

# RULES AND REGULATIONS

FOR THE

## GUIDANCE OF OFFICERS

(GENERAL AND POSTAL).

These Rules and Regulations are printed correct to the end of AUGUST, 1922. As amendments appear in the Official Circular Extracts they are to be transferred to this book at once, and, if necessary, are to be indexed.

In correspondence which relates to a Rule or Regulation the number of the same is to be given.

Every Officer must have free access to the office standard copy of each book of Rules and Regulations, and sign a certificate in accordance with Rule No. 2. No Officer committing a breach of any Rule or Regulation will be excused on the plea of ignorance.

For every copy issued of this book a receipt is to be taken and filed by the local Chief Officer.



WELLINGTON.

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## Rules & Regulations - Part 3

### Rules 105 to 153

#### Incorporating Sub-sections

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#### Cross-Referenced Subjects

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| Registered Mail:  | Rule 110(a) |
| Resealed Letters: | Rule 145    |

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## OVERTIME.

105. Wherever possible, time off is to be granted instead of overtime payment to all employees in every branch, whether on the permanent or temporary staff. Time and a half is to be allowed in cases in which overtime would be payable at that rate. Every endeavour is to be made to dispose of time off during the week following that in which it is earned; but where it is found impossible to do this and the time off has not been granted within a month, a special report on the position is to be made to the Secretary (Staff). Any claim for overtime payment is to be submitted to the Secretary (Staff) for approval before payment is made.

106. When overtime is paid in accordance with Staff Regulation 27 the following is the procedure:—

(a.) Ordinary overtime claims are to be prepared fortnightly. Claims in respect of Sunday and holiday duty are to be rendered separately. Vouchers for overtime authorized by Staff Regulation 27, certified by Chief Postmasters for their own offices and districts, by Superintendents, and by District Telegraph Engineers, may be paid without being first referred to the Secretary for authority. *All other claims for overtime of any nature whatever, including overtime for special work at the Christmas and New Year periods, must be submitted to the Secretary for authority to pay.*

(b.) Great care must be exercised by the officers preparing and checking overtime claims at the offices concerned to see that the claims are strictly in accordance with the regulations and that the

computations are correct. Claims for duty worked in excess of forty-four hours must be for the period from Monday to Saturday, both days inclusive. The hours of overtime worked on Sundays and holidays must be entered in the space provided on the abstract, and in all claims the annual salary and rate per hour are to be shown in addition to the total number of hours worked.

(c.) Overtime is to count only from the time officers are required to be on duty and up to the time of ceasing duty. Overtime will not be paid for any time except that during which the Department requires an officer to be in attendance. Vigilance is necessary to ensure that no officer is detained on overtime longer than is absolutely necessary, especially on Sundays and holidays.

(d.) All claims for payment at overtime rates must be placed upon one abstract for each branch of the service. Thus there will be one abstract for postal duty, one for telegraph duty, and one for telephone-exchange duty. Controlling and checking officers are to see that this rule is strictly adhered to, and that each voucher is complete.

(e.) The claim of an officer omitted from an abstract must be submitted, before payment, to the Secretary, with an explanation of the cause of the omission.

(f.) Any claim which is not in accordance with the foregoing rules must be supported by a statement from the local controlling officer and approved by the district controlling officer. It is the duty of the latter officer to challenge all irregular claims and to see that the regulations are complied with before countersigning.

(g.) Vouchers must be certified by the local controlling officer and countersigned by the Chief Postmaster, District Telegraph Engineer, or Superintendent, as the case may be. Certifying officers will be held responsible for any irregular payments detected in vouchers paid before audit.

## ERRORS AND IRREGULARITIES.

107. Postal or telegraph errors that have to be reported in accordance with rules and regulations must be reported without delay. Errors that can equally well be dealt with by post are not to be reported by telegraph. Complaints about telegrams (errors, delays, &c.), after being acknowledged, are to be sent to the Secretary (Telegraph Division) for investigation. Serious breaches of duty and breaches of discipline are to be specially reported to the Secretary (Staff Division). Any Postmaster or other officer failing



to act promptly in accordance with the foregoing instructions will, in addition to being fined, incur the serious displeasure of the Secretary.

108. Error-papers are to be treated as under:—

- (a.) Each error-paper is to be headed with the name of the officer and the office concerned, and at the end of the quarter the papers are to be arranged alphabetically in order of offices and of officers, and the quarterly schedules written up therefrom.
- (b.) In the case of an irregularity which is specially reported to the Head Office, the names of the office and officer, together with all particulars required for the quarterly report, are to be noted on a separate sheet of paper. This sheet is to be kept with the ordinary error-papers, and sorted up with them under its proper heading of office and officer, so that the entry will be in its proper place in the error-schedule.
- (c.) The direct reference of error-papers between district controlling officers is permitted. Such papers are to be recorded at both the reporting and scheduling offices.
- (d.) All error-papers are to be filed at the office at which the errors are scheduled.

