

numerous to be inserted on Mail 20; Mail 22, New Zealand Short Waybill (small)—for New Zealand mails conveyed by sea; Mail 23, New Zealand Short Waybill—for New Zealand mails conveyed by sea, in cases in which the entries are too numerous to be inserted on Mail 22.

(b.) All inland bags or packets containing ordinary mail-matter should be entered in the first column on the waybill, headed "Bags" or "B." Receptacles of every kind which contain parcels only should invariably be entered in the second column, headed "P.R."

(c.) A suitable waybill is to be prepared for each mail or line of mails despatched from an office, and each entry thereon is to be signed and dated by the officer receiving the mail to which the particular entry refers. Where practicable, the reverse side of every waybill despatched with inland mails is to be used for the return mail, and the completed waybill is to be filed at the office of origin. On no occasion is more than one bill to be used where the use of one will suffice, and a large waybill is not to be used where a small one will meet requirements.

**376.** Mails (letter and parcel) must be safeguarded in the process of transit from hand to hand to see that no damage occurs to their contents. It is especially necessary to supervise transfers to and from mail-coaches and other vehicles, steamers, boats, &c., in which cases careless persons may be tempted to throw bags, hampers, or baskets. When mails are transferred to or from a vessel a net must be suspended between the vessel's side and the wharf, except when the mails are small enough to be carried on or off over a gangway. Luggage must be prevented from being placed on top of mails, and persons from standing or sitting on them. Officers are required to use every care, and exercise strict supervision over junior officers, mail-contractors, and others concerned, to ensure that mail-bags are placed on vehicles in such a position that no damage will result.

**377.** (a.) Officers despatching mails by railway must see that the railway guards in whose charge mails are to be carried actually take delivery of the mails, and that the entries on the waybill exactly describe the mails handed over. The primary responsibility for the correct transfer is held to be that of the Post officer. The responsibility is great, as the consequences of any remissness may be serious; and any remissness will be noticed accordingly.

(b.) Mail-bags and private bags for places off the railway-line are to be stencilled with the name of the railway-station at which they are to be put off, thus—

" WELLINGTON TO PONGAROA  
via PAHIATUA."

The particulars should also appear on the waybill. These bags should be strapped together and have attached to them a label distinctly marked, "To be delivered at                      Railway-station."

**378.** The Railway Department's instructions to its officers regarding the handling of mails are printed hereunder. Postmasters at places on lines of railway are to report any case coming under their notice in which the instructions are not observed by Railway officers.

Every Stationmaster must see the mails properly received at and despatched from his station.

Stationmasters at combined offices must deliver the mail-bags into the custody of the mail agent or guard.

Guards will give no receipts when receiving mails, but will be held responsible for seeing that the mails received are in accordance with the entries on the mail waybills. They must, where possible, obtain signatures on mail waybills for mails delivered at roadside stations, and see that mails handed over at terminus to mail-carrier or postal messenger agree with the entries on mail waybill. Where a train does not stop at a station, and mail is consequently thrown off to mail attendant when passing, the guard will write "Thrown off" and