NEW ZEALAND POST AND TELEGRAPH DEPARTMENT.

RULES AND REGULATIONS

FOR THE

GUIDANCE OF OFFICERS

(GENERAL AND POSTAL).

These Rules and Regulations are printed correct to the end of AUGUST, 1922. As amendments appear in the Official Circular Extracts they are to be transferred to this book at once, and, if necessary, are to be indexed.

In correspondence which relates to a Rule or Regulation the number of the same is to be given.

Every Officer must have free access to the office standard copy of each book of Rules and Regulations, and sign a certificate in accordance with Rule No. 2. No Officer committing a breach of any Rule or Regulation will be excused on the plea of ignorance.

For every copy issued of this book a receipt is to be taken and filed by the local Chief Officer.

WELLINGTON.
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Rules & Regulations - Part 4

Rules 154 to 227

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Safes and Cash-boxes.

154. (*a.*) When a money-order and savings-bank office is about to be opened the Secretary will arrange for the supply of a safe, if one is required. In all other cases in which safes are required application is to be made to the Secretary.

(*b.*) On issuing a safe the Stores Manager sends a packing-list to the officer concerned, and, when that officer is a Postmaster, sends also a duplicate of the packing-list to the Chief Postmaster. The Chief Postmaster, Superintendent, or District Telegraph Engineer, as the case may be, is held responsible for seeing that the duplicate keys of a safe are enclosed in a sealed packet inscribed "Duplicate key No. of safe at [*Office*]," and deposited with the local or nearest local branch of the Bank of New Zealand. Immediately the duplicate keys have been so deposited and a receipt for them obtained, the receipt is to be filed at the chief post-office, the telegraph-office, or at the office of the District Telegraph Engineer, as the case may be.

(*c.*) Before a safe may be transferred from one office to another application for authority must be forwarded to the Secretary.

155. District controlling officers are to keep on card P.O. 133 a record of departmental safes and strong-rooms in use in their offices and districts. The record is to include any safe or strong-room used by the Department but not its property.

156. (*a.*) At railway-station post-offices railway safes embedded in concrete are to be used for the custody of railway and postal cash, and post-office safes not embedded in concrete are to be used for other articles and books belonging to both Departments which require to be placed in a safe. "Postal cash" includes cash, cheques, postal notes, stamps, &c.

(*b.*) Registers of births, deaths, and marriages are not to be placed in post-office safes.

157. At all post-offices cash-boxes are to be numbered by the Postmaster, and the duplicate keys enclosed in a sealed envelope and kept in the safe in the custody of the Postmaster. When it becomes necessary, through the loss of or damage to the original key, to use the duplicate, a new key is to be applied for, the duplicate being used as a pattern; and when the new key is received the duplicate is to be replaced in the sealed envelope in the custody of the Postmaster.

158. For the rule regarding the custody of safe and other office keys in use see No. 38.

MOTOR VEHICLES AND BICYCLES.

159. Every motor vehicle owned by the Department is to carry two number-plates (one at the front and one at the rear). The plates on motor-lorries, motor-vans, and motor-cycles must have shown on them the letters "G.P.O.," and those on motor-cars "Govt.," followed in each case by the Head Office registration number. In addition, on motor-cars, the Royal Monogram is to be painted on the right-hand side. The design is obtainable from the Workshops Manager, Wellington.

160. The identification number of a machine is the G.P.O. number allotted by the Stores Manager. This number must be quoted in all communications and returns respecting the machine.

161. Every motor vehicle, except a motor-cycle, is to have affixed thereto a speedometer, which is to be kept in good order. Except where unavoidable, no vehicle is to be used when the speedometer is not registering.

162. On every motor vehicle, except motor-cycles, there is to be fixed in a suitable place a "Pyrene" or other suitable fire appliance, and care is to be taken that this appliance is kept in good order.

163. No officer is to be allowed to drive a motor vehicle until he has obtained from the proper authority a motor-driver's certificate.

Payment for the certificate will be made by the Department. This requirement does not apply to motor-cycles in towns where the by-laws do not provide for it.

164. A motor vehicle is always to be driven by the same driver where practicable.

165. A record of the location and movements of each bicycle and motor vehicle is to be kept at each controlling office by means of card Acct. 45. The card for each machine must be kept posted to date, and the record should enable a controlling officer to state definitely at any time the position in regard to all machines under his control.

166. When the cost of repairs to motor and other vehicles that require to be executed in the departmental workshops is estimated to exceed £10 the authority of the Secretary must be obtained prior to the job being put in hand. If there is urgency the authority may be obtained by telegraph. In emergencies, repairs may be proceeded with in anticipation of the authority if the controlling officer is satisfied that the proposed repairs are warranted and any delay would be detrimental to or hinder the regular course of departmental business.