109. A copy of each error-schedule must be retained at each chief post-office, and at each of the four principal telegraph-offices. This in addition to the records on the officers' personal files will meet all record requirements.

110. (a.) All postal errors of material importance are to be recorded and included in the quarterly error-schedule on which fines are recommended. Material postal errors include irregularities such as—

- Missendings, except of articles manifestly insufficiently addressed;
- Private-box missorting, or any failure directly affecting the public;
- Irregularities affecting registered or insured articles or parcels, and any error which involves the risk of the loss of these articles or of a mail;
- Wrong assembling of date-stamps.

(b.) Minor postal errors, unless more than three have been committed by an officer during the quarter, are not to be included in the schedule, but are to be dealt with orally by the administering of a caution by the Chief Postmaster, or, at the principal chief

offices, by the Assistant Postmaster, and at sub-offices by the Postmaster, by direction of the Chief Postmaster. Typical minor postal errors and irregularities are: Isolated omissions to sign waybills or complete time-entries, and late attendance if not exceeding three occasions quarterly, and not exceeding ten minutes on each occasion. No directions given in this matter supersede the need for discretion on the part of controlling officers.

111. (a.) In making recommendations on the quarterly schedule of postal errors for fines and other penalties for errors and irregularities and minor breaches of duty Chief Postmasters should be governed by the following general directions:—

- (1.) No fine exceeding 5s. should be recommended. When any fine beyond that is necessary the matter should be the subject of a special report.
- (2.) As a rule the fine recommended should not exceed 2s. 6d.
- (3.) No fine less than 1s. should be recommended. The minimum being fixed, it should not be difficult to mete out proportionate fines for offences.
- (4.) The general work and conduct of the officer concerned should be taken into consideration. A good officer should not be severely punished even when an occasional lapse has led to embarrassing consequences; an habitual and frequent offender, on the contrary, must be dealt with strictly.
- (5.) Officers handling registered and insured articles are required to observe special care, and any failure where such matter is concerned must be severely dealt with.

(b.) In the case of postal errors for which a caution only is required, Chief Postmasters are to see that the necessary action has been taken and the fact stated in the schedule.

112. For instructions regarding the method of dealing with and recording telegraph errors see Rules T. 122a and 657.

113. (a.) When an officer against whom errors are recorded is transferred to another district during the currency of the quarter, a note indicating the fact should be made on the error-schedule (either postal or telegraph) after the officer's name.

(b.) In the preparation of the schedules, cases in which fines or extra duty are to be recommended should be entered on a schedule separate from those in which cautions have been or are recommended to be administered. All errors made by one officer are to be entered on only one of these schedules.



## FINES AND PENALTIES.

114. (a.) Cases of breach or neglect of duty recorded against officers are reviewed in the General Post Office at the end of every quarter on receipt of the error-schedules, and in respect of any such breach or neglect fines or other penalties may be imposed by the Secretary. The imposition of a fine will not necessarily prevent the infliction of further punishment. Errors or irregularities of a serious nature, or any case in which the number of errors made by an officer during a quarter warrants it, will be noted on the appointment-file for consideration when the next Departmental List is being prepared.

(b.) Form P.O. 51 is to be used for notifying an officer of the imposition of a fine. The form, when returned, is to be attached to the officer's personal file.

115. All fines paid by officers are to be accounted for quarterly to the Controller of Accounts. In every case in which a fine is inflicted the particulars must be entered on form headed "Voucher for Collection of Fine Account." This form, by means of carbon paper, is to be written in duplicate, and the duplicate must be immediately forwarded to the Controller of Accounts. When the fine is collected the amount must be affixed in stamps to the voucher form, and the stamps cancelled by the writing across them by the Chief Postmaster, the Superintendent, or the Postmaster of his name. The original voucher must be sent to the Controller of Accounts with the quarterly fine return.

## OFFICIAL CORRESPONDENCE.

116. (a.) Any communication received from the public within New Zealand on any departmental matter whatever must be recorded and acknowledged at once on the proper form.

(b.) A cheque or other negotiable document, except a money-order or postal note, received in an official letter is to be immediately marked with the words "Not negotiable" between parallel lines.

(c.) All communications about telegraph construction or maintenance (including repairs and faults) received from the public by Postmasters are to be sent direct to Telegraph Engineers.

