

**1085.** In the preparation of claims for allowances, &c., that fluctuate with the salary of claimant, the current rate of salary must be shown. Chief Postmasters and Officers in Charge will be held responsible for seeing that, on arrears of increase of salary being paid, the overpayment of allowance is adjusted by deducting it from the amount payable to the officer and paying it to Public Account. The allowances usually affected are those for lodging and telephone-exchange night duty.

**1086.** A letter-carrier, a lineman, or a telegraph message-boy using his own machine with the approval of the Secretary will be granted a bicycle allowance. The Department will in such case supply at special prices lamps, bells, and oils, also one set of tires per machine each year, on application to the Controller of Stores. An officer receiving bicycle allowance must understand that his machine is to be at the disposal of the Department whenever he is on duty. He is not obliged to lend it to another officer. Recommendations must state clearly that the use of the bicycle is necessary in the interests of the public service. In the case of a bicycle allowance lapsing, a report is to be made to the Secretary. A bicycle allowance lapses when an officer to whom it is granted changes his duties, as, for instance, when a telegraph messenger drawing an allowance becomes a letter-carrier. Bicycle allowances are fixed at £5, except in special cases. They are paid quarterly on the last days of March, June, September, and December. Claims must be prepared on form Acct. 149. The first payment of an allowance should carry the payment to one of these dates.

**1087.** Lodging-allowances must be claimed on form Acct. 149, and claims must bear the certificate "that the officer was residing away from home during the period for which claim is made." In the case of those cadettes who, although residing with their widowed mothers, are in receipt of a lodging-allowance, the words "with her widowed mother" should be substituted for "away from home."

**1088.** Officers on sick-leave on half-pay who draw lodging-allowance are entitled to the full allowance unless such officers return to their homes during the currency of the leave. Postmasters and Officers in Charge are not to decrease an officer's lodging-allowance in anticipation of a classification increase of salary being authorized.

**1089.** At exchanges observing continuous attendance a special allowance to telephone-exchange clerks performing midnight to 8 a.m. duty is made at the rate of 10s. per week.

**1090.** Non-permanent Postmasters in charge of money-order and savings-bank offices at which old-age pensions are paid may claim a payment of 3d. for each transaction. Payment will be made quarterly, and will be arranged by the Chief Postmaster of each postal district, on form Acct. 67. Credit for the amounts paid will be claimed by Chief Postmasters in their statements of miscellaneous payments.

**1091.** When officers performing 9-to-5 duty are specially required to return in the evening for extra duty, and are unable to get home to tea, the Department will pay for the actual cost of that meal up to 1s. 6d. A similar payment will be made on exceptional occasions to Postal officers required to give continuous attendance over and above their ordinary hours of duty, preventing their getting home to a meal, and to letter-carriers who are unable to obtain breakfast through unusually early and continuous attendance. The special authority of the Secretary is to be obtained, except in the case of officers performing 9-to-5 duty. Vouchers, on form Acct. 227, for the allowances are to be made out as claims for refund of amounts paid, the claimants to certify that they have actually paid the amounts claimed.