

(c.) The progressive numbers for the four quarters of the year should be distinguished by the prefixes A, B, C, and D respectively, and the number in the register should be written in red ink on the right-hand top corner of the inquiry form. In entering up inquiries from the General Post Office or from other postal districts the respective office numbers must always appear in the register, preference being given in all cases to the Head Office number should the paper have passed through that office.

479. Inquiries respecting letters addressed to places outside New Zealand must be forwarded, after the necessary local inquiry is made, to the Secretary, with a statement as to the mail by which the letters would in the ordinary course be despatched.

480. Inquiries made respecting letters containing money or respecting alleged abstraction from letters (which should be dealt with in the same manner as missing letters) should be forwarded to the Chief Inspector immediately after the preliminary inquiries have been made. All such inquiries and reports thereon are to be regarded as absolutely confidential.

481. On receipt from his Chief Postmaster of a missing-letter inquiry a Postmaster should endeavour to trace the article by every means in his power; but subordinate officers should not be informed of such inquiries, or have access to papers relating thereto.

482. The result of every inquiry is to be communicated in writing to the inquirer by the Chief Postmaster of the district where the inquiry is made, and a carbon copy thereof on form P.O. 88 placed on the file for reference. This action should not be delegated to Postmasters; but in the case of inquiries which originate at sub-offices the completed papers should always be sent to the Postmaster concerned for noting before being filed. The final result of each inquiry should be entered in the missing-letter record, so that the special return furnished to the Chief Inspector at the end of each quarter may be properly completed. A summary of details of "found cases" is given on the back of form P.O. 90, and should be carefully completed.

483. Completed inquiry forms which do not bear the Head Office number and which relate to articles addressed to places within New Zealand may be filed at chief post-offices if the articles are found to have been duly delivered; also, provided the articles are of no intrinsic value, if they cannot be traced. All other missing-letter inquiries are to be sent to the Chief Inspector.

484. At the end of each quarter a return must be furnished to the Chief Inspector, on form P.O. 90, showing particulars of all missing money letters or letters containing articles of value, with special remarks in reference to each case.

ELECTORAL-NOTICE LETTERS.

485. Important duties are imposed upon Postmasters under various sections of the Legislature Act, 1908. So much of these sections as define the duties of Postal and Telegraph officers will be communicated to them at election-times as they recur, and it is the duty of every officer to inform himself in good time on any point in which he may render service in forwarding the business of an election.

486. All Postmasters are enjoined to assist the Registrar of Electors by informing him at his request of the name of any person who they have reason to believe is qualified to be enrolled but is not enrolled, or is enrolled but is not qualified to be enrolled. Postmasters are required by Act to witness claims for absent voters' permits.