

(b.) Despatch-bags to or from Ministers of the Crown are to be enclosed in letter-bags only. A special report is to be made of any case in which this rule is not observed. Such a case will be seriously noticed to the officer at fault.

370. (a.) A letter-bill must be sent with every mail. In the case of there being no correspondence for any office at the time of the regular despatch a letter-bill must nevertheless be sent, marked "Nil." Every letter-bill must be headed, date-stamped, and signed by the despatching officer.

(b.) The following letter-bills are used:—

Mail 9, Chief Office Letter-bill: For mails exchanged between principal offices. Offices using letter-bill Mail 9 must keep a separate book for each office, and commence a new series of numbers at the beginning of each year. Supplementary mails are always to bear the consecutive number next to that of the main bill.

Mail 10, Sub-office Letter-bill: For mails despatched to and from sub-offices, except in cases in which letter-bill Mail 9 is used. Letter-bill Mail 10 is to be used for the return mail and filed at the office of first despatch. In order to ensure its return to the office of origin the name of the office of origin is to be stamped in large type at the head of the letter-bill before it is despatched. The letter-bills may also be numbered in an annual series if, by so doing, a better check of the return of the bills can be maintained.

Mail 11, Private-bag Letter-bill: For mails despatched to private-bag holders. This letter-bill is to be used for the return mail and filed at the office of despatch. The return of the bill in every case must be ensured.

371. Packets containing money-order and savings-bank accounts addressed to Chief Postmasters, or telegraph or telephone accounts addressed to the Controller of Accounts, Clearing-room, Wellington, must be entered in the letter-bill in the space provided. They are not to be registered, unless special instructions are given to that effect.

372. A Postmaster is required to satisfy himself that bags are correctly despatched from his office. Every bag must be in complete repair, and must bear a clear impression of the office sealer. The address of each bag must be carefully verified, and the bags for each line of road (if more than one despatch takes place at the same time) laid out in proper order and entered on the waybill before the contractor or other person to whom they are entrusted leaves the office. Each despatch should take place punctually at the appointed time. Mails for conveyance by train or steamer should be at the station, wharf, or ship's side at least five minutes before the time fixed for departure.

373. All local and other mails which are despatched at regular and fixed intervals must be checked out by a standard list. The hour at which seaborne mails are despatched should be recorded.

374. When an extra bag or packet is made up for any office and despatched with the regular mail the words "Supplementary mail" must be written in red ink on the letter-bill. The supplementary mail must bear the consecutive number next to that of the main mail. The bag or packet must be entered on the waybill in the proper column.

375. (a.) The following waybills are used for the entry of New Zealand mails: Mail 20, New Zealand Inland Waybill (small)—for overland mails exchanged between New Zealand offices; Mail 21, New Zealand Inland Waybill—for overland mails exchanged between New Zealand offices in cases in which the entries are too