

be good enough to see that the necessary deductions from salaries are made. Fractions of a penny are to be treated as one penny. When forwarding form P.O. 168 in respect of newly appointed officers, Chief Postmasters, Officers in Charge, and Telegraph Engineers will give the following information: (1) In the case of married officers, the date of birth of wife and of each living child under the age of fourteen years; (2) in the case of widows or widowers, the date of birth of each living child under the age of fourteen years. Registrar's certificates are not required to prove the age of the children. All that need be done by contributors is to announce the ages of their children.

**133.** A special form of medical certificate is provided for officers about to retire as medically unfit. These forms will be supplied to the medical referees by the Secretary, G.P.O., when required.

**134.** When an officer who has been superannuated dies, the Chief Postmaster, Officer in Charge, or Telegraph Engineer, as the case may be, of the district in which he resided, is required to report the matter to the Secretary. The full name and address of the widow and children, if any, and the ages of the children should be given.

**135.** No person unconnected with the Department, other than a duly accredited Government auditor, who must have subscribed to the Post and Telegraph declarations, may be admitted into any permanent post, telegraph, or telephone office, or telephone exchange (except in the case of telephone bureaux), or into any part of the building other than the public office or the Postmaster's private office, without the authority of the Secretary, the Assistant Secretary, the Chief Telegraph Engineer, or an Inspector of the Department. This rule also applies to Government Insurance agents, who must transact their business either in the Postmaster's private office or over the public counter. Before the work at country post-offices can be performed by persons other than Postmasters duly appointed by the Postmaster-General, the Chief Postmaster's permission must first be obtained, and the persons desired to perform the work must sign the declarations.

**136.** No person representing himself to be an inspecting officer is to be permitted to have access to any office, or in any way to deal with the cash, forms, or books, unless he is known as such, or can produce satisfactory credentials. Should any such person attempt to obtain entry into any office the fact must be immediately telegraphed to the Chief Postmaster. The police should also be informed.

**137.** When it becomes necessary for inspectors of works or tradesmen to enter any part of an office except the public room, the name of any such person is to be noted, and the date of his access, and the circumstances reported to the Chief Postmaster. Every such person must, while so employed, be under the surveillance of an officer of the Department, and must on no account be left alone in the office.

#### LEGAL ASSISTANCE.

**138.** The employment of legal assistance of any kind, including conveyancing, opinions, consultation with or employment of local solicitors, or obtaining the assistance of Crown Solicitors in civil or criminal proceedings, must be first sanctioned by the Secretary, General Post Office.

#### DISCIPLINE.

**139.** The action required to be taken on any instruction received from the General Post Office is not complete until advice has been despatched to the General Post Office that the instruction