167. (*a.*) Controlling officers will open and maintain an account of the expenditure on each bicycle, motor vehicle, and motor-vehicle service, the particulars being compiled from monthly reports by Postmasters, &c. Returns of such expenditure will be forwarded to the Controller of Accounts at the end of each month.

(*b.*) The controlling officer will be informed by means of packing-lists of the type, description, and price of each new machine supplied.

(*c.*) When a new machine is received an account is to be opened, the full particulars being entered on forms Acct. 39 for motor vehicles and Acct. 9 for bicycles.

(*d.*) Requisitions in duplicate for all accessories or material required for departmental machines are to be sent from the officers concerned to their respective controlling officers. One copy is to be retained and filed by the latter, and the other, after having been approved and signed, is to be sent to the Stores Manager for supply. Requisitions must, as far as is practicable, show the number, make, and date of model of the machine for which items of material are required, so that the machine can be readily identified by both the Stores and controlling office.

(*e.*) In cases where the cost can be debited against a particular machine as shown on the packing-list the controlling office will be

supplied with a priced copy of the packing-list from the Stores Manager. If the material is charged to a general account, without showing definitely that a particular machine can be debited with the total or any portion, the priced packing-list will be sent, through the controlling office, to the office at which the machine is located—it being understood that the material is for reserve stock.

(*f.*) When expenditure is incurred locally by a Postmaster or other local officer a report is to be at once forwarded to the district controlling officer, setting out the necessity therefor, and giving a full description of the machine affected. When the expenditure has been approved and a voucher passed for the amount the particulars on the voucher should be entered on the monthly report.

(*g.*) The monthly report or return of expenditure on form Acct. 37 for each bicycle and motor vehicle is to be compiled from the previously mentioned vouchers and from items taken from the Reserve Stock Account. The forms are then to be forwarded by Postmasters to their respective Chief Postmasters, and by officers of the engineering staff to the District Telegraph Engineer concerned. The controlling office is to check the items against the reports and packing-lists previously received, and must debit the monthly account with the cost of material shown on packing-lists as charged to the particular machine concerned. The total of each form Acct. 37 should then be transferred to the respective accounts on form Acct. 9 or Acct. 39.

When repairs have been executed at the Telegraph workshops or garages care must be taken to ensure that the cost is correctly recorded against the machine repaired. The Telegraph Engineer or controlling officer of the workshop concerned is to notify the district controlling officers each month of the cost of repairs effected to machines in each district.

(*h.*) The expenditure on machines is to be totalled at the end of each month, the total of expenditure on each bicycle being transferred from form Acct. 9 to form Acct. 10, and that on each motor vehicle from form Acct. 39 to form Acct. 42. The entries on the returns of expenditure on machines are to be in class and identification order. The class order will be as follows in the case of motor vehicles: Motor-cars, motor-lorries, motor-vans, and motor-cycles (in numerical order of G.P.O. identification number). Bicycles are to be entered in alphabetical order of make, and then in numerical order. Copies of the return on forms Acct. 10 and Acct. 42 are to be sent to the Controller of Accounts as early as possible after the close of each month.

(*i.*) In order to record the expenditure on each motor service performed by the Department, particulars of the work on which each vehicle is engaged must be entered on form Acct. 42. To enable the record to be kept accurately the changing of machines employed on different services should be avoided as far as possible. The gross salary or wages of the rider or chauffeur during the period he is so engaged must be entered in the column provided. The depreciation chargeable is to be as follows: Motor-lorries (heavy), 10 per cent.; motor-cars, motor-vans, and light lorries, 15 per cent.; and motor-cycles, 25 per cent., per annum.

(*j.*) A copy of form Acct. 36 is to be kept in each motor vehicle and motor-cycle, the particulars of the vehicle or cycle being filled in by the controlling officer prior to the card being placed in the machine. The chauffeur is to record on this card the mileage run each month according to speedometer, the supplies of petrol and oil and accessories supplied for the use of the machine, showing the date of each supply and brief particulars of new tires, tubes, replacements, or repairs. This card is designed to last for one year, and should be replaced on the 1st January each year, the cards for the previous year being filed by the controlling officer for future reference.

(*k.*) When for any reason a machine has been brought into use, transferred, or removed from use in the district, the fact, together with the date, should be noted in the "Remarks" column of the returns concerned. The tracing record should be the basis of such information, and any movements shown on the record should be noted on the return. A departmental motor-vehicle may not be permanently transferred from one town to another without the authority of the Secretary." [16 Mar./25.] [P. & T. 93/871.] town in any district must be reported to

(*l.*) A separate record is to be kept by the controlling office of the benzine, oil, &c., in use. It should show the date and value of all purchases and supplies from the Post and Telegraph Stores, the date, the name of each stock station, and quantity of stock issued for use from time to time, and the quantities of the items of petrol and oil on hand at the close of each month. A copy of the record is to be entered on the reverse side of form Acct. 42, which is to be sent to the ~~Controller of Accounts~~ Secretary.

