

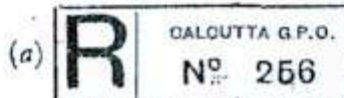
Post Office.

Director-General's Circular, No. ⁶⁹₆₂, Calcutta, the 10th November 1908.

SUBJECT.

Introduction of registration No. slips.

It has been decided to introduce, with effect from the 1st January 1909, the use of registration No. slips to be pasted on registered articles of the letter mail by the offices of posting. These slips will be of two kinds, namely, (a), containing the letter "R", the name of the office of posting, and the serial No. of the registered article, for use by the three Presidency post offices and the head post offices at Rangoon, Lahore, and Cawnpore, and (b), containing a printed serial registration No. only, for use by all other post offices. The designs of both these No. slips are given in the margin.



2. In the case of registered articles of the letter mail posted at the six principal post offices named in the preceding paragraph, it is intended that the (a) pattern registration No. slip shall, on and after the 1st January 1909, take the place of the impression of the registration stamp, the use of this stamp being altogether discontinued. Other post offices, which will use the (b) pattern registration No. slip, will be required to impress their registration stamps very carefully and legibly on the No. slips before bringing the latter into use, and postmasters of such offices must insist on this rule being strictly complied with, as in many cases it would not be possible to obtain a good and clear impression of the registration stamp on the No. slip after the latter had been pasted to a registered article.

3. Registration No. slips for the use of head offices will be supplied in blocks containing slips numbered from 1 to 1000, while those for the use of sub-offices will be supplied in blocks containing slips numbered from 1 to 200.

4. The new No. slips should be securely affixed to the address-side of registered articles of the letter mail, both inland and foreign, in the same way as parcel No. slips are now affixed to registered parcels. In the case of a registered article of the letter mail posted at a branch office which is not authorised to do registration work independently, the No. slip should be affixed to the article by the account office.

5. Supplies of the form of registration No. slip should be obtained at once on indent from the usual sources. It should be carefully noted that the (a) pattern of slip, bearing the name of the office of posting, is to be indented for only by the offices named in paragraph 1 of this circular.

6. The rules of the *Post Office Manual* affected by the introduction of registration No. slips will be corrected in the ordinary course.

E. A. DORAN,

Offg. Director-General of the Post Office of India.