

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.

BY AUTHORITY: W. A. G. SKINNER, GOVERNMENT PRINTER.

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## Rules & Regulations - Part 5

### Rules 228 to 287

#### Incorporating Sub-sections

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#### Cross-Referenced Subjects

Surcharged Mail: Rules 256, 257, 260 & 285

May 2017 v1



## OFFICIAL STAMPS.

228. Postage-stamps to be used by Government Departments for prepaying official correspondence, including telegrams and toll communications, bear the overprint "Official" and are distributed, under existing Stamp Office regulations, to Chief Postmasters, who in turn will supply them on receipt of a voucher signed by the permanent head or local head of the Department requiring the stamps. Stamps so supplied by the Post and Telegraph Department will be paid for at Wellington by the Departments concerned. The stamps are of the following denominations:  $\frac{1}{2}$ d., 1d.,  $1\frac{1}{2}$ d., 2d., 3d., 6d., 8d., 1s., 2s., 5s. Booklets containing 120 one-penny stamps are also sold, price 10s. 1d. each.

229. Official postage-stamps for the prepayment of official correspondence, including inland telegrams, but not cable messages, are also supplied to the commanders of His Majesty's ships visiting New Zealand waters.

230. (a.) Each member of the House of Representatives and of the Legislative Council is supplied with a book containing respectively warrants for £2 each printed on blue paper, and for £1 each printed on buff paper. Upon presentation of a warrant on the first day of the month indicated thereon, or at any subsequent date, a Postmaster in charge of a money-order office is authorized to supply official stamps to the value prescribed. The warrant must be signed by the member, and the letters "M.L.C." or "M.P." added to his signature. Credit for the voucher is to be claimed as a "Miscellaneous Payment for Legislative Department."

(b.) The official stamps may be used for one or other of the following purposes: (1) Payment of postage; (2) payment for inland telegrams; (3) payment for cable messages; (4) payment for toll communications; (5) payment of the subscription due for a telephone connection in the name of the member.

231. The aggregate value of official postage-stamps supplied to any one official or Department upon requisition must not be less than 5s. This amount may be confined to any one denomination or divided among the several denominations. In the latter case the minimum number of stamps of the respective values of  $\frac{1}{2}$ d., 1d.,  $1\frac{1}{2}$ d., and 2d. is fixed at twelve, and of 3d., 6d., and 8d. at six.

232. (a.) Upon issuing official stamps a certified voucher on form Acct. 137 must be obtained, the receipt signed by the Postmaster, and the voucher treated as a "miscellaneous payment" on behalf of the Department to which the officer receiving the stamps is

attached. The value of stamps supplied to commanders of visiting warships is claimed from the Department of Internal Affairs.

(b.) Requisitions made by police constables in their official capacity as sub-enumerators of agricultural and pastoral statistics for official stamps on behalf of the Government Statistician's Department must be supplied without question, provided the usual certificate is supplied by the sub-enumerator on form Acct. 137. The approval of the Under-Secretary is unnecessary.

233. Upon presentation of a request signed by the Officer Commanding the District, Postmasters are authorized to supply official stamps to officers in charge of units of the Military Forces in exchange for the equivalent in cash. The Postmaster is to supply a receipt for the cash on the form of application.

234. Chief Postmasters may send supplies of official stamps through Postmasters to local officers of other Departments.

235. Official stamps may be supplied to non-permanent offices on requisition. Commission is to be paid in accordance with Rule 215.

236. Official stamps may be sold to the public on demand, on the understanding that they cannot be used in prepayment of the charges on private postal packets or telegrams or for other purpose connected with the Post and Telegraph Department.

237. Official stamps are not to be accepted from the public under any circumstances.

238. Special stamps of the denominations  $\frac{1}{2}$ d., 1d.,  $1\frac{1}{2}$ d., 2d., 3d., and 6d. are issued for the Government Insurance Department. These stamps form part of the stamp balance, and are to be supplied to officers of the Government Insurance Department, on receipt of the cash for the value supplied, in the same manner as official stamps. Poundage is not to be paid by the Post Office. The use of the stamps is limited to the prepayment of postage on letters and articles contained in the Government Insurance Department's official envelopes, the prepayment of charges on telegrams on Government Insurance business, and the payment of surcharges on correspondence. They cannot be used for the prepayment of postage on postal packets for places beyond the Dominion.

## AUTOMATIC STAMPING-MACHINE.

239. Machines may be installed only in such towns as the Postmaster-General has approved, and up to the number authorized. The Automatic Franking-machine Company is to obtain from the Secretary permission so to install machines. When the



permission is given, the company will place the machine in position, and inform the Chief Postmaster of the district when it is ready for use.

240. The Controller of Accounts should be duly advised of each installation. In the case of an installation at Auckland, Christchurch, Dunedin, or Wellington the Superintendent should also be advised, as impressions are accepted on telegrams.

241. All machines to be newly installed, and also machines issued in place of those removed for repairs, before leaving the factory of the company are to be thoroughly tested by a selected Postal officer, and the dials set back at zero, the machines thereupon being locked and sealed. The certificate of the Postal officer, with impressions of the dies and keys of the machine to be issued, are forwarded to the Chief Postmaster or Postmaster, as the case may be, of the place where the machine is to be installed. Each die has a distinctive mark and number, and the engraver marks against each impression the peculiarity of each die. It is very important that these impressions be carefully kept, as they serve as a check on the impressions on letters or telegrams. The keys of the machine must be kept in safe custody by the Chief Postmaster or Postmaster. They should be used only when it is found necessary to repair damage to the machine. The seal is to be broken only by a responsible Postal officer deputed for the purpose by the Chief Postmaster or Postmaster.

