

POSTAGE AND REVENUE STAMPS.

209. (a.) Postmasters are required to keep, for sale to the public, a sufficient stock of the different postage and revenue stamps, letter-cards, post-cards, international reply coupons, embossed envelopes, registered-letter envelopes, and wrappers. Full information as to the values of the various postage-stamps, &c., in use is contained in the Guide.

(b.) At offices at which telegraph business is carried on at the public counter earlier or later than the ordinary postal business, postage-stamps should be sold as long as the office is open to the public.

(c.) A supply of stamps is to be held by officers issuing postal notes at chief offices, and the stamps are to be sold to persons purchasing postal notes who wish to make up broken amounts. Stamps are not to be sold at postal-note counters for any other purpose.

(d.) Whenever it is necessary to extract one or more articles of stamped stationery from a complete packet, the paper band must be broken in order to avoid any risk of the packet being sold as a complete one.

(e.) Postmasters are to see that a sufficient quantity of halfpenny coins is kept for the purpose of change. A stamp is not to be offered in place of the coin unless no coin is in hand.

210. Stamps of an old issue are to be disposed of before a new issue is placed on sale, unless instructions are given to the contrary.

211. The stock of stamps to be kept at each office will be fixed by the Chief Postmaster of the district, subject to the approval of the Controller of Accounts. Requisition must be made, as often as need be, to maintain the stock of the several denominations.

212. (a.) All supplies of stamps, whether stocked by the Stamp Duties Department or by the Chief Postmaster, Wellington, must be obtained by Chief Postmasters, through the Controller of Accounts. Embossed envelopes (excluding registered letter) are stocked by the Chief Postmaster, Wellington. All other stamps are kept by the Custodian of Stamps. Requisitions must be made on form Acct. 94, and prepared in quadruplicate. The original, duplicate, and triplicate copies must be sent to the Controller of Accounts and the quadruplicate copy retained as an office record. The Custodian of Stamps or the Chief Postmaster, Wellington, as the case may be, will forward the triplicate copy of the requisition with the stamps or stationery to the requisitioning officer. On receipt of the stamps or stationery the form must be completed and returned to the Custodian of Stamps or to the Chief Postmaster, Wellington, as the case may be. Items stocked by the Chief Postmaster, Wellington, must not be entered on the same requisition as items stocked by the Stamp Duties Department. Also, discount stamps must be applied for separately from ordinary stamps.

(b.) Chief Postmasters will purchase any necessary supplies of impressed paper from the nearest Deputy Commissioner of Stamp Duties.

(c.) Stamps received from the Custodian of Stamps or the Chief Postmaster, Wellington, must be accounted for under the head of "Stamps received" on the Daily Cash Account.

213. (a.) Postmasters on the permanent staff, or under bond to the Crown, are supplied with stamps on requisition to the chief post-office, and must account for them in their periodical accounts.

(b.) Chief Postmasters may advance to non-permanent Postmasters or Telephonists who are not under bond a supply of stamps equal in value to a quarter's salary, and take a receipt for the advance on form P.O. 2, which receipt should be renewed at the end of every year. Subsequent requisitions, which may be made to the Chief Postmaster or, if more convenient, to the