

- (10.) Sale of books of telegraph-forms.
- (11.) Annual fees for transmission of telegrams by telephone.
- (12.) All departmental receipts for which specific provision has not been made, or with reference to which no instruction has been issued.

915. In support of amounts received in payments of claims rendered by the Controller of Stores, Advice Form 1 must be attached to the statement on which the amount is brought to charge. In other cases if no advice has been received, the authority number should be quoted.

916. The value of all articles supplied to telephone-exchange subscribers and others, when the amount does not exceed 10s., is to be collected on delivery. The usual method of advising the Controller of Stores in such cases is dispensed with. Form Acct. 421 must be used. The lineman or officer delivering the article or material will be supplied with the form of receipt after the necessary particulars have been inserted in the space provided on the block. Goods are not to be delivered unless cash is received. The officer who collects the money will hand it over to the officer who issued the goods, and the latter will transmit it, together with the advice, to the Postmaster or Accountant, as the case may be, obtaining his initials on the block. The amount must then be treated as a miscellaneous receipt, and the advice attached to the statement. At least once a week the blocks are to be examined by the Officer in Charge or the responsible officer controlling the issue of the goods, and initialled by such examining officer.

917. One rural delivery-box will be forwarded to any permanent Postmaster in touch with an existing or proposed rural delivery upon requisition to the Controller of Stores. This box is to be used as a sample on which orders may be taken. Applications for the supply of a box to a purchaser must be made to the Controller of Stores, and should contain the name, full postal address, and town to which the box is to be shipped. An account therefor will be rendered by the Controller of Stores, and the amount when collected treated as a "Miscellaneous receipt." If the Postmaster to whom a sample box has been supplied decides that the necessity for retaining it has ceased to exist, he may either (1) advise the Controller of Stores accordingly, or (2) sell the sample. In the latter case the value, 15s., must be brought to charge in his accounts under the heading "Miscellaneous Receipts," and simultaneously a report of the fact, including the date of the account in which the entry appears, must be made to the Controller of Stores; but he must give the buyer to understand distinctly that the Department by the sale does not oblige itself to establish a rural delivery.

918. On no account is departmental property to be disposed of by sale or otherwise, except as provided in these rules, without specific instructions from the Secretary, the Assistant Secretary, or the Chief Telegraph Engineer.

919. 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.

920. The sale of old or new telegraph material, &c. (including telephones) may only be effected through the Telegraph Engineer of the district, to whom all applications should be forwarded, and who will supply particulars of prices and conditions of delivery.