(d.) Any letter from any of the public requiring an answer is to be replied to with the greatest possible despatch. No laxity in this respect is to be permitted or overlooked. As soon as all the points in any letter can be replied to the reply is to be written and sent away; and, if necessary, a reply is to be sent *ad interim*, in

order to prevent the unnecessary writing of reminders. This instruction does not qualify the duty of acknowledging a letter immediately on its receipt. Departmental correspondence for members of the public who are holders of private boxes must, where practicable, include the number of the box in the address.

(e.) If any inquiry or question of a general character arises during the course of the correspondence in the office it is not to be allowed to delay the despatch of the answer. Notes can be made and left on the file of papers for subsequent treatment.

117. Chief Postmasters must send on without delay to the Postmasters at the principal business centres in their respective districts all important notices of any description which they receive from the General Post Office. On being applied to by the public for public information, Postmasters should apply in turn to their Chief Postmaster in cases where they have not the information required.

118. The following directions must be observed in writing replies or making reports on records :—

(a.) In corresponding with the General Post Office, unless a special form is provided, use form P.O. 34 (general) or Staff 41 (staff) for memoranda on matters of a routine nature requiring a reply, and for all other matters use form P.O. 33. Do not mount telegrams or other exhibits on the front of the form, or otherwise cover up what is written to the General Post Office. Any papers to be gummed down should be affixed to a separate sheet, covered by the communication the papers are to explain.

Mount note, quarto, and other small-sized papers which have to be sent to the General Post Office on stout foolscap backing-sheets, not less than 4 in. from the top of the sheet, and fastened at the left-hand upper corner. Service telegrams are to be mounted in order of time and date successively from bottom to top. Papers belonging to chief-office files are not to be sent to the General Post Office unnecessarily. Foolscap paper is to be used in correspondence of departmental officers with the General Post Office.

(b.) Put files of papers in such order that the contents can be mastered by the addressees in the least possible time. Treat briefly in the covering memorandum or covering minute of all salient points, and by readily caught marks—say, red-ink side lines—draw attention to important



passages in the supporting documents. Attach maps, plans, and sketches as modes of explication where necessary. Generally, bear in mind the necessity and importance of saving labour and time in the General Post Office.

- (c.) Files of papers are to be read from below upwards. Last-written papers are always to appear on top of a file.
- (d.) Unless it is necessary for their proper understanding that two or more subjects should be kept under review simultaneously, do not treat of them on the same papers: separate subjects submitted together by the public, for instance. Treat of them on different papers.
- (e.) Quote the record number of any file of papers to which reference has to be made in the one under action.
- (f.) In a communication regarding an officer give full initials, the designation, and the office. See that an officer making application to the Secretary (Staff Division) on any matter adds to his signature his classification title and number, and the number of the page of the Departmental List at which his name appears.
- (g.) Refer to antecedent subjects with brevity, but always quote in the margin dates and reference numbers.
- (h.) Do not return any official paper of any kind, whether it requires a reply or not, without some observation showing that it has been received. Write such observation, if possible, directly below the communication to which it replies, so that the questions and answers, or observations and rejoinders, may appear in consecutive order according to their dates. Leave a paper on a file with the front side upwards. If it is inconvenient to do this, use another sheet rather than leave the paper front downwards.
- (i.) Do not write on the second half of the back of form P.O. 33. If the form is not sufficient, continue the memorandum on a separate sheet or separate sheets. Succeeding minutes may be continued on the first half of the back, the sheet being doubled up throughout its length for the purpose. Do not turn up corners. Do not write close up to the left-hand top corner where the sheet is fastened. Number the minutes. If a minute is carried over to a separate sheet, the number is to be prefixed to the portion carried over.

- (j.) Gum sheets written on both sides, and requiring to be mounted, along the whole length of the outer edge (left hand).
- (k.) All official papers, covers, and envelopes must bear the official designation of the officer to whom sent. Do not address official communications, unless of a confidential character, personally to officers.
- (l.) Do not retain official papers which are records of other offices, but return them with the necessary observations with the least possible delay to the office from which they have been referred. To make a note of action to be taken will in most cases enable papers to be released within a day or two of receipt.
- (m.) Correspondence for the Secretary and the Chief Telegraph Engineer is to be forwarded in envelope No. 9. Confidential correspondence is to be enclosed in a cover marked "Confidential." Envelope No. 9 is to be kept open up to the time of closing the mail, so that, if possible, one envelope may contain all the correspondence. The canvas cover No. 11 is to be closed with string and sealed over the knot with a sealing label. (See Rule 146.)

