

or consignment note must be sent to the Stores Manager as soon as possible. On all material consigned to the Stores Manager the freight will be paid in Wellington. Consequently, the boat-note or consignment-note should be en faced with the words "Freight payable by the Stores Manager, G.P.O., Wellington."

(b.) It is necessary when sending material, &c., by rail, post, or boat to the Stores Manager for repair or disposal that an advice giving full particulars should at the same time be forwarded under separate cover. All parcels must bear a clear date-stamp impression, and have the name of the office of despatch written on the outside cover.

139. (a.) Bags and hampers marked "P.T.S." are to be returned to the Stores Manager immediately they have been emptied of their contents, which must be done upon receipt. Tins must be preserved for further use, and returned, with the exception of metal-polish or any other tins that may have contained anything of a corrosive nature.

(b.) Spike files or portions thereof and mail-bag scissors no longer serviceable should be sent to the Stores Manager. If possible, they will be repaired and reissued.

(c.) All cash-boxes, date-stamps, and rubber stamps required to be repaired or altered should be sent to the Stores Manager.

(d.) Typewriters are not to be sent to the Stores Manager for repair until the Secretary's authority has been obtained.

140. Postmasters and other officers, when forwarding to destination, by rail or otherwise, material in transit from the Stores Manager to some other office will make freight payable thereon by the consignee—*i.e.*, by the officer for whom the material is ultimately intended. The receiving officer will then certify to the correctness of the waybill or freight-voucher for such consignment, and state on the face of the document certified the work to which freight is chargeable. Should any difficulty be experienced with the Railway Department or others, the forwarding officer should communicate with the Stores Manager by telegraph.

141. Telegraph Engineers and other officers concerned will follow the instructions here given with respect to material consigned to them by rail for use on railway-construction—

(a.) All material for railway-construction must be consigned as "on service," the consignment-note showing on its face to whom the waybill should be sent.

(b.) Waybills must be certified as correct by the Telegraph Engineer under whose supervision the work is being done. Waybills must also show on the face the railway authority and nature of work on which railage is charged.

(c.) Waybills, after being dealt with as stated in paragraph (b), are to be sent to the railway official on whose authority the work was put in hand.

(d.) Waybills dealt with as stated above are not to be treated as vouchers for expenditure incurred by the Post and Telegraph Department, consequently the particulars are not to be given in forms Engr. 37 and 44.

142. As much of the apparatus supplied for the service of the Department is necessarily of delicate construction, it should, in all cases where handling becomes necessary, be treated with the utmost care. In order to prevent damage to apparatus in transit, relays, galvanometers, and keys should be screwed to a false bottom, between which and the real bottom of the box should be placed a pad of paper; the vacant spaces must also be filled up with soft paper, or other suitable packing, and then well padded between the top and the lid. This will prevent any sudden jar, which may be occasioned in many ways during carriage. Any damage occurring