



20th Edition

THE

**Sub-Postmasters'
Handbook**

Published 1972 by the

NATIONAL FEDERATION of SUB-POSTMASTERS

Evelyn House, Windlesham Gardens,

Shoreham-by-Sea, Sussex. BN4 5AZ

PRICE 30p

INDEX

	PAGE
Accommodation: Unit Credit	9, 29
Add/Listing Machines	63-64
Advertising—Wall Space in Sub-Offices	64
Agreement on Appointment	74
Allowance Forms Paid	8
Anchoring of Safes	46-47
Annual Conferences: Dates and Places	104
Annual Leave	36-38
Assistants—Wages, etc.	41-43
Attacks on Sub-Postmasters	59-61
Attendance at Law Courts	45-46
Attendance Credits	8, 34
Bank Holiday Attendance and Payments	34
Benevolent Fund	76-79
Branches and Branch Secretaries	99-103
British United Provident Association	63
Bulk Postings	29
Business Reply Dockets	8
Callers' Letters (non-delivery offices)	32
Call Offices	32
Cash Account—submission on holiday	38
Cash Value of Units	26
Casual Messengers, National Insurance	59
Chains for Stamp Portfolios	64
Change for Telephone Calls	10
Cheques: Cashing for Wages	10
Christmas Day Attendance	34
Civil Service Sanatorium Society	61
Closing of Counters on Sundays	35
Coin Box Clearance: Payment	32-33
C.O.D. Parcels and Packets	7, 9, 10
Commonwealth and Foreign Parcels Posted	7
Continuous Telephone Service	39-40
Contracts of Employment Act, 1963	42
Corrections to P.O. Guide and Rule Books	10
Correspondence across the counter	32
Counter Losses	45
Criminal Injuries Compensation Board	60-61
Council of Post Office Unions	64-70
Cycles: Accommodation	9
Deceased Sub-Postmasters	28
Defence Bonds	36

INDEX (Continued)

	PAGE
Delivery of Correspondence across the counter ..	32
Delivery of Correspondence at Second Address	31
Delivery to Callers	32
District Councils and Secretaries	99-103
Dividend Warrants	7
Dockyard Pensions	8
Earlier Closing (Saturdays)	36
Electors' Lists	56
Encashment of National Savings Stamps	7
Entertainment Stamps	10
Establishment of New Sub-Offices	54-55
Exhibition of Notices	10
Express Packets	10
Family Allowances	8
Federation Rules	80-93
Form P.409.W	71-73
Gift Tokens	10
Giro	8
Good Friday Attendance	34
Government Loans	36
Greetings Telegrams Delivered	8
Guard dogs—Income Tax Allowance	44-45
Half Holiday prior to Easter and Christmas	35
Handcarts: Accommodation	9
Holidays	see "Annual Leave"
Home Safes	10
Honorary Members	105
Income Tax	44
Industrial Injuries	58-59
Injuries from Attack—Post Office Provisions	59-60
Insurability of Sub-Postmasters	56-57
Insurance against Attack—Federation Scheme ...	61
Insurance Rebates—Federation Agency with Eagle Star	64
Investigation Branch Inquiries	46
Items not Specifically Credited	9
Issuing of Forms	10
Jury Service	46
Kiosks	32
Late Arrival of Morning Mail	30-31
Letter Packets	33
Licence Work	7, 36
Line Payments (Telephone Exchanges)	39
Local Holidays	35