119. When papers are referred to a Postmaster relating to errors committed by his subordinates, he must not be content with simply forwarding their explanations, but must state whether the explanations may be accepted as satisfactory, and must add any information that may be necessary to render the case quite clear.

120. Chief Postmasters must, by means of the necessary codes given in Rule T. 2, telegraph the dates when a Postmaster, or an officer performing duties for another Department, commences leave and returns to duty, at the same time giving the name of the relieving officer, and also stating whether there is a bank-deposit account at the place or not.

121. The use of service telegrams must be confined to matters of pressing importance, and communications which could be as well sent by post must not be sent by telegraph. Should any person require the use of the telegraph concerning his correspondence in the Dead Letter Office, or at any post-office, the telegram and, if necessary, the reply thereto must be paid for. Any telegram sent contrary to this rule, as well as any which may be necessitated through carelessness or neglect, will be charged as an ordinary telegram to the officer in fault.



122. Correspondence with other Departments is to be conducted by the General Post Office or by local chief offices. Postmasters in every case must refer matters for correspondence with other Departments to their Chief Postmasters.

123. Should communications of an official nature be received from persons outside the Dominion, officers to whom such inquiries are addressed must collect the necessary information for replies, and then transmit, through the usual channel, the whole of the papers to the Secretary. Officers are not permitted to correspond officially with places beyond the Dominion; but this rule does not prohibit the sending of service telegrams on matters relating to the correction, &c., of cable messages, or the formal acknowledgment of redirection orders.

124. Requests for the revision of directory slips, for the prosecution of any business such as the sale of an article to be recommended by officers in their official capacity, for lists of residents, &c., are to be referred to the Secretary.

#### NEWSPAPER EXTRACTS.

125. A Postmaster must forward (mounted on form P.O. 93) to the Secretary, through his Chief Postmaster, any newspaper extracts containing articles of historical interest, such as the opening of a post-office, the institution of a new mail-service, or the like; also articles on the subject of the Department's business and arrangements. Controlling officers are to peruse all cuttings made in their respective offices or districts, and to send forward only those which contain references to matters of importance. At Auckland, Christchurch, Dunedin, and Wellington extracts relating to telegraph matters will be forwarded by the respective Superintendents. Only one copy, as a rule, is required of newspaper extracts. If a second copy is needed the Secretary will specially ask for it.

#### ADVERTISING GOVERNMENT BUSINESS.

126. The Department will not pay for information communicated through newspapers to the public under the following headings:—

Holiday notices.

Opening of new street posting-boxes and street telephones.

Week-end cable paragraphs.

Acceptance and refusal of cable messages to foreign countries.

Additions to telephone-exchange list of subscribers.

The Department will pay for information communicated through newspapers to the public under the following headings:—

Lost articles at post-offices.

Books of stamps.

Post Office as a career for boys.

Christmas and New Year greetings telegrams.

Telephone subscribers cut off if they do not pay by certain date.

There is no objection to the newspapers being given information about the matters in the first list if they are willing to make the publication free of cost to the Department. But in any case Postmasters and other officers concerned must be particularly careful to see that notices are amply announced at offices themselves, and in plenty of time to prevent complaint from the public about shortness of notice.

#### UNIFORM.

127. (a.) Postmen, messengers, and chauffeurs at all offices, and message-boys at the larger offices, are supplied with uniform. For schedule of articles, frequency of supply, &c., see form Stores 137. A new overcoat or new pair of leggings is not supplied until the old overcoat or pair of leggings is no longer serviceable. The forms of requisition are Stores 100 A, B, and C, for cloth garments, waterproof garments, and head-gear and leggings respectively. The measurements required to be shown on the forms of requisition are to be taken by the Postmaster or other local controlling officer. As a general rule, uniform is not supplied to message-boys at offices at which not more than two boys are employed unless the offices are on a main railway-line and the attendance of the boys at the railway-station is required. Overcoats and leggings are supplied to message-boys at all offices. Temporary officers employed in positions in which the permanent officers are in uniform are supplied with uniform if they are likely to be employed for an indefinite time.

(b.) For schedule of overcoats, &c., supplied to linemen and faultmen see form Stores 137.

(c.) The boots of postmen and message-boys in uniform must be black. Messengers and message-boys supplied with uniform may wear straw hats (not supplied by the Department) as part of the uniform during the summer months.

(d.) The numerals supplied for the identification of postmen and message-boys are to be affixed to postmen's caps and to message-boys' satchels.



(e.) A uniformed officer may wear on his tunic a military-service decoration. The wearing of unauthorized badges, such as fern-leaves, football colours, &c., is not permitted.

(f.) When officers wearing uniform are engaged on duty indoors, the previous year's tunics should be worn. Messengers will be supplied with canvas aprons for protecting their uniforms while cleaning and doing other work likely to soil the cloth.