(*m.*) Every stock officer must be provided with a supply of form Acct. 38. This form is prepared in duplicate, and is to be used for "writing off" items of stock, such as petrol, oil, &c., supplied, and advising controlling officers of the items supplied for vehicles, motor-cycles, and push-bicycles under their control. The

driver's acknowledgment must be obtained in the special space provided on the duplicate copy, which must be sent to the controlling officer of the particular vehicle supplied. The original copy is to be sent in to the stock officer's controlling officer in support of the monthly return of petrol and oil issued. Drivers must record each supply on form Acct. 36. Controlling officers are at regular intervals to examine this card and check the particulars given therein.

(*n.*) Controlling officers must examine the records and returns in regard to machines under their control, and obtain a special report on the circumstances leading to any excessive expenditure on the upkeep or fuel-consumption of individual bicycles and vehicles. Effort should be made to keep the cost of running and maintenance as low as is consistent with efficiency. The condition and state of repair of each machine should be personally ascertained whenever possible.

(*o.*) Chief Postmasters and District Telegraph Engineers will submit quarterly to the Secretary, on form P.O. 92A, a return of motor-tires, showing the number in use, the number in stock, and the number unfit for further use. Tires removed from motor vehicles as unfit for further use are to be retained in safe custody, and are to be brought under the notice of the Chief Telegraph Engineer on his first subsequent visit to the office. The Chief Telegraph Engineer will condemn such tires as are unsuitable for retreading, and give the required authority on form P.O. 92C. The controlling officer will despatch the remainder to the Stores Manager, Wellington, using form P.O. 92B. The copy of form P.O. 92B bearing the Stores Manager's acknowledgment of the receipt of the tires, and form P.O. 92C, are to accompany the quarterly return on form P.O. 92A. Under no circumstances is a tire to be destroyed without a certificate of authority by the Chief Telegraph Engineer or other officer of the Administrative Division.

168. When petrol is *not* supplied from a Bowser tank the minimum supply to a motor car or lorry is to be 4 gallons, or a multiple thereof.

169. (*a.*) Where there is a departmental garage all departmental motor vehicles are to be housed therein at night, and under no circumstances may an officer house a departmental motor vehicle at his home or in any private garage. Where a departmental garage is not provided cars must be housed in public garages. The greatest care is to be taken to select the fireproof garage nearest the officer's official headquarters.

(*b.*) A departmental motor vehicle is, at the close of business for the day, to be placed in the garage, and is to remain therein until again required for official business.

170. (*a.*) Every departmental motor vehicle is to be used exclusively for official business, and *on no account* is the use of a motor vehicle for the conveyance of any person on private business to be permitted.

(*b.*) A departmental motor vehicle is not to be used by any officer to convey himself to and from his home.

171. Local controlling officers are enjoined to see that proper care is exercised in the use and treatment of tires generally, and that the following precautions are duly observed: Tubes should always be fully inflated when in use, and covers should not be removed with rough or sharp-edged tools. Cycles or cars should never be left standing in pools or water-channels, as the water finds its way through cracks or cuts in the rubber and destroys the inner fabric. The wheel-alignment of motor cars and lorries should be carefully checked, to prevent undue wear through misalignment of the wheel-track.

172. Before leaving a motor or other vehicle unattended on an incline the officer in charge of it must bring the vehicle to a standstill with either a front or a rear wheel against the kerb or edge of the road, at an angle, so as to relieve the brake of a good deal of the strain. This action is especially necessary in the case of a loaded vehicle. Officers failing to carry out this instruction will be charged with the cost of repairing any damage resulting from such failure.

173. No parts of bicycles or motor-cycles are to be renickelled. The standard finish for departmental machines is to be all parts, except front forks, black, the latter red. All parts originally nickel-plated that show signs of wear or rust should be enamelled black.

174. Parts of bicycles and of motor vehicles are not to be transferred from one machine to another without the authority of the Secretary.

175. Whenever a departmental motor vehicle is returned to the Stores Manager for disposal, or is transferred from one office to another, it is to be accompanied by the full outfit of tools and accessories.

176. All cases of breakdown of motor vehicles requiring the hiring of a machine or other substitute, or the sending of a relief machine, are to be reported by telegraph to the Secretary, accompanied by the controlling officer's recommendation.

177. A report on form P.O. 92 of accident, &c., in the running of motor vehicles is to be rendered in each case of breakdown, &c.,

however trivial. The forms are made up in books, with provision for duplicate copies to be taken by means of carbon paper. The duplicate copies are to remain in the book as the office record, and are to be examined periodically by the controlling officer.

178. Whenever for any reason a departmental bicycle or motor vehicle is no longer needed for the purpose for which it was issued, the controlling officer must report the fact to the Secretary, and ask for instructions as to the disposal of the machine.

