

Locks and hinges should be frequently oiled. Postmen and other officers clearing the boxes must notice their state, and report to the Postmaster any matter that requires attention, such as defects in the lettering, wrong times of clearance, damage to boxes or plates, &c. Form P.O. 108, "Report on Condition of Posting-box," is to be used at chief post-offices. If Chief Postmasters deem it advisable they may issue books to large sub-offices. Clearance officers are to be warned that any neglect to furnish a report when necessary will be seriously noticed.

(b.) Street receiving-boxes are to be repainted when required, the Secretary's approval being first obtained. The following specification is to be used, viz.: The boxes are to be first thoroughly cleaned and then painted with one coat of ordinary ready-mixed red paint. When this coat is sufficiently set there is to be applied one coat of No. 9 Ripolin red paint. Paint is not to be used from the original tin, but is to be emptied therefrom into a larger tin, so that it can be well stirred and mixed before being applied. No turps, terebene, or patent drier is to be used in the paint. Chief Postmasters and Postmasters are to ensure that the specification is strictly adhered to. When the colour of the boxes has faded (perhaps six months after painting) the box should be cleaned and a coat of carriage-varnish applied.

(c.) If a box is insecure, or is out of use for any time, even though short, the aperture should be closed, and a notice pasted on the box stating that it is closed temporarily during repair or disuse. If a box be wantonly damaged, the circumstances must be reported to the police. Padlocks are to be used for securing the doors of round and hexagonal iron pillar-boxes.

(d.) A responsible officer must periodically inspect all boxes in which mail-matter is deposited. Any damage, insecurity arising from the shrinkage of wood, &c., should at once be reported to the Secretary.

510. Chief Postmasters and Postmasters at offices at which there are street posting-boxes have a system of open-card check—meaning the use of a card exhibiting its purpose to the person clearing the receiver—for the clearance of receivers. These cards are to be posted at irregular intervals by one of the officers named, and in unspecified boxes known only to the officer himself. Strict record must be kept of the postings and returns. The check should in no case be made less frequently than once a week. There is no need to post in all the boxes or in most of them so long as the person clearing has no knowledge of the dates or places of posting.

#### PRIVATE BOXES, CALL-BOXES, AND PRIVATE BAGS.

511. The terms and conditions under which private boxes, call-boxes, and private bags are let will be found in the Guide.

512. The form of application for a private letter-box is Acct. 62. The form is self-explanatory. A supply must be kept at each post-office at which private letter-boxes are provided, and no box is to be let without written application being made on this form.

513. (a.) Any application for a private box from a person known conclusively to conduct a betting business is to be refused. In any case in which there is reason, but not conclusive, to believe that an applicant for or the holder of a private box is engaged in a betting business a report is to be made to the Secretary, accompanied by any documentary evidence that may have been obtained, and instructions awaited.