〇	一九〇〇	二四〇〇	二四〇〇	四三〇〇	四三〇〇	二八〇〇	二八〇〇	一五〇〇	一五〇〇	
二分	一七〇〇	三四〇〇	二四〇〇	四八〇〇	四一〇〇	八二〇〇	二三〇〇	四六〇〇	一八〇〇	三六〇〇	
三分	一五〇〇	四五〇〇	六〇〇〇	一八〇〇	七五〇〇	二二五〇〇	五九〇〇	一七七〇〇	一六〇〇	四八〇〇	
四分	三六〇	一八〇〇	二四〇	一二〇〇	六〇〇	三〇〇〇	一二〇	六〇〇	四八〇	二四〇〇	
五分	一〇〇	七〇〇	二四〇	一六八〇	三四〇	二三八〇	一八〇	一二六〇	一六〇	一一二〇	
一角	二三〇	二三〇〇			二三〇	二三〇〇	一二〇	一二〇〇	一一〇	一一〇〇	
二角	五〇	八〇〇			五〇	八〇〇	二〇	三二〇	三〇	四八〇	
三角	三〇	六〇〇	四〇	八〇〇	七〇	一四〇〇	三五	七〇〇	三五	七〇〇	
四角	二〇	六〇〇			二〇	六〇〇	一〇	三〇〇	一〇	三〇〇	
五角	二〇	一〇〇〇			二〇	一〇〇〇			二〇	一〇〇〇	
一元	二九	二九〇〇	二四	二四〇〇	五三	五三〇〇	二〇	二〇〇〇	三三	三三〇〇	
二元	二五	五〇〇〇	二五	五〇〇〇	五〇	一〇〇〇〇	二〇	四〇〇〇	三〇	六〇〇〇	
三元	二八	一四〇〇〇	四六	二三〇〇〇	七四	三七〇〇〇	四〇	二〇〇〇〇	三四	一七〇〇〇	
四元	二〇〇	二〇〇	四〇〇	四〇〇	六〇〇	六〇〇	二〇〇	二〇〇	四〇〇	四〇〇	
五元	五〇	一〇〇	一〇〇	二〇〇	一五〇	三〇〇	五〇	一〇〇	一〇〇	二〇〇	
統計		四〇〇〇〇		六〇〇〇〇		一〇〇〇〇〇		五六〇〇〇		四四〇〇〇	

門類字	發售郵票表	本局售出		各代辦支局售出		各信櫃售出		共數	
		元	角分	元	角分	元	角分	元	角分
丑寅卯辰巳	售出郵票	二二七	〇〇	三五	〇〇	二〇	〇〇	二八二	〇〇
	匯兌費	五	二〇					五	二〇
	匯票補水費	七	八〇					七	八〇
	包裹保險費	五	〇〇					五	〇〇
	匯票	二六〇	〇〇					二六〇	〇〇
	共計	五〇五	〇〇	三五	〇〇	二〇	〇〇	五六〇	〇〇



立單人

管局供事

格式

郵界

[C.-7a]

郵政支局

宣統 年 月 日 出入欠資郵票帳目清單

(各代辦支局經辦欠資郵件賬已統在內)

		入		出	
		元	角分	元	角分
上月存款	本局存未領之欠資郵件款	一元四角			
	各代辦支局存未領之欠資郵件款	二角			
	本局已發而未到代辦支局之欠資郵件款	四角			
	本局存欠資郵票 (見以下票式表)	六元			
		八	〇〇		
		二	〇〇		
* 局發來欠資郵票 (見以下票式表)					
本局已投欠資郵件所納之款		三元		四	二〇
各代辦支局匯來已投欠資郵件所納之款		一元二角			
本局退回 * 局無法投遞欠資郵件款		八角		一	三〇
各代辦支局退來本局無法投遞欠資郵件款 (此項郵件已由本局退交 * 局)		五角			
本月存款	本局存未領欠資郵件款	一元二角			
	各代辦支局存未領欠資郵件款	九角			
	本局已發而未到代辦支局之欠資郵件款	二角		四	五〇
	本局存欠資郵票 (見以下票式表)	二元二角			
		共計		一〇	〇〇
				一〇	〇〇