(g.) In the event of the promotion or resignation of an officer who is supplied with uniform, the tunic must be properly cleaned and repaired at a cleaning establishment, and, at the discretion of the local controlling officer, transferred to his successor if it will fit him, the Stores Manager being at once advised. If it will not fit him, it must be sent to the Stores Manager, and requisition made in the usual way for a new tunic. In all cases, new inside bands must be sewn into caps or helmets. Trousers that have been worn are not to be transferred.

(h.) Controlling officers are held responsible, when an officer supplied with uniform leaves the service, for taking action before the term of the officer's employment expires to secure the prompt return of the articles of uniform issued to him.

(i.) When a new waterproof overcoat is issued, the old coat is to be returned to the Stores Manager.

(j.) All cases and alleged cases of leaky or faulty waterproof coats must be reported to the Stores Manager, the overcoats in question accompanying the report.

(k.) Applications should not be made for new uniforms more than three months prior to the date of their becoming due. If it should be necessary to make an earlier application, a memorandum should accompany the requisition, setting out the reason therefor.

123. Chief Postmasters, Superintendents, and Postmasters are required to see that officers in uniform under their control present at all times a clean and tidy appearance; that they wear the full uniform when they are on duty and, if they are not in private clothes, when they are proceeding to or from their homes; and that their uniform garments are properly worn, kept in good condition, and repaired when necessary. To this end, officers in uniform, other than message-boys, should be mustered on a day in the last week in each month, and an inspection made by the Chief Postmaster or Postmaster of their appearance and the state of their uniform. At the same time an inspection is to be made of departmental bicycles used by the officers. The bicycles are to be complete in all respects. Postmasters will report the result of the

inspection to the Chief Postmaster, and the Chief Postmaster to the Secretary, before the 10th of the following month. Superintendents and Postmasters at offices at which the message-boys are in uniform will make a similar inspection once a week. The report will in this case be made monthly by Postmasters to Chief Postmasters, and monthly by Chief Postmasters and Superintendents to the Secretary. Officers provided with uniform are to sign, on the occasion of each inspection, a statement that the whole of the equipment on issue to them is in their possession, and once a quarter they are to produce all the articles for inspection at the office.

129. All losses of articles of uniform or bicycle accessories are to be reported to the Secretary, who will decide in each case whether the officer at fault is to be required to pay the whole or portion of the value of the article at the time of its loss, and, if necessary, fix the amount.

#### PROPERTY, STORES, AND STATIONERY.

130. (a.) Office fittings, furniture, &c., are required to be kept clean and in repair, and are to be used exclusively for official purposes. They must be brought to charge in the Stores Property Register supplied to each permanent office. The massing of any departmental property in the Stores Register, instead of entering it by the article or the part of an article as invoiced, will be seriously noticed. An incoming Postmaster must check the property against the register entries, and furnish a certificate to his Chief Postmaster.

(b.) Superintendents, Postmasters, and branch controlling officers are held responsible for the proper inspection of departmental property under their care, and the reporting of any damage thereto. An inspection must be made by branch controlling officers daily, and by Superintendents and Postmasters as opportunity offers, and a thorough check inspection must be made once a week. Any damage discovered must be immediately investigated, and a full report made to the Secretary. An officer proved to have deliberately disfigured or damaged departmental property will be dealt with sharply.

(c.) The Department will not be responsible for any damage sustained by an officer as the result of using departmental property which needs repair.

(d.) Officers entrusted with the charge of official property of all descriptions will be required to pay the full value of any articles that may be lost, besides being liable to such further penalty as the circumstances of the case may warrant.



(e.) Application should be made as required for authority to write off articles.

(f.) In the matter of property which appears to be unserviceable or to have been rendered obsolete as the result of invention or any other cause, a survey of such property is to be made by the principal officer and the officer second in authority, and a certificate furnished as to its condition. On the receipt of the report, the Secretary will determine what action is to be taken as to the retention or disposal of the property and the manner in which it is to be dealt with in the books of the Department.

131. Postmasters must personally make a return of the office property annually. At all permanent offices a balance of the articles at the time of the annual stock-taking is to be struck, and to be shown by entries in the Property Register. When there have been no transactions under a heading during the year, it is not necessary to carry down the balance; but the year date is to be entered to indicate that the keeping of the record has not been neglected.

132. Stores for issue are to be carefully posted up in the Stores for Issue Register from the invoices sent with the goods. Stores for issue are expendable or consumable supplies, and are to be treated as distinct from property.

