

107. When an officer is instructed to prepare for transfer from one place to another, an estimate of the cost of removal must be furnished to and approved by the Secretary before action is taken to incur any expense. In every case as much care is to be taken to keep down the cost as if the officer were removing entirely at his own expense. There is no authority for claims from married or unmarried officers, for hotel expenses at destination before obtaining permanent lodgings. "Order for Passage" forms are to be used when orders for train or steamer passages are required in the case of officers on transfer or travelling on public service.

108. Officers transferred from one office to another at their own request will be required to pay their own expenses.

109. Temporary exchanges will be agreed to only under exceptional circumstances.

110. All permanent officers of the Department whose salaries are less than £100 per annum, and all who have not been twelve months in the service, and temporary employees from whom security is required, with the exception of non-permanent relieving Postmasters and Postmistresses, are required to give security to such amount as the Minister may direct. All other officers are guaranteed under the provisions of Part III of the Civil Service Act, 1908. "Permanent officers" includes distributors, telegram-sorters, and telegram-folders, but for the purpose of this regulation does not include telegraph message-boys and telephone-exchange cadettes.

111. An officer on reaching a salary of £100 is no longer obliged to find private bond, but comes under the scheme of the Civil Service Act. The private bond will, however, remain in force until the officer under guarantee receives notice that the Civil Service Guarantee Board has entered his name on the roll of assured.

112. Postmasters and Officers in Charge will be held personally responsible for any defalcations which may occur through neglect to obtain fidelity bonds from officers drawing salaries less than £100 per annum.

113. Bonds need not be furnished by telephone-exchange cadettes unless they perform counter or other clerical duties in addition to their ordinary work.

114. Postmasters not on the permanent staff, but in charge of money-order offices and post-office savings-banks, are required to give bond (on form P.O. 100) to the Crown, generally in the amount of £200. In the case of small money-order offices and savings-banks, however, a fidelity company's policy of £100 will be accepted in lieu of a private guarantee of £200. The amount of the bond for a money-order office alone is usually £100, and for postal-note offices—that is to say, offices where Postmasters are intrusted with a credit stock of postal notes, but do not transact either money-order or savings-bank business—it is £50.

115. No abbreviations are permitted in filling up forms of bond or contract. All words and phrases must be inserted in full, as, for instance: "New Zealand," not "N.Z."; "Cadette in the Telephone Exchange," not "Cadette, Exchange"; and the proper spaces must be used for the insertion of titles. It will be observed that in the legal description in the form of fidelity bond, for example, the occupation comes after the place of residence.

116. Forms of bond are not to be passed from office to office and from hand to hand and filled up piecemeal. Chief Postmasters and Officers in Charge are to have all bonds written out after having collected for themselves the necessary particulars.