242. (a.) When a machine is removed for repairs which necessitates its being sent to the factory, the readings of the dials must be carefully taken, and the amount due up to the date of removal collected from the owner. If the machine is to be reinstalled the dials will be set at zero before the machine leaves the factory. When it is found necessary to remove a machine for repairs which are to be effected locally a Postal officer will attend and take a reading of the dials, but in this case the amount will not be collected from the owner at the time. When the machine is reinstalled care must be taken to see that the dials record the amount shown by the reading when the machine was removed, and the slip showing the reading should be superscribed, "Machine reinstalled and resealed on [Date], dials reading same as when machine removed." This certificate is to be initialled by the officers concerned, and duly filed by the Chief Postmaster or Postmaster. The final readings of the dials should be compared with the book record. The readings from the old machine should be shown in the cash-book.

(b.) When an automatic stamping-machine is to be sent to the company for repair, the Chief Postmaster will see to the forwarding of the machine, making the freight payable in Christchurch.

(c.) In the event of the Department removing the dies from an old and condemned automatic stamping-machine before it is forwarded to the company, a label stating the fact is to be attached to enable the company to identify the machine. The keys of the machine must also be attached.

243. The use of an automatic stamping-machine found to be registering inaccurately must be at once discontinued and the case reported to the Secretary. The machine must not be again issued without the Secretary's authority.

244. In order to detect any defects in the counting mechanism of an automatic stamping-machine which would cause it to under- or over-register, the officer whose duty it is to take the readings of such machines is to be instructed that at least once in each month he is, in the presence of the machine-holder, before reading the dials, to take off two impressions of each denomination in order to check the accurate recording of the machine. The impressions are to be taken on that portion of form Acct. 54 used as a receipt for the amount paid. If any defects are noticed, action as detailed in Rule 243 must be taken.

The value of the check impressions is to be entered on form Acct. 54, and deducted from the difference between the present and previous reading before payment is demanded.

245. The holder of every automatic stamping-machine, with the exception of machines held by Government Departments, is to be required to make a cash deposit equal to the average postage for a period. The initial and minimum deposit is to be £1. The amount must be increased, if necessary, after the readings of the machine for a month have been ascertained. Any deposit larger than £1 must be a multiple of £1. The deposits must be credited to Suspense Account, and the Controller of Accounts advised on form P.O. 33.

246. (a.) At the end of each accounting-period an experienced officer should be deputed to read the dials and make the collections; but in the case of machines of Government Departments the dials are to be read monthly. It is very desirable that the periodical reading of the dials be made in the presence of the owner or his deputy, so as to prevent any disputes and to serve the purpose of check on the officer making the collection. Collections must be made immediately after the close of each period, and no credit must be



allowed to extend beyond the proper period. The officer making the collection must use the forms provided for the purpose, and on returning to the office must at once enter in the cash-book the amount of the various sums collected, also the reading of the dials. It is very important that the reading of the dials be recorded in the cash-book, as the figures will be required when next preparing the receipts for the following period's collections. It will also act as a check on the amounts recorded. By way of check, the reading of the machines once in every three months, at a time to be fixed by the Chief Postmaster or Postmaster, is to be done by a senior officer other than the one who usually does the work.

(b.) The amounts collected from automatic stamping-machine holders are to be accounted for as "Postage received in cash" on form Acct. 55. The officer deputed to read the machines must prepare a form (Acct. 54), prior to leaving his office, for each machine to be read, entering thereon the name of the holder, the number of the machine, and the amount and date of the last reading. As each machine is read the form is to be completed by inserting the amount recorded on the machine and deducting therefrom the amount of the previous reading. The result represents the value of the postages recorded since the last reading. The form should then be handed to the holder and the amount collected. If the amount is paid, the receipt portion of the form must be completed. The duplicate and triplicate copies must be disposed of in the manner indicated in Rule 343 (b) (1).

247. Refunds will be made at the end of each quarter for the value of the impressions taken in error. Impressions inadvertently affixed to telegraph forms may be refunded upon, providing the upper portion of the form, consisting of not less than one-third of the whole, is produced, and that the number shown in the impression corresponds with the number of the machine owned by the person claiming the refund. The usual 5-per-cent. commission collected from the public on stamps repurchased will be charged. (See Rule 221.) The impressions must be quite legible, and the whole documents on which the impressions are made must be attached to the receipt taken for the refunds. Cut-out or indistinct impressions will not be refunded on.

Only the net amount—i.e., the amount actually paid to the machine-holder—is to be claimed in the accounts. Postmasters will forward the receipts on form Acct. 73 to the chief office as a remittance of the amount represented, and Chief Postmasters

will summarize them, together with any other items of postage refunded, on form Acct. 125, and enter the total under the heading "Postage refunded and written off."

