

are to read it as a handbook in conjunction with these rules. It is supplied to all offices.

193. A supply of two or three copies of the Guide is to be kept by Postmasters at the principal sub-offices for sale at their own offices or at offices in their districts. Chief Postmasters will arrange for this, and, in their requisitions for copies of the Guide, provide for the additional number required.

194. The Guide Supplement, issued monthly, contains announcements intended for public information, and the particulars of changes made in the Guide matter since the last issue of the Guide and later to be incorporated in the Guide. Such particulars are to be carefully checked. The Supplement is supplied to all offices.

195. The List of Post-offices, with Table of Inland Mails, is published annually in March. It is supplied to all post-offices.

196. The annual subscription for the Guide, which includes the monthly Supplements and a copy of the List of Post-offices, with Table of Inland Mails, is 2s. For a single copy of the Guide the price is 6d. For a copy of the List of Post-offices, with Table of Inland Mails, the price is 2d.; and for a copy of a Supplement, 2d. When a single copy of the Guide is sold, a copy of each Supplement issued since its publication should be included without additional charge.

197. (a.) The Official Circular is published twice-monthly—on the 1st and 16th. The issue of the 16th contains only orders and staff notices. Its distribution is to be confined to accounting offices. Early in each month the orders contained in the Circulars for the 1st of that month and the 16th of the preceding month are printed in the form of extracts. The extracts are to be used for the purpose of amending rule-books and the Guide. They are to be distributed to heads of branches and to accounting offices. An abridgment of the Circular containing matter affecting only non-accounting offices is published monthly for distribution to such offices.

(b.) The Official Circular, Extracts, and Abridgments are confidential.

198. The Official Circular must be open for the perusal of all officers, and each officer on a staff must be required to initial an office copy of each issue as having read it. The initialled copy is to be filed as a record. At chief offices and the more important sub-offices one complete file of the Circular is to be retained permanently. At those offices other copies and at other offices all copies may be destroyed after being retained for ten years.

199. The notifications in the Official Circular respecting official correspondence, newspapers registered, offices opened, closed, or altered, &c., must be posted without delay into the respective printed lists, or into the Guide. The opening of telephone-offices is notified first by circular service telegram, and controlling officers are to see that the necessary entries are promptly made in the Guide. Any failure in this respect will be severely noticed.

200. The non-receipt by a sub-office in due course of any of the publications with which it is supplied must be reported to the Chief Postmaster, who is responsible for their proper distribution.

201. (a.) Every care must be taken to ensure the accuracy of the Guide, Guide Supplement, List of Post-offices, and Official Circular by means of the reporting forms provided for the purpose. Chief Postmasters will check the entries in the tables in the Guide for the offices in their respective districts, except separate central telegraph-offices. A regular and frequent partial check of different portions will permit of this being done satisfactorily without undue labour.

(b.) Chief Postmasters will inform themselves of alterations in the boundaries of any county or of the formation of a new county within their respective districts, and immediately send to the