179. Every bicycle, whether a departmental or a private machine, used on the business of the Department must be provided with a bell and brake, and, when used at night, a lamp.

180. Each controlling officer must personally assure himself that proper and adequate provision exists at each office for the care and safe keeping of departmental bicycles when not actually in official use. As a rule, when there are only two or three machines they can be safely locked up in the office where no suitable shed or outhouse is available for the purpose. Where a large number of machines is in use a suitable locked shed is to be provided. Officers are not to be allowed to take bicycles to their homes except under exceptional circumstances, and such circumstances are to be reported to the Secretary, and permission obtained for the machines to be taken home.

181. Local controlling officers are cautioned against allowing bicycles or accessories to be left carelessly about, and officers using machines are warned that they may be called upon to replace articles lost through their carelessness. Controlling officers are to send form Stores 34 annually to each office where machines are in use, for the purpose of obtaining a report on the condition of each machine.

182. The use of departmental bicycles for private purposes is strictly forbidden. Local controlling officers are held responsible if any departmental machine is found to have been used for such purposes.

183. Men employed on cycling duties are strongly recommended to wear woollen underclothing. When possible, opportunity is to be afforded to men who get wet to change their clothes.

184. (*a.*) Men who use cycles not provided for their exclusive use should be careful to adjust the saddle. Failure to take this precaution has been known to result in serious physical injury.

(*b.*) Men detailed for cycling duty are to be cautioned, as occasion requires, against riding at excessive speed ("scorching") and against riding on footpaths.

185. Inspecting officers are to make a point of seeing that the provisions of the rules regarding bicycles and motor vehicles are closely followed. The condition of each machine must be ascertained, and any cases of machines being allowed to fall into too bad a state of disrepair are to be specially brought under notice.

186. The Department will, as stocks permit, sell bicycles to postmen and message-boys, on the condition that the machines are used on official business if required. The machines will be sold for cash or on the time-payment system. An officer authorized to be paid a bicycle allowance will be entitled to receive it for the use of a machine which is being acquired from the Department on time payment. A message-boy's application for the purchase of a machine must be accompanied by the consent of one of his parents. In forwarding an application the Chief Postmaster or Superintendent will state whether, having regard to the circumstances of the case, he is prepared to recommend the sale.

187. (*a.*) An officer using his own bicycle, with the approval of the Secretary, may be granted a bicycle allowance (Staff Regulation 18). A recommendation for the granting of a bicycle allowance or the supply of a departmental bicycle must state clearly that the use of a machine is necessary in the interests of the public service. An officer receiving the allowance must understand that his machine is to be at the disposal of the Department whenever he is on duty. He is not obliged to lend it to another officer.

(*b.*) The Department will, for a privately owned bicycle used in its service, supply at special prices lamps, bells, carbide, and oils, also one set of tires per machine each year, on requisition to the Stores Manager, through the Secretary. The requisition should bear a certificate that the supply of the articles is due under this rule. The divulging by officers of the prices paid by them to the Department for bicycle accessories and supplies is strictly forbidden.

(*c.*) An allowance of 4d. per diem may be paid to a temporary officer for using his bicycle in the Department's service, provided that the permanent officer who is being relieved is in receipt of a bicycle allowance.

PRESERVATION OF RECORDS AND DESTRUCTION OF BOOKS, FORMS, ETC.

188. All records dealing with the business of the Department from its earliest stages are to be carefully preserved, and on no account destroyed, except by the special authority of the Secretary. In the term "records" is included correspondence, letter-books,

and suchlike documents. This direction does not apply to account forms, letter-bills, &c., the destruction of which on the expiry of a stated period is provided for in the rules.

189. Books which are to be retained permanently should, before being stored away, be prominently labelled with their titles and with the dates of commencement and completion.

190. The undermentioned books and forms, when out of use, and after having been kept for the periods set against them, are to be destroyed:—

Book or Form.	Period for which to be kept.
Acknowledgment of receipt of remittance	One year.
Advice of remittance	One year.
Attendance-book	Three years.
Butts of cheque-book	Three years.
Cash Account book (sub-office)	Six years.
Cash Account book (Government Insurance)	Six years.
Certificate and notice of transferred parcel	One year.
Circuit slip, stop-station and unsent message	One year.
Circular from Chief Postmaster	One year.
Daily Cash Account book	Six years.
Date-stamp-impression book	Two years.
Delivery-statement telegram	Six months (inland messages); one year (cable messages).
Duty-sheet and exchange-of-duty slip	One year.
Engineer's stock, articles written off	Three years.
Filled sub-office journal	Six years.
Leave advice	Two years.
Ledger summary	Five years.
Lineman's instructions	Five years.
Mail-book, waybill, and sub-office and local letter-bill	Two years.
Memoranda *re* sub-office account, &c.	One year.
Money-order requisition	Three years.
Money-order paid	Six years.
Money-order telegram, receipt for	Two years.
Money-orders issued abroad and payable in New Zealand, list of	Six years.
Money-orders issued in New Zealand and payable abroad, copy of list of	Three years.
Money-orders issued and paid, statement of	Six years.
Notice to the public	One year.
Obsolete form	To be returned at once.