All papers on which a refund is allowed must be sorted into sequence of denomination of value, those for each machine in a separate series. The refunds to each machine-holder must be summarized thus: John Smith, Machine No. 94, 4 at  $\frac{1}{2}$ d., 2d.; 6 at 1d., 6d.; total, 8d.; and the summary must be pinned to the papers. The whole of the papers and summaries must be tied in a secure bundle and forwarded to the Chief Postmaster, and by him to the Controller of Accounts, Wellington, with the accounts in which claim is made for the amounts refunded.

248. Automatic stamping-machine impressions are accepted on correspondence for any place. The impressions must be in the top right-hand corner of the address side, and must be in bright red. They are to be cancelled with the ordinary date-stamp.

249. Occasionally the letters and telegrams should be examined and the impressions checked against the records of impressions. The inking-pads used in the machines are all red. Impressions with any other colour must not be allowed.

250. (a.) Only impressions made upon the actual material of the cover or envelope, or on the label attached to the article posted, will be accepted in prepayment of postage. Adhesive labels must bear the full name and address of the addressee and be completely gummed down. If a loose label is used it must be strong enough to withstand the wear-and-tear of passage through the post without becoming separated from its parcel.

(b.) Impressions on pieces of paper may not be affixed to mail-matter in the same manner as postage-stamps.

(c.) Faulty or faint impressions of dies of automatic stamping-machines on letters or telegrams are not to be accepted. The impressions must be absolutely distinct in every respect. The attention of holders of machines is to be called to the fact when the impressions are not acceptable.

251. Although the renewal of pads is solely a matter between the vendors and the purchaser of the machine, officers deputed to collect the charges are required to make a careful examination at regular intervals to see that the pads are in good order.

252. (a.) An automatic stamping-machine impression may be made upon a receipt in place of a duty-stamp.

(b.) Automatic stamping-machine impressions are not allowed in place of the usual Government impressed stamps on cheque forms.



## GOVERNMENT CORRESPONDENCE : POSTAGE.

253. Postage must be paid on Government and public-service letters, packets, and telegrams, with the following principal exceptions :—

- (a.) Letters, packets, inland parcels, and telegrams from His Excellency the Governor-General;
- (b.) Letters, packets, and telegrams from any of His Majesty's Ministers;
- (c.) Addresses and petitions to Parliament, marked as such, provided they do not exceed 2lb. in weight, and are forwarded without covers, or in covers open at ends;

and others as set out in the official correspondence list. The correspondence described in (a), (b), and (c) is to be passed free of charge. Letters and packets forwarded by or on behalf of His Excellency the Governor-General or any of His Majesty's Ministers are enclosed in covers imprinted or marked "Official, paid, Government House," or "Official, paid [*Name of the Minister's office*]"; or franked by the signature, or a facsimile thereof, of His Excellency, or the Minister, or of any officer to be designated by him.

254. Except as prescribed, all Government letters, packets, and telegrams, and letters, packets, and telegrams on public service from local bodies and from the Bank of New Zealand must be paid for by means of postage-stamps or by impressions of automatic stamping-machines of the value representing the charges, to be affixed to the letters and packets before posting or to telegrams before presentation. Government Departments posting at one time for delivery in New Zealand not less than one hundred pieces of mail-matter may, however, by arrangement with the Post Office, hand such letters, &c., unstamped to a responsible Postal officer, together with a certificate of posting. (See Rule 343 (b) (2).)

255. Government Departments authorized under section 8 of the Official Postage Regulations to issue printed envelopes must have superscribed on the envelopes the words "Postage payable on delivery," and Chief Postmasters will report to the Secretary any case in which appears any other superscription. Officers must give strict attention to charging at the point of delivery unpaid mail-matter posted under the Official Postage Regulations.

256. Unpaid or short-paid official letters, &c., addressed to Government Departments are, if not superscribed to the effect that postage is payable on delivery, to be surcharged at the office of posting the actual deficiency without fine. For the purpose of

claiming the value of postage on such unpaid or short-paid correspondence, a certificate of acknowledgment of delivery must be obtained on form Acct. 72 from the Government Department concerned. These certificates must be carefully preserved, and at the end of each calendar month the total amount due from each Department must be ascertained and forms Acct. 54 prepared, the action taken being the same as detailed in Rule 343 (b) (2).

257. The Postal Union rules require that all official correspondence for foreign countries—i.e., countries outside the British Empire—except that on postal business, must be prepaid. Correspondence inadvertently posted in contravention of this rule must be surcharged and forwarded, or the sender, if known, requested to prepay it.

258. (a.) Letters, &c., on the business of the Post and Telegraph Department sent by or to controlling officers are to be transmitted free. The Department's telegrams of all codes are to be transmitted free.

(b.) Letters, &c., from the Post and Telegraph Department to private persons are to be stamped "Official, paid," and no account kept. Correspondence from the Department to another Department is to be sent free as "Official, paid."

259. (a.) Postmasters who are specially appointed to do the work of other Departments, such as Registrar of Births, &c., Registrar of Electors, or Collector of Customs, must not conduct the correspondence of those other Departments free of postage. They must apply to the heads of those Departments for official stamps, and use the stamps they are supplied with strictly on the business of the respective Departments. This instruction does not apply to Postmasters who render casual service to other Departments. The envelope covering any occasional correspondence which Postmasters may have with other Departments should be superscribed "Postage to be collected on delivery."

