

to telegraph apparatus which cannot be fairly attributed to unavoidable accident or to reasonable wear-and-tear will have to be made good at the expense of the officer responsible for the care of the apparatus.

143. Standard Stock Lists of materials, printed forms, books, stationery, mail-bags, &c., kept in stock by the Stores Manager are issued to each Postmaster, and attention is directed to the instructions printed thereon. Additions, deletions, and alterations will be notified through the Official Circular extracts, and the Standard Stock Lists must be kept up to date.

144. Requisitions for supplies of telegraph or telephone material must be made on form Stores 100, and forwarded to the Chief Telegraph Engineer through the District Telegraph Engineer. Applications for other stores, including ink, which cannot be forwarded in the mail-bags, must be made quarterly, in January, April, July, and October, on forms prescribed in the Standard Stock Lists.

145. All requisitions for supplies for different offices are to be made separately. This instruction applies to requisitions for date-stamps and mail-seals as well as for other articles. These particular requisitions must be made in time to allow of the arrival of the stamps and seals before they are required for use.

146. Free distribution is not to be made of the adhesive sealing-label, Mail 75. Supplies thereof will be issued only on special requisition. When received they should be kept in the custody of a responsible officer, by whom they should be given out for use after he is satisfied of the *bona fides* of the applicant. The initials of a responsible officer, specially appointed by the Chief Postmaster or the Superintendent, or, in the case of a sub-office, of the Postmaster himself, must be placed on every label used for the purpose of closing envelopes. Any other officer's or person's initials must be challenged as soon as observed. Supplies of the "Found open" label, Mail 76, are to be safeguarded and issued with the same care and attention.

147. Postmasters and other local controlling officers must frequently examine their stores, &c., and be careful not to accumulate an undue stock. Any officer failing in this respect will be regarded as wanting in management. When offices are found to be overstocked, the circumstances must be reported to the Stores Manager, and the excess stock forwarded to the chief post-office. A list is to be sent to the Stores Manager showing the nature and quantity of the stores which are being returned. The list is to be accompanied by a brief report, including the explanation of the officer at fault.

148. When submitting applications for stores, officers must take care to see that the particulars as to their requirements are correct. Special care must be exercised to see that the estimates of monthly, quarterly, or six-monthly requirements are approximately correct, and the same care is necessary in giving the quantities of various articles actually in hand. It is to be distinctly understood that any responsible officer passing incorrect or misleading entries on requisitions will be severely dealt with.

149. (a.) Officers responsible must take delivery of stores without delay. Particular attention is to be given to this at flag railway-stations and wayside ports at which goods do not pass into the custody of a Railway or Harbour Board official.

(b.) Officers receiving supplies of petrol are to examine cases before taking delivery, and are not, except under protest and without prejudice, to accept delivery of any consignment that arrives damaged in transit or leaking, notwithstanding that a receipt may have been given, in the expectation of the supplies being in order, before actual delivery has been tendered. The average weight of