

statistics which may be called for from time to time, and to see that all such information is supplied at the proper time. (See Appendix B.)

**351.** The periodical weekly returns of correspondence posted and delivered at a sub-office must only include the correspondence actually posted at or delivered from that office. These returns are required for important statistical purposes, and Chief Postmasters, Assistant Postmasters, Chief Mail Clerks, and other senior officers are expected to personally supervise the actual work in connection with the countings at the Chief Post Office, and also to very carefully scrutinize all returns from the sub-offices in their districts. All permanent Postmasters are also to take an active part in taking these countings, and, in the case of circulating offices, to maintain an efficient check on the figures furnished by the surrounding offices. Any case where an inaccurate counting is brought to light in the General Post Office will in future be very seriously dealt with.

#### MAIL-SERVICES.

**352.** Mail-services are classified in Parts as follows:—

Part I. Land services performed under periodical triennial contract—namely, services above £20 in annual value.

Part II. Land services performed by Postmasters and other persons, for which special arrangement is made.

Part III. Land services performed by Postmasters as part of the duties of their offices, for which payment is included in salary.

Part IV. Services performed by railway.

Part V. Sea services for which amounts are specifically provided in the annual appropriations.

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.

The entries in each Part are numbered consecutively, and should be referred to by name, Part, and number. Each Part is to be separate and distinct, and numbered by itself.

**353.** 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.

**354.** The revenue from a mail-service is estimated at  $\frac{1}{2}$ d. each for letters, letter-cards, and books, and  $\frac{1}{4}$ d. each for post-cards and newspapers, and 4d. 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. 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.

**355.** 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. When services to any place run from two districts, as, for example, Gisborne to Wairoa, Napier to Wairoa, the whole of the revenue (at Wairoa) would be credited to the service belonging to the district in which the office is situated—namely, the Napier-Wairoa service.

**356.** In communicating with the Inspector of Post-offices on the subject of inland mail-services, form P.O. 20 is generally to be accompanied by a sketch-map (not necessarily drawn to scale), and always by such a map when reporting on new services. The