欠資郵票之票式表

何項票式	上月底存		本月所收		本月底存	
	數目	票價	數目	票價	數目	票價
		元 角分		元 角分		元 角分
半分	五〇	五〇	一〇	一〇	二〇	二〇
一分	五〇	一〇〇	二五	五〇	三〇	六〇
二分	二五	一〇〇	一〇	四〇	一〇	四〇
四分	一〇	五〇	四	二〇	八	四〇
五分	一〇	一〇〇	四	四〇	二	二〇
一角	一〇	二〇〇	二	四〇	二	四〇
二角						
三角						
共計		六〇〇		二〇〇		二二〇



立單人

管局供事

一
百
四

* 此處填正字或填分字須視歸何等局管轄分別填寫即如郵政局管則填正字郵政分局管則填分字

格式

[C-151x]

郵界

代辦支局

宣統 年 月 出入帳目清單

由 * 局預付郵票定項計洋 由 * 局預付郵政出版書冊計洋	入		出	
	元	角分	元	角分
五十元 二元				
入本月售出郵票進款	三〇	〇〇		
入本月售出郵版書冊進款		五〇		
出 月代辦支局人薪水			一五	〇〇
共計	三〇	五〇	一五	〇〇
入由該管支局發來彌補開銷不敷之協款				
出匯該管支局本月盈餘款			一五	五〇
統計	三〇	五〇	三〇	五〇

欠資郵件條目如下

匯該管支局已投欠資郵件所納之款	五角
退該管支局無法投遞欠資郵件之款	二角
代辦支局尚存未領欠資郵件之款	四角

經辦郵件表

條目	平常郵件	掛號郵件	包裹	代他局轉寄 郵袋封筒
本局接收 本局寄發 轉寄				

校證人

該管支局供事



立單人

代辦支局人



* 此處填正字或填分字須視歸何等局管轄分別填寫即如郵政局管則填正字郵政分局管則填分字

格式

[C-151x]

郵界

代辦支局

宣統 年 月 出入帳目清單

由 * 局預付郵票定項計洋	十元	入		出	
由 * 局預付郵政出版書冊計洋	一元	元	角分	元	角分
入本月售出郵票進款		五	〇〇		
入本月售出郵版書冊進款			二〇		
出 月代辦支局人薪水				一〇	〇〇
	共計	五	二〇	一〇	〇〇
入由該管支局發來彌補開銷不敷之協款		四	八〇		
出匯該管支局本月盈餘款	統計	一〇	〇〇	一〇	〇〇

欠資郵件條目如下

匯該管支局已投欠資郵件所納之款	七角
退該管支局無法投遞欠資郵件之款	三角
代辦支局尚存未領欠資郵件之款	五角

經辦郵件表

條目	平常郵件	掛號郵件	包裹	代他局轉寄 郵袋封筒
本局接收				
本局寄發				
轉寄				

校證人

該管支局供事



立單人

代辦支局人



* 此處填正字或填分字須視歸何等局管轄分別填寫即如郵政局管則填正字郵政分局管則填分字

郵政支局

宣統 年 月 各代辦支局出入帳目總結

代辦支局名	由*局預付郵票定項 (一)	由*局預付郵政出版書冊 (二)	本月售出郵票進款 (三)	(四)	本月售出郵版書冊進款 (五)	由該管支局發來彌補開銷不敷之協款 (六)	共計(三至六) (七)	本月代辦支局人薪水 (八)	(九)	匯該管支局本月盈餘款 (十)	共計(八至十) (十一)	匯該管支局已投欠資郵件所納之款 (十二)	退該管支局無法投遞欠資郵件之款 (十三)	代辦支局尙存未領欠資郵件之款 (十四)	餘事列此 (十五)
	元 角 分	元 角 分	元 角 分		元 角 分	元 角 分	元 角 分	元 角 分		元 角 分	元 角 分	元 角 分	元 角 分	元 角 分	
代辦支局	五〇〇〇	二〇〇	三〇〇〇		五〇		三〇五〇	一五〇〇		一五五〇	三〇五〇	五〇	二〇	四〇	
代辦支局	一〇〇〇	一〇〇	五〇〇		二〇	四八〇	一〇〇〇	一〇〇〇			一〇〇〇	七〇	三〇	五〇	
共計			三五〇〇		七〇	四八〇	四〇五〇	二五〇〇		一五五〇	四〇五〇	一二〇	五〇	九〇	



