

latter case the officer must add to his signature the words "Officer acting for Chief Postmaster" [*or* "Postmaster"]. The declarations are also to be imprinted with the post-office date-stamp.

62. Chief Postmasters must see that all appointments, transfers, temporary changes, or leave of absence of Railway Postmasters or officers performing combined duties at any of their sub-offices are duly notified to them by the District Railway Manager, and, when deemed necessary, entered in the establishment record, and reported to the Secretary by post or by telegraph, as circumstances may require. They should also obtain quarterly from the District Manager the names of all employees who have access to such offices, or are required to do any post or telegraph business whatever. This information need not be sent to the Secretary unless required. In recommending railway officers for appointment to the charge of offices, form P.O. 110 is to be used, being altered if necessary. When a railway officer, or the near relative of a railway officer, is recommended for appointment, the Secretary must be advised that the person recommended is a railway officer, or a near relative of such an officer, in order that the Railway Department may be informed of the position.

63. Any appointment, temporary or permanent, to an office which is a telegraph testing-station must be notified to the Telegraph Engineer.

64. A Telephonist is required immediately after appointment to make a declaration on form P.O. 200 that he will not use on his private business or allow any other person to use, except in accordance with the rules and regulations of the Department, any telephone set apart for public business. The form P.O. 200 will be forwarded with the notification of appointment, and Chief Postmasters must see that it is signed by the Telephonist and returned to the chief post-office without delay. The declarations are to be filed with the declarations of secrecy.

65. All communications with respect to the performance of post and telegraph business and to increased post and telegraph accommodation at railway-stations are to be forwarded to the General Post Office, which office alone will communicate with the Railway Department. Chief Postmasters, Telegraph Engineers, and Assistant Inspectors of Post-offices will not communicate with the local Railway Manager or the District Engineer on such matters. Small repairs to existing fittings may, however, be arranged for with the local railway officers.

66. Every vacancy must be immediately reported to the Secretary. When a vacancy is caused by resignation (and of this one clear month's notice should be given) the letter of resignation must accompany the report.

67. Any officer who is about to marry is required to advise the Secretary of his intention. A further advice is also necessary when the marriage has taken place.

68. Increases to the salaries of cadets who are in receipt of £110 per annum or less, and other officers who are in receipt of less than £100 per annum, must be applied for by the officers entitled to receive them. It is only in exceptional cases that such are shown in the general authorities. Every application must state the salary drawn, and the officer's place and number in the Departmental List at the date of application, and must be accompanied by a report as to his conduct and capabilities. Cadets will not be promoted to the Seventh Class until they have acquired a good style of handwriting. (Read here Rule T 379.)

69. Cadets (Eighth Class) entitled to promotion under Classification Regulation 47 must submit an application at the proper time. No promotion from the Eighth Class to the Seventh Class