

be placed a pad of paper; the vacant spaces must also be filled up with soft paper, or other suitable packing, and then well padded between the top and the lid. This will prevent any sudden jar, which may be occasioned in many ways during carriage. Any damage occurring to telegraph apparatus which cannot be fairly attributed to unavoidable accident or to reasonable wear-and-tear will have to be made good at the expense of the officer responsible for the care of the apparatus.

**317.** Telegraph Engineers and other officers concerned will follow the instructions here given with respect to material consigned to them by rail for use on railway-construction—

(a.) All material for railway-construction must be consigned as "on service," the consignment-note showing on its face to whom the way-bill should be sent.

(b.) Way-bills must be certified as correct by the Telegraph Engineer under whose supervision the work is being done. Way-bills must also show on the face the railway authority and nature of work on which railage is charged.

(c.) Way-bills, after being dealt with as stated in paragraph (b), are to be sent to the railway official on whose authority the work was put in hand.

(d.) Way-bills dealt with as stated above are not to be treated as vouchers for expenditure incurred by the Post and Telegraph Department, consequently the particulars are not to be given in forms Acct. 235 and 304.

**318.** A standard list, form P.O. 108, of printed forms, books, stationery, mail-bags, &c., kept in stock by the Controller of Stores, is issued to each Postmaster, and attention is directed to the instructions printed thereon. Additions, deletions, and alterations will be notified through the Official Circular extracts, and the Standard Stationery List must be kept up to date. This instruction also applies to the Standard Stock List, form Acct. 285.

**319.** Postmasters must frequently examine their stores, &c., and be careful not to accumulate an undue stock. Any Postmaster failing in this respect will be regarded as wanting in management. Sealing-wax broken in transit so that it cannot be used is to be returned to the chief post-office.

**320.** Linen, leather, or canvas labels should be returned to the office of despatch, so long as they remain fit for further use. The original address on a label is not to be altered.

**321.** A Postmaster is required to see that all bags used at his office are kept in proper repair, and that the stencil-marks are always clear and legible. The name of the office from which a bag was originally issued is to be marked at the top of the bag under the rings in small letters sufficient for identification purposes only. When a bag is stencilled for use between two offices, it must be marked with the names of the two offices on both inside and outside in letters not less than 2 in. in length, thus:—

WELLINGTON  
TO  
AUCKLAND

AUCKLAND  
TO  
WELLINGTON

the office of destination to be marked across the bag not more than 1 ft. from the bottom. Bags which are not intended for regular use between two offices should be left blank, except for the identification-mark at the top of the bag. All offices receiving blank bags must return them immediately to the offices to which they belong, if they are not at once required for a return mail. Black oil-ink alone is to be used in stencilling. Chief Postmasters should give their personal attention to seeing that this system of marking bags is properly understood and carried out.