

Secretary the amendments of the Guide and of the List of Post-offices necessitated thereby.

202. The annual revise of the Guide for the Secretary should be posted at each chief post-office on the 10th February, and any information to be supplied by Postmasters should reach their chief offices on form P.O. 106 not later than the 7th of that month. A special form (P.O. 104) is supplied to Chief Postmasters for the revise, and every care must be taken to ensure the accuracy of the information given.

203. Form P.O. 107, "Corrections for Supplement," is to be rendered monthly. From January to November it is to include corrections up to the 18th of the month, and in December up to the 10th of the month. The form is to be posted to the Secretary by the first mail thereafter.

204. A copy of the current issue of the List of Post-offices, revised by Chief Postmasters, is to reach the Secretary by the 10th February.

205. Copies of each issue of the Public Service Official Circular will be sent to controlling officers for distribution in their own offices and to the larger sub-offices. A copy of the Circular, if available, may be perused by any travelling member of the Public Service.

#### RETURNS AND STATISTICS.

206. Chief Postmasters and other officers are required to keep the data necessary to enable them to furnish all returns and statistics which may be called for from time to time, and to see that all such information is supplied at the proper time. (For the schedule of statements to be regularly furnished, see Appendix B.)

207. The periodical weekly returns of correspondence posted and delivered at a sub-office must include only the correspondence actually posted at or delivered from that office. These returns are required for important statistical purposes, and the utmost care must be exercised in order to obtain accurate results. Chief Postmasters, Assistant Postmasters, Superintendents of Mails, and other senior officers are expected to personally supervise the work in connection with the returns at the chief post-office, and to very carefully scrutinize all returns from the sub-offices in their districts. All permanent Postmasters are also to take an active part in making and checking these countings, and, at circulating offices, to maintain an efficient check on the figures furnished by the surrounding offices. Any case in which an inaccurate counting is brought to light in the General Post Office will be very seriously dealt with.

The following procedure must be followed for ascertaining the number of letters, &c., delivered, and every care be taken to obtain accurate results:—

- (1.) Private boxes: On a tally-sheet at the private boxes all matter sorted into the boxes to be entered.
- (2.) Postmen: A tally to be kept by each postman under the supervision of the Supervisor, who will enter the returns on a rough sheet.
- (3.) Private bags: A tally to be made when the correspondence is being sorted out for the bags.
- (4.) Rural delivery: Same procedure as for private bags.
- (5.) Counter delivery: A record to be kept by the counter officer of all matter sent to the counter for delivery.

The senior mail-room officer is to collect these records each day and enter them on a rough sheet, finally transferring them to the return.

208. For the four working-days preceding Christmas Day a special return of business is to be kept at chief post-offices and at the four principal telegraph-offices. The return, on form P.O. 25, is to be posted to the Controller of Accounts at the close of business on the 24th December