(b.) Postage must be paid on packets containing premiums collected by Postmasters for the Government Insurance Department and remitted by post to District Agents.

260. Postage on all correspondence addressed to Postmasters in connection with the private business of the writers must be prepaid in stamps, except such as is specially exempt. (See Official Correspondence List.) Correspondence so addressed and not prepaid is to be charged double the deficient postage, and the amount collected from the senders. Letters from the public containing, for instance, machinery fees, income-tax payments, or redirection orders are not free of postage.



261. (a.) Letters, ordinary or registered, posted by or to the public, which are permitted to pass free under any Act of Parliament must be marked at the office of posting "Official, paid."

(b.) Single copies of newspapers addressed to the Royal Colonial Institute, London or Bristol, if the postage is not prepaid, are to be marked "Official, paid."

262. The "Official, paid," stamp is on no account to be used except for official correspondence, and as provided for in these rules.

#### MAIL-SERVICES.

263. Inland Mail-services are classified in Parts as follows:—

Part I. Services (except sea services) performed under contract—namely, services above £40 in annual value.

Part II. Services performed by non-permanent Postmasters and other persons, for which special arrangement is made.

Part III. Services performed by non-permanent Postmasters as part of the duties of their offices, for which payment is included in salary.

Part IV. Services performed by permanent officers of the Department.

Part V. Sea services performed under contract.

At the periodical reletting of contracts it will be necessary to scan the services in Part II, with a view to the removal to Part I of any which will from that time be usually let to tender—viz., those services the subsidy for which exceeds £40.

The entries in each Part are arranged alphabetically and numbered consecutively, and should be referred to by Part, number, and name. The distributing office or point should be shown first. Each Part is to be separate and distinct, and numbered by itself.

264. Any service the cost of which is defrayed out of the vote for carriage of mails must appear as a mail-service, as, for instance, the delivery of letters by subsidized carrier, or a service between a post-office and railway-station.

265. Full particulars of all mail-services in each postal district are to be entered in the Mail-service Register.

266. In a case in which, in order to convey one outward mail and one inward one, the contractor is required to make two separate trips to and from a train, landing-place, or other delivery or receiving point, the two separate trips are to be counted as one for the purpose of describing the frequency of the service.

267. (a.) The revenue from a mail-service is estimated at 1d. each for letters and letter-cards,  $\frac{1}{2}$ d. each for post-cards and book-packets,  $\frac{1}{2}$ d. each for newspapers, and 6d. each for parcels posted and delivered. Care should be taken in the computation of revenue in order that the real value of the mail-service may be known. In computing the revenue, correspondence forwarded and received by the service at and from any office on the route, except the distributing office (i.e., the office from which the service starts), is alone to be taken into account. A deduction of  $33\frac{1}{3}$  per cent. of the total revenue of a mail-service or rural delivery, including the whole of the private-bag and rural delivery fees, is to be made to cover Postmasters' salaries and various incidental expenses. This net revenue is always to be shown on forms Mail 47, Mail 52, Mail 70, and Mail 71, and in all correspondence relative to mail-services. In a service such as that providing for the carriage of mails between a post-office and railway-station or wharves, &c., no revenue is to be shown.

(b.) Where two separate services run between the same places, the revenue from each is, as far as practicable, to be computed on the correspondence actually dealt with.

(c.) When a special return is kept of letters, &c., delivered, in order to compute the estimated revenue from correspondence that would be despatched in both directions by a proposed mail-service the basis of the computation is to be double the number of letters delivered plus the number of other articles delivered.

268. In communicating with the Secretary on the subject of inland mail-services, form Mail 52 is generally to be accompanied by a sketch-map (drawn approximately to scale), and *always* by such a map when reporting on proposed new services.

269. (a.) All applications for transfer of mail-services in Parts I, II, and V must be forwarded to the Secretary. When a service is under bond, a certificate is to be furnished that the proposed sureties are financially satisfactory.

(b.) It is for a contractor to prepare a proper deed of assignment of his contract and to have it completed, subject to the approval of the Department. The form of assignment given on the back of the bond is intended to provide only for simple transactions. For a second assignment, form Mail 53 is to be used.

(c.) When a mail-service is assigned the incoming contractor must sign the conditions of contract and time-table as well as the deed of assignment. The signature may be placed underneath that of the outgoing contractor.



270. (a.) All changes in time-tables of mail-services under Parts I, II, and V are to be reported on form Mail 73, and only in cases in which there are special circumstances need the Secretary's approval be obtained.

(b.) All proposed changes of time-tables or schedules of maximum fares of mail-services on tourist routes should be reported in good time to enable the Department of Tourist and Health Resorts to be consulted or informed when necessary.

271. Other changes in services under all Parts (as, for instance, the establishment or abolition of a service, the inclusion of an additional calling-place consequent on the establishment of a post-office, &c.) are to be reported on form Mail 47, except on the occasion of the general reletting of services. (See under "Reletting of Services.")