Book or Form.	Period for which to be kept.
Packing-list (Store)	Three years.
Parcel card and notice	One year.
Parcel (ordinary) receipt	Two years.
Postal note paid	Two years.
Post and Telegraph Guide	One year.
Press or carbon copy of statement rendered with post-office accounts	Three years.
Private-box duplicate receipt	Three years.
Redirection order	One year.
Registered-letter receipt and counterfoil	Five years.
Requisition for stationery	One year.
Savings-bank deposit-book of closed account	Two years.
Savings-bank deposit-slip	Six years.
Savings-bank paid-warrant advice	One year.
Savings-bank statement of deposits and withdrawals	Six years.
Savings-bank withdrawal notice	Six years.
Savings-bank withdrawal receipt	Six years.
Schedule and butts (Government Insurance)	One year.
Service telegram	One year.
Stamp-impression book	Two years.
Stamp requisitions, Acct. 94	One year.
Sub-office Post-office account	Three years.
Telegraph form (copy of), Tel. 59	One year.
Telephone exchange, demand for subscription, Tel. Ex. 9	One year.

191. (*a.*) At all offices the check of books and forms is to be made by two senior officers, who must certify in writing to having checked the documents, of which full particulars must be recorded, before their despatch for destruction.

(*b.*) Sub-offices are to send in corn-sacks to their respective chief offices their books and forms due for destruction. Each bag should not exceed in weight 56 lb.

OFFICIAL PUBLICATIONS.

192. The Post and Telegraph Guide, issued annually in March, is the official publication of the Department, and contains the latest post and telegraph information on all matters upon which the public usually require to be informed. All officers of the Department are to read it as a handbook in conjunction with these rules. It is supplied to all offices.

193. A supply of two or three copies of the Guide is to be kept by Postmasters at the principal sub-offices for sale at their own offices or at offices in their districts. Chief Postmasters will arrange for this, and, in their requisitions for copies of the Guide, provide for the additional number required.

194. The Guide Supplement, issued monthly, contains announcements intended for public information, and the particulars of changes made in the Guide matter since the last issue of the Guide and later to be incorporated in the Guide. Such particulars are to be carefully checked. The Supplement is supplied to all offices.

195. The List of Post-offices, with Table of Inland Mails, is published annually in March. It is supplied to all post-offices.

196. The annual subscription for the Guide, which includes the monthly Supplements and a copy of the List of Post-offices, with Table of Inland Mails, is 2s. For a single copy of the Guide the price is 6d. For a copy of the List of Post-offices, with Table of Inland Mails, the price is 2d.; and for a copy of a Supplement, 2d. When a single copy of the Guide is sold, a copy of each Supplement issued since its publication should be included without additional charge.

197. (*a.*) The Official Circular is published twice-monthly—on the 1st and 16th. The issue of the 16th contains only orders and staff notices. Its distribution is to be confined to accounting offices. Early in each month the orders contained in the Circulars for the 1st of that month and the 16th of the preceding month are printed in the form of extracts. The extracts are to be used for the purpose of amending rule-books and the Guide. They are to be distributed to heads of branches and to accounting offices, also to individual officers in possession of rule-books. An abridgment of the Circular containing matter affecting only non-accounting offices is published monthly for distribution to such offices.

(*b.*) The Official Circular, Extracts, and Abridgments are confidential.

198. The Official Circular must be open for the perusal of all officers, and each officer on a staff must be required to initial an office copy of each issue as having read it. The initialled copy is to be filed as a record. At chief offices and the more important sub-offices one complete file of the Circular is to be retained permanently. At those offices other copies and at other offices all copies may be destroyed after being retained for ten years.

199. The notifications in the Official Circular respecting official correspondence, newspapers registered, offices opened, closed, or

altered, &c., must be posted without delay into the respective printed lists, or into the Guide. The opening of telephone-offices is notified first by circular service telegram, and controlling officers are to see that the necessary entries are promptly made in the Guide. Any failure in this respect will be severely noticed.

200. The non-receipt by a sub-office in due course of any of the publications with which it is supplied must be reported to the Chief Postmaster, who is responsible for their proper distribution.

201. (*a.*) Every care must be taken to ensure the accuracy of the Guide, Guide Supplement, List of Post-offices, and Official Circular by means of the reporting forms provided for the purpose. Chief Postmasters will check the entries in the tables in the Guide for the offices in their respective districts, except separate central telegraph-offices. A regular and frequent partial check of different portions will permit of this being done satisfactorily without undue labour.

