

tractor and sureties. A copy of the newspaper containing the advertisement is to be attached to the bond. In the case of mail-services advertised only by means of posters exhibited at the post-offices concerned, the reference to the *New Zealand Gazette* should be deleted from the tender and the paragraph made to read, "in an advertisement exhibited at the post-office at \_\_\_\_\_" [the name of the office being inserted]. This amendment should be initialled in the margin by the contractor and sureties.

- (28.) *Payment of Subsidy.*—Special attention is drawn to the necessity of filling in the time of payment under section 22, Terms and Conditions, at the back of tender.
- (29.) *Signature of Tenderer.*—The usual signature of the contractor, or, in the case of joint contractors or firms, of each individual member, should be given.

(III.) *General Instructions.*

- (30.) No abbreviations are permitted in filling up forms of bond or contract.
- (31.) In addition to the above instructions, officers are enjoined to comply strictly with the directions in the marginal notes.
- (32.) A completed contract being composed of the bond, the tender (to which is annexed the terms and conditions of inland-mail contracts), and the letter of acceptance, and, in the case of Tourist services, the schedule of maximum passenger and parcel rates, and special conditions attaching to such services, care should be taken that these documents are securely fastened together prior to execution, and that the identification clauses in the margin of the tender, at the end of the terms and conditions, and in the letter of acceptance are signed by contractor and sureties.
- (33.) If any material erasure or interlineation has been made in the bond or tender, it is advisable that the same be noticed by the contractor and sureties and each witness placing his initials against the erasure or interlineation at the time of execution. *No erasure or interlineation can be made after the execution.* When any alteration is found to be necessary, it is better to prepare a new bond.
- (34.) In cases where any real difficulty presents itself, or there may be doubt as to the course to be adopted, the matter is to be referred at once to the Secretary.
- (35.) Bonds should not be detained until all for a district are completed, but as soon as, say, ten are ready, they should be forwarded to the Secretary with a covering memorandum showing the names and numbers of the services to which they relate.

CONTROL, INSURANCE, ETC.

280. It is a Postmaster's duty to make himself conversant with the general terms and conditions of mail contracts, to notice the manner in which mail-services are performed, to see that contractors and all persons who have charge of mails duly sign the official declaration, and to report any irregularity he may observe, such as conveyances out of repair, unsafe, or discreditable to the service, absence of necessary harness (breaching-straps, &c.), or the use of worn-out harness, overcrowding of coaches or motor-cars, horses unfit for their work or in a discreditable condition, drivers or mail-carriers unsteady or otherwise untrustworthy, or under sixteen years of age, or in any way unfit. Postmasters are also required to see that the vehicles used for the carriage of mails are kept in good