

office may be made on one form. When a sub-office is supplied with a new date-stamp the Chief Postmaster will see that the old one is recalled.

316. Applications for repairs to date-stamps and lead-sealers are to be made to the Stores Manager. When a sealer is forwarded for repair its number is to be quoted on the requisition for identification purposes.

317. As far as possible, boxes containing date-stamps and type are to be securely packed in hampers or baskets for transmission to destination. Returned stamps and sealers are to be clean and ready to put away, and the memorandum of advice should show an impression of each.

318. (a.) When one non-permanent Postmaster or Telephonist succeeds another, the incoming Postmaster or Telephonist should be instructed to check the type, and payment for any missing is to be obtained from the outgoing officer. The newcomer should be given to understand that he is responsible for the receipt of the proper type with the date-stamp, and that if he fails to report shortages immediately he will be required to make good the loss.

(b.) Type supplied to replace any that may be carelessly lost will be charged to the Postmaster; and unless the loss of type is reported immediately the discovery is made the type will be charged to the officer failing to make the report.

(c.) Value received at chief post-offices for type symbols must be affixed in postage-stamps to form Stores 101c, the form of requisition for type. The cost of a single or a double type for a hand-stamp is 8d., and of a postmarking-machine type 1s. 3d.

319. In many cases the loss of postmarking-machine type is due to the type-springs becoming weak through wear and allowing the type to fly out of the machine. The loss of type is also attributed to the working-loose of the two portions of the stamp-head, thus releasing the type from position. Officers concerned are to keep in stock spare type-springs, so that worn springs may be replaced immediately they are observed to be failing in their action. The stamp-head of each postmarking-machine must be examined daily to see that the two portions of the head are tightly screwed together.

320. Year-type for offices requiring it should be applied for by Postmasters to their respective Chief Postmasters, and by Chief Postmasters to the Stores Manager, in time to allow of all requisitions being received at the stores not later than the 31st March of each year. Applications received after that date will be satisfied at the cost of the officer responsible for the delay. Responsible officers at chief post-offices will overlook Postmasters and Telephonists in this matter. It is required that no lapses be allowed to occur. It is not necessary to send in sample type. A list, in duplicate, of offices, with the number of type required set down against each, together with the type envelope for each office, is all that is needed. Chief Postmasters will see that the list is properly prepared and is attached to the memorandum of application. Particular care should be taken in checking the list to see that it does not contain the names of offices that have been closed permanently, or offices supplied with revolving-wheel date-stamps. Superintendents requiring year-type should apply through Chief Postmasters. In the case of postmarking-machine type special care should be taken to see that the full number of type required is stated. As ample time is allowed, the whole of the type required for the several offices must be embodied in one requisition. Particular attention is directed to the necessity for the schedule being furnished in duplicate. The duplicate may be in the form of a press copy. Type-envelopes are obtainable from the Stores Manager.