272. Contributions agreed to be made to the Department towards the cost of mail-services must be claimed immediately they become due, and the Secretary advised as soon as payment has been made or is in default. County Councils are not legally able to contribute towards the cost of mail-services out of their funds. The question of obtaining contributions from County Councils is not, therefore, to be considered in connection with the cost of mail-services. No guarantee of a contribution towards the cost of a mail-service is to be accepted except on form Mail 51. A duplicate form is always to be made out, to be delivered to the guarantors as a record. The penal sum in a contribution bond is the total amount to be contributed during the whole of the term of the bond. When a settler who is a contributor to a mail-service transfers his property, the settler to whom it is transferred is to be required to sign form Mail 51.

273. Chief Postmasters should see that reports on mail-services are obtained from Postmasters on form Mail 61 on the 1st April and 1st October each year, and at more frequent intervals when necessary.

#### RELETTING OF SERVICES.

274. (a.) About seven months before the expiry of a general mail-contract period instructions are given Chief Postmasters to furnish on form Mail 70 a schedule of existing and proposed contract services (Parts I and V) in their districts for the new period, and to report or make suggestions on matters which, in their opinion, should be considered before calling for tenders. They will also bring up proposals which have been directed to be considered. In the schedule all services proposed to be let to tender

must be placed in alphabetical order of the names of the first-mentioned offices, numbered consecutively. Care is to be taken to see that the distributing office or point is shown first, even when the contractor commences his journey at the terminus of the service. The estimated revenue will appear against both present and proposed services. In every case in which it will facilitate reference the present number of an existing service is to be given. The schedule is also to serve for memoranda in which the Chief Postmaster will set out his proposals in regard to the services. The remarks in respect of each service are to be allotted a separate paragraph, immediately after the entry of the service.

(b.) On the receipt of a printed proof of the services to be advertised in his district the Chief Postmaster will make any additions or alterations necessitated by decisions given subsequent to the despatch of the original manuscript (Mail 70) to the Secretary, and, after carefully checking the proof, will return it with his certificate that the services are in proper form for advertising. In the case of a service running into an adjoining district the Chief Postmaster of the adjoining district should be communicated with.

(c.) On the return of the proofs from all Chief Postmasters a list of all services for which tenders are to be invited is published in the *New Zealand Gazette*, copies of which are supplied to Chief Postmasters. Posters inviting tenders and containing a list of all mail-services in the respective districts will be printed for exhibition at all post-offices, and a short advertisement notifying that tenders are being invited and that a list of the services can be seen or procured at any post-office will be inserted in the newspapers by the Advertising Department. Chief Postmasters will also forward notices to all previous tenderers that tenders are again being invited, and in connection with the larger services Chief Postmasters will, when forwarding copies of the advertisement to prospective tenderers, underline in red ink the proposed services in which such persons are likely to be interested.

(d.) In regard to Tourist services where the special conditions apply, a schedule showing the maximum passenger-fares the tenderer intends to charge must be attached to the tender. In cases in which clause 5 of the additional terms and conditions apply, Chief Postmasters must see that a schedule is also attached setting out the maximum rates for which the tenderer will convey parcels for or on behalf of the Department of Tourist and Health Resorts.

(e.) On the expiry of the time for receiving tenders the Chief Postmaster will open and carefully examine all tenders received,



particularly in regard to the correctness of the entry of the number, places, and frequency of the service or services to which each tender refers. Should a tender be received for a service in another district, its receipt is to be reported to the Chief Postmaster by telegraph, and it is to be forwarded to him by first mail. In the case of a tender received for a service which runs into an adjoining district, the Chief Postmasters are, if necessary, to confer. The particulars of the tenders received for each service are to be entered on form Mail 71, which should be prepared in skeleton form beforehand. <sup>in triplicate</sup> If a tender covering more than one service is received, care should be taken to show the amount allocated to each individual service. If a letter accompanies a tender, reference to it, when necessary, should be made in the schedule, and a copy of the letter filed at the chief office. In the schedule the tenderers' names are to appear in order of the amounts of their tenders, the lowest being first and the highest last. The name of the present contractor, if a tenderer, is to be underlined in red ink. Where no deposit has been received, this should be shown by inserting the word "None" in the column "Amount of Deposit." The remarks are to be concise and definite, but brevity is not to be sought at the cost of omitting information likely to be of value to the Secretary in arriving at a decision. Should a tender be received for a service to commence from the opposite terminal to the existing one, involving a change in time-table, a report is to be furnished as to the suitability of the proposed altered time-table. In no case is the tender recommended for acceptance to be marked with an asterisk or other sign of reference and discussed in a separate place. The file numbers of previous papers are to be quoted in cases in which special consideration is to be given. Where no tender has been received for any service, form Mail 71 is to be furnished, with a report thereon of any action that is being taken to provide for the service. After the Chief Postmaster has made his recommendations, the schedules, together with the tenders and sketch-maps, are to be despatched under registered cover to the Secretary. Sketch-maps are to be drawn approximately to scale, and are to show any adjacent or connecting services.

275. <sup>upon receipt of schedules conveying the Minister's decision</sup> On receipt of the list of accepted tenders, and when all services have been settled, the Chief Postmaster will forward to the Secretary, on form Mail 65, a full schedule of all mail-services in his district for the ensuing contract period. The numbers previously allotted to services are to be disregarded, and the services

placed in alphabetical order as before and renumbered in each separate Part. The schedules will be prepared at the General Post Office for the printer, and a proof forwarded to Chief Postmasters for check and certificate of correctness. The proof—which will form part of a printed list, to be widely published, of the whole of the services in operation at the commencement of the new contract period—is to receive a careful scrutiny in every detail, not excepting the correctness of initials and of the spelling of names of persons and offices.