(*b.*) Chief Postmasters will inform themselves of alterations in the boundaries of any county or of the formation of a new county within their respective districts, and immediately send to the Secretary the amendments of the Guide and of the List of Post-offices necessitated thereby.

202. The annual revise of the Guide for the Secretary should be posted at each chief post-office on the 10th February, and any information to be supplied by Postmasters should reach their chief offices on form P.O. 106 not later than the 7th of that month. A special form (P.O. 104) is supplied to Chief Postmasters for the revise, and every care must be taken to ensure the accuracy of the information given.

203. Form P.O. 107, "Corrections for Supplement," is to be rendered monthly. From January to November it is to include corrections up to the 18th of the month, and in December up to the 10th of the month. The form is to be posted to the Secretary by the first mail thereafter.

204. A copy of the current issue of the List of Post-offices, revised by Chief Postmasters, is to reach the Secretary by the 10th ~~February~~ January.

[*Rule No. 205 deleted.*]

RETURNS AND STATISTICS.

206. Chief Postmasters and other officers are required to keep the data necessary to enable them to furnish all returns and statistics which may be called for from time to time, and to see that all such information is supplied at the proper time. (For the schedule of statements to be regularly furnished, see Appendix B.)

207. The periodical weekly returns of correspondence posted and delivered at a sub-office must include only the correspondence actually posted at or delivered from that office. These returns are required for important statistical purposes, and the utmost care must be exercised in order to obtain accurate results. Chief Postmasters, Assistant Postmasters, Superintendents of Mails, and other senior officers are expected to personally supervise the work in connection with the returns at the chief post-office, and to very carefully scrutinize all returns from the sub-offices in their districts. All permanent Postmasters are also to take an active part in making and checking these countings, and, at circulating offices, to maintain an efficient check on the figures furnished by the surrounding offices. Any case in which an inaccurate counting is brought to light in the General Post Office will be very seriously dealt with.

The following procedure must be followed for ascertaining the number of letters, &c., delivered, and every care be taken to obtain accurate results :—

(1.) Private boxes: On a tally-sheet at the private boxes all matter sorted into the boxes to be entered.

(2.) Postmen: A tally to be kept by each postman under the supervision of the Supervisor, who will enter the returns on a rough sheet.

(3.) Private bags: A tally to be made when the correspondence is being sorted out for the bags.

(4.) Rural delivery: Same procedure as for private bags.

(5.) Counter delivery: A record to be kept by the counter officer of all matter sent to the counter for delivery.

The senior mail-room officer is to collect these records each day and enter them on a rough sheet, finally transferring them to the return.

208. For the four working-days preceding Christmas Day a special return of business is to be kept at chief post-offices and at the four principal telegraph-offices. The return, on form P.O. 25, is to be posted to the Controller of Accounts at the close of business on the 24th December.

POSTAGE AND REVENUE STAMPS.

209. (*a.*) Postmasters are required to keep, for sale to the public, a sufficient stock of the different postage and revenue stamps, letter-cards, post-cards, international reply coupons, embossed envelopes, registered-letter envelopes, and wrappers. Full information as to the values of the various postage-stamps, &c., in use is contained in the Guide.

(*b.*) At offices at which telegraph business is carried on at the public counter earlier or later than the ordinary postal business, postage-stamps should be sold as long as the office is open to the public.

(*c.*) A supply of stamps is to be held by officers issuing postal notes at chief offices, and the stamps are to be sold to persons purchasing postal notes who wish to make up broken amounts. Stamps are not to be sold at postal-note counters for any other purpose.

(*d.*) Whenever it is necessary to extract one or more articles of stamped stationery from a complete packet, the paper band must be broken in order to avoid any risk of the packet being sold as a complete one.

(*e.*) Postmasters are to see that a sufficient quantity of halfpenny coins is kept for the purpose of change. A stamp is not to be offered in place of the coin unless no coin is in hand.

210. Stamps of an old issue are to be disposed of before a new issue is placed on sale, unless instructions are given to the contrary.

211. The stock of stamps to be kept at each office will be fixed by the Chief Postmaster of the district, subject to the approval of the Controller of Accounts. Requisition must be made, as often as need be, to maintain the stock of the several denominations.

212. (*a.*) All supplies of stamps, whether stocked by the Stamp Duties Department or by the Chief Postmaster, Wellington, must be obtained by Chief Postmasters, through the Controller of Accounts. Embossed envelopes (excluding registered letter) are stocked by the Chief Postmaster, Wellington. All other stamps are kept by the Custodian of Stamps. Requisitions must be prepared in quadruplicate, on form Acct. 94, in accordance with the instructions thereon. Items stocked by the Chief Postmaster, Wellington, must not be entered on the same requisition as items stocked by the Stamp Duties Department. Also, discount-stamps must be applied for separately from ordinary stamps.

(*b.*) Chief Postmasters will purchase any necessary supplies of impressed paper from the nearest Deputy Commissioner of Stamp Duties.

