

799. When a Postmaster is satisfied that the despatch or delivery of letters would be delayed by the inclusion of parcels, he may detain such parcels until the following despatch or delivery.

800. A larger number of hampers, baskets, wrappers, &c., than necessary should not be kept at any office, and those received which are not immediately required should be returned to the chief office as soon as possible. Baskets, &c., when returned should be enclosed, as far as practicable, one within the other. The word "Empties" should be written on the label. "Empties" are not to be sealed, although they must be entered on the way-bills as if they were full.

801. Hampers, baskets, or bags marked "P.T.S." must not be used for the despatch of mail-matter, but must be returned immediately to the Controller of Stores, Wellington.

802. Under no circumstances is a parcel-post receptacle to be issued to a Government Department without express authority of the Secretary or the Inspector of Post-offices being first obtained. Hampers lent to Government Departments, and containing large packages of official papers, are not to be forwarded by registered post.

803. Care must be taken that parcel-post receptacles are not damaged by rough usage. The lids of the boxes are to be screwed down, but the screws must not be hammered in. When repairs are necessary they should be executed locally and without delay, an account being immediately rendered for any expenditure incurred. No hamper, basket, &c., in an unsafe condition is to be used under any circumstances.

804. For those shipping companies which are not paid on the basis of statistics the weight-docket P.P. O. must be made out and forwarded to the Chief Accountant monthly with the necessary voucher. Only complete pounds are to be entered on the weight-dockets; any fraction of a pound amounting to or exceeding 8 oz. to be treated as a pound.

805. No payment is to be made for parcel-mails which do not exceed 1 lb. in weight, nor in respect of parcels conveyed a second time by steamers owned by the same company or proprietors.

806. Parcels are despatched in hampers, boxes, or bags. Small baskets are provided for placing inside bags to protect fragile parcels. Umbrellas must always be sent in umbrella-wrappers or in long hampers. Chief Postmasters will see that as few separate hampers are used as possible, due regard being given to the safety of parcels.

807. Parcels which can conveniently be sent by slow trains are not to be sent by express trains.

808. At the offices of Auckland, Christchurch, Dunedin, and Wellington registered and insured parcels are to be entered on parcel-bill P.P. P. The bills are to be made out in triplicate by means of carbon paper; the first copy is to be enclosed in the same receptacle as the registered and insured articles advised thereon; the second copy is to be placed under cover, and forwarded with letters to the Postmaster of the office to which the mail is addressed; the third copy is to be retained at the office of despatch. All other offices are to enter their registered and insured parcels on letter-bills.

809. A record of the total number of hampers despatched in a mail must be kept in the Daily Register of Mails Despatched.

810. Parcels must be carefully packed, heavy parcels being placed at the bottom of the receptacle, and the lighter or more fragile articles, such as cardboard boxes, uppermost. Parcels emitting a strong odour must be kept apart and packed in separate receptacles. When a basket is fitted with a tray, the tray must