#### DEPOSITS WITH TENDERS FOR MAIL-SERVICES.

276. (a.) In any case in which the tenderer for a mail-service desires to obtain a money-order for the amount to be lodged with his tender his request may be complied with subject to the following conditions:—

- (1.) The order is to be issued for the exact sum of the deposit required, no limit of amount being imposed in respect of orders issued for this purpose.
- (2.) The order must be drawn in favour of the Chief Postmaster with whom the tender is to be lodged, and made payable to him at the issuing office. The Postmaster should explain as the reason for doing so that repayment will thereby be facilitated.
- (3.) No commission charge will be made in respect of orders so issued, or fee charged if repayment thereof is subsequently desired.

The letters "O.H.M.S./M.S." must be written in the "Commission" column as an explanation of the non-charging of commission on such orders.

- (4.) The orders returned to tenderers should be superscribed by the Chief Postmaster as follows: "Repayment to remitter authorized"; and when they are presented for payment they will, assuming the advice thereof is in the possession of the Postmaster, be paid to the remitter, whose receipt will be taken in the usual manner. In respect of the deposit made by the successful tenderer, the amount is not to be returned until a bond has been executed.

(b.) Deposits received with mail-service tenders must, when remitted in any other form than by cheque endorsed by a bank or a free money-order, be converted into money-orders drawn in favour of the tenderers, to whom they should be forwarded when the time comes for returning the deposits. In the case of cheques endorsed



by banks, the endorsement must hold good until the completion of the necessary bonds; otherwise the cheques must be converted in the ordinary way. No commission will be chargeable in respect of such money-orders, which are to be issued for the exact sum of the deposit in each case, less exchange, if any, on cheque, no limit of amount being imposed in respect thereof. The letters "O.H.M.S./M.S." must be written in the "Commission" column as an explanation of the omission of a commission charge.

#### PREPARATION OF BONDS AND AGREEMENTS.

277. A bond is required in the case of any mail-service, as distinct from a rural delivery, the annual subsidy of which exceeds £50. A rural-delivery bond is required for every rural delivery or part rural delivery irrespective of the amount of the annual subsidy.

278. Contractors for services under Part II, as well as those for services in Part I not under bond—i.e., services other than rural deliveries the subsidy of which is above £40 and not more than £50 in annual value—must sign form Mail 48, "Agreement to perform Mail-service." A copy of the "Terms and Conditions of Inland Mail-services" (Mail 72) is to be annexed thereto, and the identification clause at the end thereof also signed by the contractor, the wording being amended to meet the case.

279. The following are the rules to be observed in the preparation of mail-contract bonds:—

##### (I.) Contract Bond.

- (1.) *Qualification of Contractors.*—Any individual of full age, even a married woman, may ordinarily enter into a contract.
- (2.) A company can contract only within the scope of its business: for instance, a company formed to carry on business at sea only could not contract to carry mails by land. When, therefore, a company offers to contract, it will be necessary to examine its memorandum of association to ascertain the scope of its powers. In such cases it will be advisable to refer to the Secretary for instructions.
- (3.) *Names of Contractors.*—These are to be stated in full. When the contract is undertaken by a firm, the full Christian name or names and surname of each member of the firm are to be given separately, thus: Supposing the firm's name to be Smith and Young, the contractors would be described as "Robert Henry Smith, of Wellington, and John Charles Young, of the same place, carrying on

business there in co-partnership as coach-proprietors": if necessary, add "under the style and title of [Robinson and Company]." If these persons were not in partnership but undertook the contract together, they would only be joint contractors, and the usual occupation of each would require to be stated, thus: "Robert Henry Smith, of Wellington, hotelkeeper, and John Charles Young, of the same place, coach-driver."

- (4.) In case a limited company registered under the Companies Act, 1908, is the contractor, the registered name of the company should be set out. No directors' or managers' names may be inserted. The contract is that of the company, not of the directors or the managers.
- (5.) *Occupation of Contractor and Sureties.*—The occupation usually followed by each must be inserted. The occupation of the contractor is not to be given as "mail contractor."
- (6.) *Sureties.*—Only persons of full age and undoubted financial standing can be accepted as sureties. Their names and business occupations must be set out in full. If two partners in a firm should desire to become sureties, they would do so as individuals, not as members of the firm, and they should not in such a case be described as in co-partnership.
- (7.) *Penalty.*—The penalty fixed for a mail-service bond is one-half the annual subsidy. That for a rural-delivery bond, the subsidy for which is over £50, is fixed at one-half the annual subsidy plus £50. In the case of a rural delivery the subsidy for which is £50 or less the penalty is £50.
- (8.) Should the annual subsidy not be an even number of pounds, the number of complete pounds below the exact half should be stated: for instance, on a contract of £139 10s. per annum the penalty would be £69.
- (9.) *Execution.*—"Execution" of a mail-service bond means its being signed by the parties concerned. The usual signature suffices, and there is no need to sign the name in full.
- (10.) If the contractor, surety, or witness cannot write, his name may be written by another, and it is sufficient if he acknowledges the signature by touching the pen while a cross or mark is made between the Christian name and the surname, thus—

his  
"JOHN THOMSON X SMITH."  
mark.



