

overtime as far as it is applicable. Claims for overtime in respect of telephone-exchange officers and for holiday duty are to be rendered separately, and not included in the monthly claim. Vigilance is necessary to insure that no officer is detained on overtime longer than is absolutely necessary, especially on Sundays and holidays. All claims for overtime must be closely scrutinized, and certifying officers will be held responsible for passing avoidable overcharges on to the Secretary. The hours during which extra duty was performed must be shown in the claim opposite the name of each officer, in addition to the total number of hours worked, the annual salary, and the rate per hour.

1082. An officer will not, through passing an efficiency examination, be allowed to claim arrears of overtime payments at a higher rate from the date on which he becomes entitled to an increase of salary by that means. Overtime payments are to be calculated and finally made on the basis of salary paid at the time of service.

Allowances.

1083. Claims for bicycle, typewriter, forage, teller's, risk, lodging, and tram allowances must be prepared on form Acct. 149. Claims for other allowances must be prepared on contingency vouchers. The allowance to telegraphist-typists is to cease when the typist is absent relieving or is on sick-leave of more than four weeks.

108. (a.) The allowance for the computation of savings-bank interest and balances is payable to officers employed on the money-order and savings-bank staff only, and if they are able to undertake the quarterly and yearly work it is unnecessary for any other officers to be employed during the evenings.

(b.) The allowance is to be divided upon the basis of salary received, number of quarters during which officers perform duty in the office, and nature of work performed. The salary paid is the first factor. It is to be multiplied by the number of points ascertained in the manner prescribed below, and the result obtained is to be regarded as an officer's proportion of the whole number of points allowed at his office.

(c.) For each of the quarterly balances of March, June, and September quarters 1 point is to be given, and for the yearly December balance 7 points, or 10 points in all. Officers who are detailed for checking interest at the annual balances, and are consequently responsible for any over-allowances, are each to be given 2 points extra to cover the special nature of the work. Juniors of special ability, who have performed work on an equality with that of higher-paid officers, are to be allowed 1 to 4 points extra in accordance with their merit. Merit-marks up to 2 are also to be allowed to senior officers of special ability.

(d.) The following example shows how the allocation of £200 at an office with thirteen officers would be made:—

Salary. £	Points.	Officer's Proportion.	Amount payable. £ s. d.
300	x 10 =	3,000 = $\frac{3}{20}$	= 30 0 0
250	x 10 =	2,500 = $\frac{25}{200}$	= 25 0 0
220	x 10 =	2,200 = $\frac{22}{200}$	= 22 0 0
200	x 3* =	600 = $\frac{6}{200}$	= 6 0 0
180	x 12† =	2,160 = $\frac{216}{2000}$	= 21 12 0
170	x 7‡ =	1,190 = $\frac{119}{2000}$	= 11 18 0
150	x 10 =	1,500 = $\frac{15}{200}$	= 15 0 0
150	x 12† =	1,800 = $\frac{18}{200}$	= 18 0 0
150	x 7 =	1,050 = $\frac{105}{2000}$	= 10 10 0
100	x 14†§ =	1,400 = $\frac{14}{200}$	= 14 0 0
100	x 11§ =	1,100 = $\frac{11}{200}$	= 11 0 0
100	x 10 =	1,000 = $\frac{10}{200}$	= 10 0 0
50	x 10 =	500 = $\frac{5}{200}$	= 5 0 0
20,000			£200 0 0

*Three quarterly balances only.

† Annual balance only.

‡ Checked interest.

§ Special points to junior.