(*c.*) Stamps received from the Custodian of Stamps or the Chief Postmaster, Wellington, must be accounted for under the head of "Stamps received" on the Daily Cash Account.

213. (*a.*) Postmasters on the permanent staff, or under bond to the Crown, are supplied with stamps on requisition to the chief post-office, and must account for them in their periodical accounts.

(*b.*) Chief Postmasters may advance to non-permanent Postmasters or Telephonists who are not under bond a supply of stamps equal in value to a quarter's salary, and take a receipt for the advance on form P.O. 2, which receipt should be renewed at the end of every year. Subsequent requisitions, which may be made to the Chief Postmaster or, if more convenient, to the nearest permanent Postmaster, must be accompanied by a remittance in full payment for the supply required. These requisitions are to be made on form P.O. 102, cash for the amount remitted being enclosed in the envelope provided for the purpose. The remittance must be treated as a registered letter and entered on the back of the letter-bill.

(*c.*) Non-permanent Postmasters must on no account purchase stamps from licensed vendors.

(*d.*) Non-permanent Postmasters will procure through their Chief Postmasters such impressed paper as may be applied for.

214. Postmasters in goldfield districts must keep in hand a sufficient supply of stamped transfer paper.

215. (*a.*) A poundage of 1¼ per cent. is granted to non-permanent Postmasters and Telephonists and rural-mail contractors on any purchases of the value of £1 and upwards of stamps above the nominal value of 2s. each. Licensed vendors may be granted a poundage of 2½ per cent. on purchases to the amount of £2 and upwards of stamps of the value of ~~2d~~ 1/- each and under, and non-permanent Postmasters and Telephonists and rural-mail contractors a poundage of 2½ per cent. on purchases of £1 and upwards, of stamps of the value of 2s. each and under. Postmasters on the permanent staff may supply licensed vendors. Chief Postmasters and Postmasters are authorized to pay poundage as above, when they must take a receipt on form P.O. 102, and send it to the Chief Postmaster as a remittance.

(*b.*) Poundage on postage-stamp sales is not to be allowed to permanent Postmasters or Postmistresses, Railway Postmasters or

Telephonists (except those whose salaries are paid direct to them by this Department), or to non-permanent Postmasters or Postmistresses or Telephonists engaged solely on post and telegraph work in offices that are owned or rented by Government. Permanent Postmistresses include any Postmistress permanently employed, even if not included in the Departmental List. Clerks of Courts are not at liberty to claim poundage on purchases of stamps.

(*c.*) The following explanatory table is published for reference :—

Paid to	On Stamps up to and including ~~2d.~~ 1/- in Value.	On Stamps over 2d. in Value.
Licensed vendors	2½ per cent. on purchase of £2 or more	Nil.

Paid to	On Stamps up to and including 2s. in Value.	On Stamps over 2s. in Value.
Non-permanent Postmasters, Postmistresses, and Telephonists (except those engaged solely on post and telegraph work in offices that are owned or rented by Government), and rural-mail contractors	2½ per cent. on purchase of £1 or more	1¼ per cent. on purchase of £1 or more.

216. (*a.*) Postmasters who are entitled to poundage on ordinary stamps will be allowed 1¼ per cent. on postage-due stamps used.

(*b.*) Postage-due stamps are not permitted to be sold by stamp-vendors, who consequently as vendors cannot purchase them or claim commission on their sale.

217. No person other than a Postmaster or other Postal officer, unless by special license of the Commissioner of Stamp Duties, who alone issues such licenses, may sell postage and revenue stamps, under a penalty of £10. Postmasters should report any breach of this prohibition.

218. The issue of stamp licenses to Telephonists as such is permitted.

219. Stamps may be supplied to Receivers of Gold Revenue or to Clerks of Courts to cover the cost of Court fees.

220. Government officers are expected to purchase stamps, &c., at post-offices whenever practicable, and not from licensed vendors, and Postmasters should report to Chief Postmasters when they are observed not to do so.

221. In connection with the repurchase of stamps (see Guide) Postmasters and officers will observe the following directions :—

(1.) Stamps may not be purchased from any officer or other person employed by the Department, except by the special permission of the head of the office at which such stamps are presented. Stamps may not be purchased from any other Government Department unless the person offering them produces an application in writing from a responsible officer of the Department.

(2.) A record must be kept in the Stamp-commission Book under a separate heading, "Repurchase of Stamps," showing the names of the persons from whom stamps have been purchased, the value of such stamps, and the amount charged as commission. These particulars must, at the end of each period, be entered on form Acct. 112 and treated as "Miscellaneous receipts."

(3.) No charge is to be made for commission on the repurchase of postage-stamps received as a remittance by Government officers in their official capacity. On no account must "Official" stamps be repurchased or exchanged for stamps of the ordinary issue.