立單人

該管支局供事畫押

比處填正字或填分字須視歸何等局管轄分別填寫即如郵政局管則填正字郵政分局管則填分字

郵政支局

郵界

入現款總結表

至 月 日

門類號	出 款		共 數	
	門 類 名 稱	備 考	元	角分
壹	洋文供事薪水	隨附薪水清單	六〇	〇〇
貳	漢文供事薪水	隨附薪水清單		
參	差役工食	隨附薪水清單	四〇	〇〇
肆	代辦支局人薪水	參看各代辦支局出入帳目總結	二五	〇〇
伍	信櫃代收郵件酬資	隨附單據第九號	一〇	〇〇
陸	快信分潤	隨附單據第十六號		二〇
柒	差役年賞			
捌	路費			
玖	郵政房產	隨附單據第二號	六〇	〇〇
拾	(建造 修理(內括修理購置傢具等費) 租捐)			
拾壹	單張文具刷印各費	隨附單據第十三號計六角第十四號計四角	一〇	〇〇
拾貳	購置郵袋包裹郵箱費			
拾參	燈油各項燃料費	隨附單據第十一號	一〇	〇〇
拾肆	購置號衣費			
拾伍	運寄郵政傢具各費			
拾陸	電報費			
拾柒	購置書籍地圖各費			
拾捌	包運郵件費	隨附包辦人單據第十號	二〇	〇〇
拾玖	運寄郵件各費			
貳拾	兌銀虧折補水費			
貳拾壹	匯票兌出	參看隨收匯票登記簿	三〇〇	〇〇
貳拾貳	雜項未列名各費	隨附單據第十二號	一〇	〇〇
貳拾參	匯 * 局	隨附單據第五號	一〇〇	〇〇
貳拾肆				
	本月存款 局中存洋 三十元	隨附存款清單	五三七	二〇
	銀號存款 三百元		三三〇	〇〇
		共 出	八六七	二〇
		統 計		

一
百
八

洋錢價目	大洋兌錢	大洋兌小洋
郵局定價		
今日市價		

此處填正字或填分字須視歸何等局管轄分別填寫即如郵政局管則填正字郵政分局管則填分字

格式

[C.-156a]

宣統 年 月份出

由 月 日

門類字	入 款		共 數	
	門 類 名 稱	備 考	元	角分
子 丑 寅 卯 辰 巳 午 未 申 酉 戌 亥	上月存款如下			
	本局存洋	五十元〇角〇分	參看上月總結	二五〇〇〇
	銀號存洋	二百元〇角〇分		
	正局發來協款			五〇〇〇
	本局售出郵票		參看隨附郵票清單	二二七元
	代辦支局售出郵票		參看隨附郵票清單及代辦支局出入帳目總結	
	信櫃售出郵票		參看隨附郵票清單	三五元
	本局收匯兌費		參看隨附郵票清單及隨發匯票登記簿	二〇元
	本局收匯票補水費		參看隨附郵票清單及隨發匯票登記簿	五二〇
	本局收包裹保險費		參看隨附郵票清單及寄發包裹登記簿	七八〇
	匯票發出		參看隨附郵票清單及隨發匯票登記簿	五〇〇
	欠資郵票所納		參看隨附欠資郵票清單	二六〇〇〇
	快信專票售出		參看快信清單	四二〇
	郵版書冊本局售出		參看郵版書冊清單	二〇〇
	郵版書冊代辦支局售出		參看郵版書冊清單及代辦支局出入帳目總結	三角
	兌銀盈款			七角
員役罰款				
雜項未列名入款				
		統計共入	八六七	二〇

本局尙存未兌匯票核對據共計洋 元 角 分

餘事列此

立單人



管局供事畫押