133. Mail-bags, hampers, and other departmental material must on no account be used for private or other irregular purposes. Any officer converting departmental material, temporarily or permanently, to private use will be very severely punished. Mail-bags and other departmental receptacles are not to be lent to the public for any purpose whatever. Also, they are not to be lent indiscriminately to mail contractors. When bags or hampers are required by contractors for the safe carriage of mails, they may be issued only on special request, and must in all cases be returned immediately the purpose for which they have been supplied is served.

134. (a.) On no account is departmental property to be disposed of by sale or otherwise, except as provided by rule, without specific instructions from an administrative officer of the Department.

(b.) Sales by auction of valuable departmental property must be first approved by the Minister. In every case in which an officer recommends the sale of any departmental property by auction the name of the auctioneer proposed to be engaged must be submitted to the Secretary. Sale by private tender is absolutely prohibited.

(c.) The sale of old or new telegraph material, &c. (including telephones), may be effected only through the District Telegraph Engineer, to whom all applications are to be forwarded.

135. The material sent to a stock station must in all cases be debited to stock, and, when issued, taken credit for and debited against the work to which it is chargeable. The only exceptions to this rule are when goods are sent from an Engineer's stock (or from the Stores Manager) and are to be used for a special line, for which the material held cannot be, or is not, supplied from the nearest adjacent stock station, or when special material of a special character is sent out for use in such a work as "conversion into automatic" or "placing of wires underground."

136. Waste in stores and battery materials, particularly mercury and acids, must be prevented. Old zincs, coppers, and copper deposits must be preserved, and when a quantity of more than 1 cwt. has accumulated, a report of the quantity and description of the material must be furnished to the Stores Manager, who will instruct the office concerned as to its disposal. Smaller quantities from sub-offices may be sent to the Telegraph Engineer, whose authority, however, should first be obtained.

137. All packages on departmental business containing stationery, telegraph or telephone material, &c., are to be sent by parcel-post if the weight does not exceed 20 lb. A package exceeding the weight of 20 lb. is to be sent as freight. A package is not to be divided to bring the weight within the limit.

138. (a.) Local controlling officers who have occasion to consign material by either boat or rail must pay particular attention to the nature of the entries on the respective consignment-notes or boat-notes. The material must in all cases be fully described, as the description or the lack of it affects the classification, and consequently the rate charged. Empty cases which have been received containing material or stationery, and are being returned to the Stores Manager, must be entered on the consignment-note as "Returned empty cases." The exact measurement must be stated when the cases are conveyed by sea, and the weight when they are conveyed by rail. The entry in the case of consignments of scrap or waste material must be plain, the word "scrap" or "waste" being included in every instance. The duplicate boat or consignment note must be sent to the Stores Manager as soon as possible. On all material consigned to the Stores Manager the freight will be paid in Wellington. Consequently, the boat-note or consignment-note should be enfaced with the words "Freight payable by the Stores Manager, G.P.O., Wellington."

(b.) It is necessary when sending material, &c., by rail, post, or boat to the Stores Manager for repair or disposal that an advice giving full particulars should at the same time be forwarded under



separate cover. All parcels must bear a clear date-stamp impression, and have the name of the office of despatch written on the outside cover.

139. (a.) Bags and hampers marked "P.T.S." are to be returned to the Stores Manager immediately they have been emptied of their contents, which must be done upon receipt. Tins must be preserved for further use, and returned, with the exception of metal-polish or any other tins that may have contained anything of a corrosive nature.

(b.) Spike files or portions thereof and mail-bag scissors no longer serviceable should be sent to the Stores Manager. If possible, they will be repaired and reissued.

(c.) All cash-boxes, date-stamps, and rubber stamps required to be repaired or altered should be sent to the Stores Manager.

(d.) Typewriters are not to be sent to the Stores Manager for repair until the Secretary's authority has been obtained.

140. Postmasters and other officers, when forwarding to destination, by rail or otherwise, material in transit from the Stores Manager to some other office, will make freight payable thereon by the consignee—i.e., by the officer for whom the material is ultimately intended. The receiving officer will then certify to the correctness of the waybill or freight-voucher for such consignment, and state on the face of the document certified the work to which freight is chargeable. Should any difficulty be experienced with the Railway Department or others, the forwarding officer should communicate with the Stores Manager by telegraph.

141. Telegraph Engineers and other officers concerned will follow the instructions here given with respect to material consigned to them by rail for use on railway-construction—

(a.) All material for railway-construction must be consigned as "on service," the consignment-note showing on its face to whom the waybill should be sent.

(b.) Waybills must be certified as correct by the Telegraph Engineer under whose supervision the work is being done. Waybills must also show on the face the railway authority and nature of work on which railage is charged.

