

340. The files of the Circular must be carefully preserved for reference. The 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 for future reference.

341. The Post and Telegraph Guide, issued half-yearly at the beginning of February and August, 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.

342. The Guide Supplement includes, in addition to the time-tables of inland mails, a fly-leaf containing announcements intended for public information copied from the Circular, 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. At the beginning of each six-monthly period the announcements in the fly-leaf will already have been incorporated in the Guide. All these are to be carefully checked.

343. Every care must be taken to insure the accuracy of these publications 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.

344. The half-yearly revise of the Guide for the Secretary should be posted at each chief post-office on the 10th January and the 10th July, and any information to be supplied by Postmasters should reach their chief offices not later than the 7th of the respective months. A special form (P.O. 10) is supplied to Chief Postmasters for the revise, and every care must be taken to insure the accuracy of the information given. The topographical position of new offices must be shown by giving the distance and direction from the nearest permanent office—*e.g.*, "10 miles N.E. Otaki." The name of the county is also to be shown.

345. The Guide is supplied half-yearly by Chief Postmasters to all permanent offices, and to combined post and telephone offices and uncombined telegraph and telephone offices. Non-permanent post-offices, where postal work only is conducted, are furnished with a copy of the February issue only.

346. The Supplement is to be supplied to all offices, and Chief Postmasters will apply for the number of copies required.

347. A supply of two or three Post and Telegraph Guides 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.

348. Every copy of the Guide sold or issued should be accompanied by a copy of the Supplement of the last issue. For the two the price will be 6d.; for the Guide by itself, 6d.; and for the Supplement by itself, 2d.; subscription per annum for Guide and Supplement, 2s.

349. A copy of the Supplement must be distributed to every person in the employ of the Department who receives the Guide, and to every subscriber to the Guide, in order that the whole information may be complete.

RETURNS AND STATISTICS.

350. Chief Postmasters and Secretary are required to keep the data necessary to enable them to furnish all returns and