

SECTION XIII.—POSTAGE AND TELEGRAMS.

Postage.

290. The amount of postage will in all cases be ascertained before letters and packets are despatched, and no unnecessary papers are to be sent through the post. The cost of such postage in the case of letters and packets sent by book or parcel post will be defrayed by means of official postage-stamps, which O.C. Districts will obtain by requisition on the Postmaster, and issue in such quantities as may be determined.

291. Officers commanding units, &c., will requisition for stamps through the O.C. District, the cost of the same to be paid for out of the maintenance grant.

292. Except in very special cases, large files of papers are not to be transmitted through the post. Book or parcel post must, as far as possible, be utilized for returns, &c., so as to insure the cheapest rate.

293. In transmitting correspondence through the post, care should be taken that any documents sent separately as "Commercial papers" or "Parcel post" are posted at the same time.

Telegrams.

294. Telegraphic communications will be limited to messages on the public service of urgent necessity, and recourse will be had to telegraphic communication in cases only where the delay involved in the transmission of a letter by post would be prejudicial to the public service. Cablegrams are not to be sent without Ministerial authority except in cases when they are chargeable to the funds of the unit, &c.

295. A telegraphic message sent on the public service will have attached to the form on which it is made out the necessary stamps of the proper value in the same manner as if the message were a private one. It will be the duty of the Director of Accounts to bring under the notice of the G.O.C. any telegrams which do not appear to be in strict compliance with the regulations.

296. In the event of any messages being improperly sent as on the public service, or of any messages not being of sufficient urgency or importance, the officers or others sending them will be called upon to defray the cost.

297. Official stamps are not to be used on telegraphic messages relating to private business sent by officers of the Military Forces and its departments for the personal convenience of the senders or receivers. The cost of such messages will not be admissible.

Stamp Accounts.

298. Accounts shall be kept as per form below, in which the addresses of all official letters and telegrams will be entered. These accounts will be examined by the officers responsible for the expenditure, whose signatures will be affixed as a voucher for their correctness, and the accounts will be subject to audit.

299. O.C. Districts will see that all payments for stamps issued by them are duly adjusted.

STAMP ACCOUNT.

Date.	Number of Letter or Telegram.	To whom sent.	Address.	Hour of Despatch.		By whom delivered.	Cash.	
							Received.	Expended
				H.	M.		£ s. d.	£ s. d.

SECTION XIV.—SALE OF GOVERNMENT STORES.

300. Government stores must not be lent or sold without Ministerial approval. To obtain approval for sale a memorandum with a schedule of the articles proposed to be sold shall be forwarded for the consideration of the Minister.

301. Obsolete or unserviceable stores, arms, and equipment may be lent, on payment, with the approval of the G.O.C.

302. Where stores are approved to be sold by public auction, tender, &c., the proceeds must be paid to the credit of the Public Account. The bank receipt therefor, together with account sales, duly certified, must be sent to the Storekeeper, who will account for the same to the Treasury Department through his Receiver's Account, and will issue a Receiver's Receipt, First Form, for all such sales.

303. Cash sales of clothing, ammunition, arms, spare parts, &c., will be at rates laid down from time to time, the moneys for which must be paid to the credit of the Public Account within the time prescribed in the Treasury Regulations, and accounted for in the Receiver's Account by the Storekeeper to Treasury, a duplicate of which account will be forwarded to the Director of Equipment and Stores, who will supply the Director of Accounts with a copy.

As witness the hand of His Excellency the Governor, this eleventh day of March one thousand nine hundred and thirteen.

R. HEATON RHODES,
Acting Minister of Defence.