

VALUATION REVENUE.

945. *Valuation Revenue*.—Fees ranging from 6d. to £1 1s. are payable for certified extracts from the valuation rolls. These, when tendered, should be accepted and brought to debit as “Valuation revenue” and the particulars entered on the special form of statement. Under the same heading, and subject to the same conditions, must be brought to charge the amounts payable by local bodies as their proportion of the cost of the Government valuation of land.

LODGMENTS ON ACCOUNT OF DEPARTMENTS NOT DETAILED.

946. Lodgments tendered on account of other Departments of the Government are also accepted from the public. If a Postmaster is tendered money on account of a Department about which he has had no previous instructions, he should apply to his Chief Postmaster before accepting the money, and a Chief Postmaster in like case to the Controller of Accounts. Unless otherwise instructed, receipts of this class, for which printed headings have not been provided in the various account forms, should be entered on form Acct. 112, and special entries made in the sub-office and chief office Post Office accounts.

APPENDICES.

- A. List of Periodical Statements.
B. List of Annual Statistical Returns.

APPENDIX A.

LIST OF PERIODICAL RETURNS REQUIRED TO BE FURNISHED.
To the Secretary.

Description of Form.	Particulars.	Frequency.	
		Chief Postmasters.	District Telegraph Engineers.
P.O. 33	Alteration to record of temporary employees	Twice monthly	Twice monthly.†
105	Certificate of check of Guide, Official Circular, &c.	Monthly*
Staff 38	List of absentees	Monthly.†
Copy ..	List of post-offices with table of inland mails (revise in February)	Annually
P.O. 104	Post and Telegraph Guide (revise in February)
107	Post and Telegraph Guide Supplement (revise)	Monthly
Tel. 46	Report of junior officers practising telegraphy	Quarterly ..	Quarterly.*
P.O. 33	Report on postmen's deliveries ..	Annually
Staff 46	Return of absentees on account of sickness	..	Annually.†
P.O. 32	Return of correspondence posted and delivered	Quarterly
53	Return of errors	Quarterly.*
Mail 24	Return of foreign mails despatched	After despatch of each mail	..
P.O. 86	Return of uniformed employees ..	Monthly ..	Monthly.*
Staff 36	Summary of Sunday and holiday overtime †
P.O. 92A	Return of motor-tires	Quarterly ..	Quarterly.

* Superintendents also forward return.
Manager also forward return.

† Superintendents and Stores Manager also forward return.