

number and Part of the service should always be inserted. All changes in time-tables of mail-services under Parts I, II, III, and V are to be reported on form P.O. 41. All proposed changes of time-tables 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. This applies also to reversion to winter or summer time-table. 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 P.O. 95, except on the occasion of the general reletting of services. (See under "Reletting of Services.") A journey to and from a train, landing-place, or other delivery or receiving point, with or without mails, is to be counted once, not twice, in computing the frequency.

357. The information given by Chief Postmasters on form P.O. 185 is for the Official Circular only, and should be a transcript of what has already been notified to the Secretary by means of form P.O. 95. Form P.O. 185 is simply to assure that the latest information that should be included in the Circular of any date is so included.

358. Chief Postmasters should see that reports on form P.O. 246 are always made out on the 1st April and 1st October each year, and at more frequent intervals when necessary. The direction in the footnote on the form should be strictly complied with.

RELETTING OF SERVICES.

359. About seven months before the expiry of a general mail-contract period instructions are given Chief Postmasters to furnish on form P.O. 98 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 will be thrown into the alphabetical order of the names of the first-mentioned offices, numbered consecutively, and entered in black ink. 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, in red ink, immediately after the entry of the service.

360. On the receipt of a printed proof of the services to be advertised for in his district, the Chief Postmaster will make any additions or alterations necessitated by decisions given subsequent to the despatch of the original manuscript (P.O. 98) 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 border services the Chief Postmaster of the relative postal district should be communicated with.

361. On the return of the proofs from all Chief Postmasters, a list of all services to be advertised is published in the *New Zealand Gazette*, copies of which are supplied to Chief Postmasters. The whole of the services in each particular district will be advertised by the Advertising Department in the newspapers in the town where the chief post-office is situated. Country services will be advertised by the Chief Postmaster in the various country newspapers authorized to receive Government advertisements. These advertisements in country newspapers will comprise only local ser-