(c.) Waybills, after being dealt with as stated in paragraph (b), are to be sent to the railway official on whose authority the work was put in hand.

(d.) Waybills dealt with as stated above are not to be treated as vouchers for expenditure incurred by the Post and Telegraph Department, consequently the particulars are not to be given in forms Engr. 37 and 44.

142. As much of the apparatus supplied for the service of the Department is necessarily of delicate construction, it should, in all cases where handling becomes necessary, be treated with the utmost care. In order to prevent damage to apparatus in transit, relays, galvanometers, and keys should be screwed to a false bottom, between which and the real bottom of the box should be placed a pad of paper; the vacant spaces must also be filled up with soft paper, or other suitable packing, and then well padded between the top and the lid. This will prevent any sudden jar, which may be occasioned in many ways during carriage. Any damage occurring to telegraph apparatus which cannot be fairly attributed to unavoidable accident or to reasonable wear-and-tear will have to be made good at the expense of the officer responsible for the care of the apparatus.

143. Standard Stock Lists of materials, printed forms, books, stationery, mail-bags, &c., kept in stock by the Stores Manager are issued to each Postmaster, and attention is directed to the instructions printed thereon. Additions, deletions, and alterations will be notified through the Official Circular extracts, and the Standard Stock Lists must be kept up to date.

144. Requisitions for supplies of telegraph or telephone material must be made on form Stores 100, and forwarded to the Chief Telegraph Engineer through the District Telegraph Engineer. Applications for other stores, including ink, which cannot be forwarded in the mail-bags, must be made quarterly, in January, April, July, and October, on forms prescribed in the Standard Stock Lists.

145. All requisitions for supplies for different offices are to be made separately. This instruction applies to requisitions for date-stamps and mail-seals as well as for other articles. These particular requisitions must be made in time to allow of the arrival of the stamps and seals before they are required for use.

146. Free distribution is not to be made of the adhesive sealing-label, Mail 75. Supplies thereof will be issued only on special requisition. When received they should be kept in the custody of a responsible officer, by whom they should be given out for use after he is satisfied of the *bona fides* of the applicant. The initials of a responsible officer, specially appointed by the Chief Postmaster or the Superintendent, or, in the case of a sub-office, of the Postmaster himself, must be placed on every label used for the purpose of closing envelopes. Any other officer's or person's initials must be challenged as soon as observed. Supplies of the "Found open" label, Mail 76, are to be safeguarded and issued with the same care and attention.



147. (a.) At permanent offices the duties pertaining to the ordering, stocking, use, and care of printed forms and books are to be undertaken by specified officers. At chief offices and at telephone exchanges and combined offices down to Class IV where there are supervisors in charge of branches or where a senior officer is attached to the staff, the detailed duties in connection therewith may be delegated to such supervisor or senior officer to perform. The controlling officer in such cases must, however, satisfy himself, by means of a personal six-monthly inspection of the work, that the duties are being properly carried out. At combined offices in Class IV, where there are no senior officers, and at offices in lower classes, the controlling officer must personally perform the duties.

The following instructions are to be observed:—

(1.) A copy of the Standard Stock List, Class V, Printed Forms and Books, is to be kept in each office or branch, and is to be revised from time to time as amendments are announced.

(2.) An accurate estimate of the requirements of each form used at the office is to be made and the quantity recorded in the column headed "Requirements for quarter or half-year." The estimate is to be based on the actual work of the office, and is to be reviewed and, if necessary, amended half-yearly.

(3.) Requisitions for renewal of stocks are to be carefully prepared from the standard list, and, where applicable, the instructions printed on the inside of the cover of the Standard Stock List, Class U, Stationery, are to be followed. All requisitions, before being sent forward to the Stores Manager for supply, must be carefully scrutinized by the responsible officer, who should satisfy himself that, taking into account the quantity in hand at the time of requisitioning, the quantity applied for is not in excess of the quarterly requirements of the office.

(4.) On receipt of fresh supplies, the new stock is to be placed beneath the old in the same pigeon-holes or containers, to ensure that the old stock is used first.

(5.) All forms are to be kept, as far as practicable, in stock-list sequence.

(6.) At the end of March and September in each year the controlling officer is to examine the standard list to see that it is being properly revised, to inspect stocks of forms and books held, and to satisfy himself that quantities on hand do not exceed the quarterly requirement given in the standard list, and that obsolete forms and books are being properly disposed of in accordance

with paragraph (7). Where the quantities are not fixed personally by the controlling officer he should see that the necessary alterations are made. He is to indicate, by appending on the front of the list his signature and the date, that the six-monthly inspection by him has been made.

