

1116. Claims for instalments of pension granted under the Civil Service Act, 1908, must be prepared on the special Treasury form, and the signature of the pensioner attested as provided. They must be sent in to the Chief Accountant, General Post Office, during the first week of the month for which the claim is made.

1117. Pensioners desiring to have payment made beyond New Zealand must, when the request is made, be required to forward a specimen signature.

Parcel-post Gratuities.

1118. Payment of gratuities for parcels carried by steamers of the Union, Huddart-Parker, Northern, and Anchor steamship Companies is arranged by the Chief Accountant, General Post Office. No weight dockets are required.

1119. Vouchers for payments due to the Blackball Coal Company must be prepared at the office of despatch, and should be forwarded to the Chief Postmaster, Christchurch, for payment. Gratuities on parcels carried by other vessels may be paid by the Chief Postmaster at the despatching office, care being taken to have the individual items checked. The rate per pound of parcels is $\frac{1}{2}$ d. The weight dockets must be sent in attached to the paid vouchers.

1120. Officers are particularly cautioned against paying any claims for carriage of parcels addressed to or received from places beyond the Dominion.

1121. A reshipment note on form P.O. 215 must accompany inward parcel-mails when forwarded to office of destination, and be forwarded from the latter to the Inspector of Post-offices when done with.

Purchase of Supplies.

1122. Officers are not to purchase bicycle-fittings, but are to obtain them from the Controller of Stores, Wellington. Requisition for supplies must be made in time to allow of their arrival from the Store when required.

1123. Purchases of oilcloth and linoleum may not be made locally without the express authority of the Secretary. Supplies will generally be obtained through the Public Works Department.

1124. Requisitions for supplies must be made at the beginning of every month on form P.O. 107A, and forwarded to the Secretary for authorization. The Department may decline to pay for supplies obtained without authority.

1125. Postmasters or Officers in Charge when forwarding to destination, by rail or otherwise, material in transit from the Controller of Stores, Wellington, to some other office will make freight payable thereon by the consignee—i.e., by the officer for whom the material is ultimately intended.

1126. The receiving officer will then certify to the correctness of the way-bill or freight-voucher for such consignment, and state on the face of the document certified the work to which freight is chargeable.

1127. Should any difficulty be experienced with the Railway Department or others, the forwarding Postmaster should communicate with the Controller of Stores, Wellington, by telegraph.

1128. In cases of supplies purchased from a Government contractor the number of the schedule and of the article, taken from the printed copy of the accepted tender, must be inserted in the margin of the voucher.

Payments for other Departments.

1129. Payments are made on behalf of the Treasury for any Department of the public service on properly certified and authorized vouchers. The name of the Department to which the service