

Part III. Services performed by non-permanent Postmasters as part of the duties of their offices, for which payment is included in salary.

Part IV. Services performed by permanent officers of the Department.

Part V. Sea services performed under contract.

At the periodical reletting of contracts it will be necessary to scan the services in Part II, with a view to the removal to Part I of any which will from that time be usually let to tender—viz., those services the subsidy for which exceeds £40.

The entries in each Part are arranged alphabetically and numbered consecutively, and should be referred to by Part, number, and name. The distributing office or point should be shown first. Each Part is to be separate and distinct, and numbered by itself.

264. Any service the cost of which is defrayed out of the vote for carriage of mails must appear as a mail-service, as, for instance, the delivery of letters by subsidized carrier, or a service between a post-office and railway-station.

265. Full particulars of all mail-services in each postal district are to be entered in the Mail-service Register.

266. In a case in which, in order to convey one outward mail and one inward one, the contractor is required to make two separate trips to and from a train, landing-place, or other delivery or receiving point, the two separate trips are to be counted as one for the purpose of describing the frequency of the service.

267. (a.) The revenue from a mail-service is estimated at 1d. each for letters and letter-cards, $\frac{3}{4}$ d. each for post-cards and book-packets, $\frac{1}{2}$ d. each for newspapers, and 6d. each for parcels posted and delivered. Care should be taken in the computation of revenue in order that the real value of the mail-service may be known. In computing the revenue, correspondence forwarded and received by the service at and from any office on the route, except the distributing office (*i.e.*; the office from which the service starts), is alone to be taken into account. A deduction of $33\frac{1}{3}$ per cent. of the total revenue of a mail-service or rural delivery, including the whole of the private-bag fees, is to be made to cover Postmasters' salaries and various incidental expenses. This net revenue is always to be shown on forms Mail 47, Mail 52, Mail 70, and Mail 71, and in all correspondence relative to mail-services. In a service such as that providing for the carriage of mails between a post-office and railway-station or wharves, &c., no revenue is to be shown.

(b.) Where two separate services run between the same places, the revenue from each is, as far as practicable, to be computed on the correspondence actually dealt with.

(c.) When a special return is kept of letters, &c., delivered, in order to compute the estimated revenue from correspondence that would be despatched in both directions by a proposed mail-service the basis of the computation is to be double the number of letters delivered plus the number of other articles delivered.

268. In communicating with the Secretary on the subject of inland mail-services, form Mail 52 is generally to be accompanied by a sketch-map (drawn approximately to scale), and *always* by such a map when reporting on proposed new services.

269. (a.) All applications for transfer of mail-services in Parts I, II, and V must be forwarded to the Secretary. When a service is under bond, a certificate is to be furnished that the proposed sureties are financially satisfactory.

(b.) It is for a contractor to prepare a proper deed of assignment of his contract and to have it completed, subject to the