(7.) Care is to be taken to see that obsolete forms and books are properly disposed of and not retained with the stocks of stationery in current use. Unless other instructions are given as to their disposal, obsolete forms and books may be used for scribbling purposes at the local office. If at any time the quantities of obsolete forms and books suitable for use as scribbling-paper exceed the requirements of the local office, or if the obsolete stationery is unsuitable for scribbling purposes, the Stores Manager should be furnished with particulars and asked for instructions regarding the disposal of the excess or unsuitable forms and books.

(b.) Postmasters and other local controlling officers must frequently examine their stores, &c., and be careful not to accumulate an undue stock. Any officer failing in this respect will be regarded as wanting in management. When offices are found to be overstocked, the circumstances must be reported to the Stores Manager, and the excess stock forwarded to the chief post-office. A list is to be sent to the Stores Manager showing the nature and quantity of the stores which are being returned. The list is to be accompanied by a brief report, including the explanation of the officer at fault.

148. When submitting applications for stores, officers must take care to see that the particulars as to their requirements are correct. Special care must be exercised to see that the estimates of monthly, quarterly, or six-monthly requirements are approximately correct, and the same care is necessary in giving the quantities of various articles actually in hand. It is to be distinctly understood that any responsible officer passing incorrect or misleading entries on requisitions will be severely dealt with.

149. (a.) Officers responsible must take delivery of store without delay. Particular attention is to be given to this at flag railway-stations and wayside ports at which goods do not pass into the custody of a Railway or Harbour Board official.

(b.) Officers receiving supplies of petrol are to examine cases before taking delivery, and are not, except under protest and without prejudice, to accept delivery of any consignment that arrives damaged in transit or leaking, notwithstanding that a receipt may have been given, in the expectation of the supplies being in order, before actual delivery has been tendered. The average weight of



a case of petrol is approximately 76 lb.; and receiving officers will be able, by weighing, to check any shortage due to leakage or other cause. Copies of orders for petrol sent to receiving officers are to be enfaced by despatching officers, "Cases to be examined upon receipt"; and, before delivery is taken, any damage or shortage reported to the Stores Manager.

(c.) Except in a case of emergency, a package from the Stores Branch is not to be opened until the packing-list is received. Before opening such a package the officer deputed to do so is to make a careful examination to ascertain whether it bears any signs of having been tampered with. The contents of the package are to be checked against the packing-list, and, in the case of the non-receipt of any article or articles, a full report is to be furnished by the officer opening the package.

(d.) Any instance in which material is broken or damaged in transit is to be promptly reported to the Stores Manager.

150. (a.) No supplies of any kind may be purchased without authority, and, unless in cases of emergency, requisition for current requirements should be made at the beginning of a month on form P.O. 6, and forwarded by Postmasters to their Chief Postmasters, who will authorize the purchase if the quantities do not exceed those approved by the Secretary for the annual supply. When the supplies applied for are not covered by the Secretary's authority, the requisitions will be referred by the Chief Postmaster to the Secretary. The Department may decline to pay for supplies obtained without authority.

(b.) Supplies purchased from persons other than the authorized contractors, if any, will be charged against the officer making the purchase.

(c.) Any officer purchasing supplies in excess of the market or ruling rate will be required to pay the excess.

151. Bicycle fittings and accessories, towelling, dusters, scouring-flannel, and metal-polish must be obtained from the Stores Manager. Calcium carbide, benzoline, and kerosene are to be obtained through the Stores Manager, who will arrange supply from his stock or otherwise. If the Stores Manager advises the requisitioning officer that, under special agreement with the contractor for supplies such as benzine and kerosene, purchases may be made by local order, it will not be necessary to send a requisition through the Stores Manager; but once monthly that officer must be advised of each order placed, to enable him to ascertain the supply available and make the necessary arrangements for replenishment.

152. Ink-erasicator is not to be requisitioned for or obtained locally. Its use in the Department is strictly prohibited.

153. Economy in the use of official supplies is at all times of the utmost importance. The following directions are to be strictly observed:—

The back of a used or obsolete form, or, failing that, the cheapest possible paper, is to be used for drafts and office copies of letters, rough calculations, &c.

A large or expensive envelope is not to be used when a small or cheaper one will serve the purpose.

Envelopes are not to be used for ordinary communications within an office; but if in such cases envelopes are required for the protection of documents old ones are to be used.

Interdepartmental correspondence is not to be enclosed in envelopes until immediately prior to the closing of the mail, in order that as many communications as possible may be placed in one envelope.

A strict check is to be placed on the consumption of string, and care is to be taken that no serviceable lengths are wasted.