- (11.) A firm must not sign as such, thus, "Smith and Jones," but each partner should sign his own name separately.
- (12.) When a contractor executes by attorney, the power of attorney must be produced to show that it gives the necessary authority, and a duly verified copy of it or an extract should be obtained and attached to the bond, with a statutory declaration that the power of attorney is still in force. In case of doubt, reference should be made to the Secretary before execution is allowed.
- (13.) An attorney signs the name of his principal thus:—  
     "John Thomson Smith,  
     "By his Attorney,  
     "CHARLES ROBINSON."
- (14.) If the person signing be blind, or cannot read, the bond, and indeed the entire contract, should be read over to him, and, if necessary, explained. The fact that this has been done is noticed in the attestation clause, as mentioned hereafter.
- (15.) In the case of a contract held by a Maori a certificate to the effect that the documents have been read over and are understood by him will be accepted if signed by a Justice of the Peace, provided the contractor has a knowledge of the English language sufficient to understand the contents of the contract. Otherwise the certificate is to be signed by a licensed interpreter.
- (16.) When a limited-liability company executes, the seal is affixed by two or more directors.
- (17.) What has been said above as to the execution of the bond by a contractor applies also to the sureties. The formalities to be observed are the same in each case.
- (18.) *Attestation* is the formal record of a witness that an instrument has been signed in his presence. The form is shown in the bond in use, and all that has to be done is to fill in the full name of the person who has signed, and for the witness to sign his own name (adding his occupation and residence), as shown in the following example.
- (19.) It is assumed John Thomson Smith and William Jones have signed before one witness, so the attestation would run:—  
     "Signed by the above-named John Thomson Smith and William Jones in the presence of—  
     "FRANK FISHER,  
     "Grocer,  
     "Manners Street, Wellington."

If William Jones were blind, or unable to read, then the attestation would be—

"Signed by the above-named William Jones, by setting his mark hereto, after the above bond was read over and explained to him, he being blind [or unable to read, *as the case may be*], in the presence of"—

[*Witness to sign as before.*]

- (20.) There may be several witnesses to a signature, in which case each witness signs as shown in the example; but, of course, *one* form of attestation is sufficient.
- (21.) Except in the case of a company, *one* witness may attest all the signatures; but if different persons sign in the presence of different witnesses there must be a separate attestation for each person so signing.
- (22.) The attestator must in every case be a person not interested in the contract. This, however, does not include a Chief Postmaster or other Postal officer, who may, where necessary, witness signatures to a bond.
- (23.) When a limited-liability company executes, the attestation may be —  
     "The common seal of the above-named [*Name of company in full*] was hereto affixed in the presence of us—  
     "A.B., } Directors.  
     "C.D., }  
     "E.F., Secretary."
- (24.) There may in some cases be variations in the form or requirements of the execution by a company, but these can usually be ascertained from its secretary, who is necessarily conversant with the practice in this respect.

## (II.) *Tender.*

- (25.) *To be corrected before Execution of Bond.*—As the tender forms part of the contract, special care should be taken to ensure all the needful particulars being filled in correctly. If the tender as originally sent in by the contractor be found to be in any way defective, a new form should be filled up and signed by him before execution of the bond. In such cases care is to be taken to see that the date shown in the bond is not prior to that shown on the tender form. Similarly, the date of the letter of acceptance must be subsequent to the date on the tender form and prior to the date of execution of the bond.



- (26.) When the advertisement calling for tenders appears in a supplement to the *New Zealand Gazette*, the date and number of such supplement to be shown in the tender are the actual date and number of the supplement, not the date and number of the main *Gazette* of which it is a supplement.
- (27.) *Newspaper in which published.*—When the tenders have not been called for in the *New Zealand Gazette*, the part "*New Zealand Gazette*" should be struck out, and the name of the paper in which they were advertised substituted. The correction is to be initialled by both contractor and sureties. A copy of the newspaper containing the advertisement is to be attached to the bond. In the case of mail-services advertised only by means of posters exhibited at the post-offices concerned, the reference to the *New Zealand Gazette* should be deleted from the tender and the paragraph made to read, "in an advertisement exhibited at the post-office at \_\_\_\_\_" [the name of the office being inserted]. This amendment should be initialled in the margin by the contractor and sureties.
- (28.) *Payment of Subsidy.*—Special attention is drawn to the necessity of filling in the time of payment under section 22, Terms and Conditions, at the back of tender.
- (29.) *Signature of Tenderer.*—The usual signature of the contractor, or, in the case of joint contractors or firms, of each individual member, should be given.

### (III.) General Instructions.

- (30.) No abbreviations are permitted in filling up forms of bond or contract.
- (31.) In addition to the above instructions, officers are enjoined to comply strictly with the directions in the marginal notes.
- (32.) A completed contract being composed of the bond, the tender (to which is annexed the terms and conditions of inland-mail contracts), and the letter of acceptance, and, in the case of Tourist services, the schedule of maximum passenger and parcel rates, and special conditions attaching to such services, care should be taken that these documents are securely fastened together prior to execution, and that the identification clauses in the margin of the tender, at the end of the terms and conditions, and in the letter of acceptance are signed by contractor and sureties.