(4.) In special cases in which the circumstances warrant it, the question of repurchasing stamps exceeding in value the limit of 5s. may be referred to the Secretary for his decision.

222. Chief Postmasters are supplied with a stock of international reply-coupons for issue to post-offices in their respective districts. The coupons are for the purpose of prepaying the postage on replies to correspondence posted in New Zealand, and are for sale at 6d. each. A person wishing to prepay the postage on a reply to his letter encloses a coupon. The addressee on presentation of this coupon at any post-office receives in exchange a postage-stamp representing the amount of the postage on a single-rate international letter, and this stamp can be used as postage on the reply.

The coupons are to be treated as stamps, and accounted for accordingly by Chief Postmasters. Those sent to accounting offices are to be dealt with as part of the stamp balances at those offices ;

those sent to offices where there are credit stocks of stamps are to be treated as a part of those credit stocks; and those sent to the smaller offices, where there are no credit stocks of stamps, must be paid for by the Postmasters.

The coupons must be date-stamped at the time of sale in the space provided for the date-stamp of the office of origin. When exchanging coupons issued in other countries, an impression of the date-stamp must be affixed in the space provided for the office of exchange. The impression is to be made with a steel date-stamp and black obliterating-ink. Should a reply-coupon issued in another country which has not been date-stamped by the issuing office, or has been wrongly date-stamped in the space provided for the date-stamp of the office of exchange, be presented, the coupon should nevertheless be accepted, and, in the case where wrongly stamped, date-stamped by the exchange office on the proper side, under or above the proper space. But coupons issued in the Argentine Republic and Italy which do not bear the date-stamp impression of the issuing office must not be accepted. Coupons issued in the Argentine Republic and Italy must, therefore, when presented, be carefully examined; and if the date-stamp impression of the issuing office is missing the coupon must be handed back to the person presenting it, with the advice that he communicate with his correspondent for rectification of the irregularity. Any coupon bearing evidence of having been issued in a country other than that the name of which is printed at the foot of the coupon must not be accepted.

223. (*a.*) Discount-stamps are of one denomination only—namely, ¼d.—and are printed in sheets containing 240 stamps in each sheet. (See Rule 799 (*b*).) Discount-stamps will be redeemed at their face value as set out in Rule 800.

(*b.*) Discount-stamps are not permitted to be used in prepayment of postage. No such stamps are to be cancelled if attached to letters by the public. If through any oversight a discount-stamp is obliterated, the stamp must be written across in red ink, "Date-stamped in error; not a postage-stamp," and the ink allowed to soak well into the stamp. The letter itself should be treated as unpaid or short-paid if sufficient postage, irrespective of the value of the discount-stamps, has not been affixed.

224. (*a.*) Under the Stamp Duties Act, 1908, every person who fraudulently removes or causes to be removed from any instrument (which includes any written document) any adhesive stamp, or affixes any adhesive stamp which has been so removed to any other instrument, with intent that such stamp may be used again, or sells or offers for sale or utters any adhesive stamp which has been so removed, or utters any instrument having thereon any adhesive stamp which has to his knowledge been so removed as aforesaid, is liable to a fine of £20. Officers are warned against accepting such stamps.

(*b.*) Stamps cut from letter-cards, post-cards, newspaper-wrappers, registered-letter envelopes, or embossed envelopes may be used for postage, but not for any purpose under the Stamp Duties Act, 1908. (See Guide.)

225. Defaced and undefaced postage-stamps, not the property of the Postmaster, found loose in a post-office must be attached to a sheet of paper and sent to the Dead Letter Office monthly, marked "Postage-stamps from ————."

226. (*a.*) The stamps on newly posted letters, &c., should be ~~frequently~~ closely examined for the purpose of ascertaining that they have not been previously used and are not forged or joined.

(*b.*) If a letter for delivery within New Zealand is observed bearing either a used postage-stamp or one joined—that is, in separate pieces placed to look like one—the Postmaster should report the circumstance to the Chief Postmaster, and at the same time request the delivering Postmaster to arrange for the special delivery of the letter, and to obtain the cover and the name and address of the sender (see section 31, P. and T. Act, 1908). The Chief Postmaster should then call upon the sender for an explanation, reference being made to section 87 of the Post and Telegraph Act, 1908. The explanation, when received, is to be forwarded to the Secretary, together with the Chief Postmaster's recommendation. Letters for places beyond New Zealand bearing previously used stamps should be detained and sent with a report to the Secretary. Any letter posted bearing a postage-stamp which is believed to be forged is to be sent, with any report the Postmaster may have to make, to the Chief Postmaster, who, after making any further necessary inquiry, will send the papers to the Secretary, with his remarks. The postmarking of previously used or otherwise unrecognized stamps is strictly forbidden, even in cases in which such stamps are in addition to the proper unused stamps.

227. No surcharge is to be collected on a letter bearing a previously used or otherwise defective stamp until the Secretary's decision in the case has been given.