

RAILWAY TRAVELLING POST-OFFICE.

524. The following is a list of railway travelling post-offices :—

R.P.O., Waikato.	R.P.O., Main Trunk.
R.P.O., Ohinemuri.	R.P.O., South Canterbury.
R.P.O., Taranaki.	R.P.O., North Otago.
R.P.O., Manawatu.	R.P.O., South Otago.
R.P.O., Hawke's Bay.	R.P.O., Southland.

525. The R.T.P.O. duty must be arranged, and travelling-allowances paid, in accordance with instructions which may be issued from time to time by the Secretary. The allowances are at present as under :—

For each hour of train-running, an amount of 6d.; broken parts of an hour exceeding fifteen minutes in any day to count as a full hour. No allowance will be made for a part of an hour up to fifteen minutes.

Actual expenses incurred by an agent for meals and bed when he is required to stay over at an office other than his headquarters.

In addition, overtime at regulation rates for duty in excess of forty-four hours in one week. The time on duty is the actual time officers have to stay by the train.

526. (a.) R.T.P.O. clerks must on no account allow any one to travel in the mail-van unless he is a Postal Inspector or a Postal officer on duty in the van. Newsvendors are not excepted from this exclusion. Any disregard of this instruction will result in the officer at fault being severely dealt with.

(b.) Smoking in the mail-van is forbidden.

(c.) The delivery of letters on the journey to private individuals is forbidden.

527. The R.T.P.O. clerks must observe all the rules laid down for the guidance of officers performing ordinary postal duties.

528. Mails received along the line must be sorted immediately, the posting-boxes in the mail-van cleared when the train leaves each stopping-place, and correspondence for all offices on the line appointed to receive such mails delivered in sealed bags. The sub-office letter-bill, Mail 10, must be used. An entry should be made on the letter-bill of all mails despatched to wayside stations, showing separately the total number of bags and hampers comprised in the mail.

529. Registered articles dealt with on the R.T.P.O. are to be entered on registered-letter list, Mail 35. Such lists should be made out in duplicate. To guard against the loss of a list the forms should be numbered serially by means of a numbering-machine. If more than one list is used for one mail, they should be numbered and summarized on the following systems :—

- A 3 (a)
- A 3 (b)
- A 3 (c)
- A 3 (d)
- A 3 (e)
- A 3 (f) last.

The lists should then be summarized on the last sheet as follows :—

- (a) 20
- (b) 20
- (c) 20
- (d) 20
- (e) 20
- (f) 4

Total .. 104.

This will ascertain the loss of a list with its relative letters, if that happens.