- (33.) If any material erasure or interlineation has been made in the bond or tender, it is advisable that the same be noticed by the contractor and sureties and each witness placing his initials against the erasure or interlineation at the time of execution. *No erasure or interlineation can be made after the execution.* When any alteration is found to be necessary it is better to prepare a new bond.
- (34.) In cases where any real difficulty presents itself, or there may be doubt as to the course to be adopted, the matter is to be referred at once to the Secretary.
- (35.) Bonds should not be detained until all for a district are completed, but as soon as, say, ten are ready they should be forwarded to the Secretary with a covering memorandum showing the names and numbers of the services to which they relate.

### CONTROL, INSURANCE, ETC.

280. It is a Postmaster's duty to make himself conversant with the general terms and conditions of mail contracts, to notice the manner in which mail-services are performed, to see that contractors and all persons who have charge of mails duly sign the official declaration, and to report any irregularity he may observe, such as conveyances out of repair, unsafe, or discreditable to the service, absence of necessary harness (breeching-straps, &c.), or the use of worn-out harness, overcrowding of coaches or motor-cars, horses unfit for their work or in a discreditable condition, drivers or mail carriers unsteady or otherwise untrustworthy, or under sixteen years of age, or in any way unfit. Postmasters are also required to see that the vehicles used for the carriage of mails are kept in good condition, as required by the terms and conditions of inland-mail contracts. Postmasters at coaching centres are to be specially instructed to inspect mail-coaches, and, if considered desirable at any time, to apply for leave to employ an expert to assist them. Postmasters must see that mails conveyed by vehicles are placed in the boot or other suitable receptacle, and not left loose on the footboard, and all officers must immediately challenge any maltreatment of mails they notice at any time. A report is to be made immediately of any case in which mails are not properly handled by contractors. A driver of a mail-conveyance is liable to punishment by law for any delay of the mails attributable to his carelessness or wilful negligence. Mail contractors should be informed that they must not place



any one at the duty of conveying or handling mails until they have first communicated his name to the Department and given an assurance of his good character.

281. A mail-service cannot be advertised for sale as part of the goodwill of a business. In this connection the provisions of Rule 13 apply.

282. A Postmaster must require the strictest regularity in the running of mail-services, and make a special report when the loss of time is serious or frequent. In case of very severe weather, information respecting the state of the roads, rivers, &c., required by a mail contractor to assist him in carrying out his contract is to be given by Postmasters promptly, any information required from a distant office being obtained by service telegram or franked toll call. If owing to railway interruption mails have to be sent otherwise than by rail, the Secretary is to be informed as to the distance mails are conveyed by such other mode and the period of the interruption of railway communication. When a mail-service is interrupted by floods or other causes, and the mails have to be despatched by other than the usual route, the Secretary is to be informed immediately of the probable duration of such interruption and the arrangements made to carry on the service.

283. Chief Postmasters should satisfy themselves that in accordance with the Terms and Conditions of Mail-service Contracts mail contractors have insured their employees against accident under the Workers' Compensation Act, and should obtain from the contractor a written assurance to that effect. Such insurance should be effected in the Government Insurance Department or some reputable insurance company. The Government Insurance Department has decided that where cover for mail-carrying is required the employer should take out a policy over his whole wage-sheet, the premium being charged at the rate for the particular trade or business to be covered. The current rates will be quoted by the Government Insurance Department on application.

284. Chief Postmasters must satisfy themselves that no mail service employee is being paid a wage less than that fixed by any industrial agreement or Arbitration Court award in force in the district applicable to such employees, and that no such employee is being employed for a greater number of hours per week than is fixed in such agreement or award without being paid for overtime. Form Mail 59, "Certificate of Payment of Award Wage to Employee of Mail-service Contractor," will assist Chief Postmasters in seeing that this rule and clause relating

thereto in the Terms and Conditions of Mail-service Contracts are complied with. When possible, the Inspectors of the Labour Department will give the information required.

285. No mail contractor, or other person employed in the conveyance of mails, may convey a letter from one place to another except for the purpose of posting it at a post-office, or, when received from a post-office, for the purpose of delivering it on the line of route. All letters so conveyed are liable to postage, and if not prepaid must be charged double the deficient postage. Mail carriers are not allowed to make any charge beyond the postage for conveying letters handed to them for posting by settlers at a distance more than one mile from a post-office. Mail contractors on rural deliveries may accept letters for delivery *en route*, provided the postage is fully prepaid. To enable them to cancel the stamps, they will be supplied with ink-pencils by Chief Postmasters. This rule applies also to letters posted on board steamers and delivered on the voyage at places where there is no post-office. (See Rule 366.)

286. Mail contractors are required to provide free passages for departmental Inspectors travelling on duty. For other officers passage-orders are to be issued. In all cases in which more than one line of vehicles runs over a mail-service route, officers travelling on the public service are to travel by the mail contractor's vehicles. Controlling officers should see that before leaving his station an officer required to travel is acquainted with the name of the mail contractor where necessary.

287. To obviate the necessity of drivers of mail vehicles leaving their vehicles whilst receiving or delivering mails, it is the wish of the Postmaster-General that Postmasters meet the vehicles and deliver to and receive from the drivers all mails, except at starting and terminal offices, railway-stations, and, in the case of horse vehicles, wherever there is a change of horses.