

as to the *sending* and the *receiving* of the examinee, reported at the end of every quarter to the Secretary on the form "Quarterly Report on Junior Officers practising Telegraph-operating."

95. Chief Postmasters, Officers in Charge, and Postmasters must keep in touch with movements of Ministers of the Crown in their districts, and make adequate arrangements for transmitting Press matter relating to political addresses. They must also keep themselves informed of other important speeches to be made, with a view to like preparation. When assistance is required to be sent to another office the matter should be promptly brought under the notice of the Secretary.

96. Whenever temporary assistance is required, application should be made, according to the work to be done, to the Secretary, who, subject to the approval of the Minister, will nominate a person whose name stands on the register as an applicant for temporary employment. No person may be temporarily employed for a longer period than six months at any one time, except a temporary employee in one of the following classes, who may be employed for a maximum period of six years, but not longer:—

Basket-repairers,	Letter-carriers,
Batterymen,	Linemen,
Batterymen, assistant,	Linemen labourers,
Cabinetmakers,	Mail-bag makers,
Cable-steamer labourers,	Mechanics,
Carpenters,	Post-office messengers,
Charwomen,	Storemen,
Draughtsmen,	Telegraph message-boys,
Drivers,	Telegraph messengers, adult,
Foremen linemen,	Watchmen.

No person may be temporarily reappointed to the Department within six months after ceasing to be employed therein.

97. The name of a proposed temporary officer, the date of his birth, his educational qualifications, and the office to be filled, should be inserted in the telegram requesting authority to employ him. Care must be taken to see that the application and the necessary certificates, the same as those for permanent employment, are produced and are in order. They should be sent on by first mail after receipt, *except in cases of substitutes for leave-of-absence purposes*. Form P.O. 168 is required to be posted to the Secretary in each instance of temporary employment, except in connection with leave of absence.

98. Before any person can be permanently employed he must produce a medical certificate of good health.

99. When applying to the Secretary for authority to employ a temporary letter-carrier, a Chief Postmaster, besides giving the name and qualifications of the substitute recommended, must state the amount of wages proposed to be paid.

100. A lad who may be employed as a temporary message-boy will not be retained after he attains the age of sixteen years. At least a month before he reaches the age-limit he should be informed of this fact. Care must be taken to avoid the employment as a temporary telegraph message-boy of a lad over sixteen years of age. When a temporary telegraph message-boy is required for a limited time only, in case of sickness or absence of any permanent lad, it is not necessary to telegraph for authority to the Secretary, provided full particulars are given in the voucher form Acct. 355. Similarly, the authority issued with the leave schedules is to be regarded as sufficient to enable the necessary lads to be employed. It is to be distinctly communicated to temporary telegraph message-boys that their employment is to be of a temporary nature only,