

156. A Postmaster is not required to receive cheques from the public on behalf of other Departments except as stated in Rule 894.

157. Postmasters must not make any advance of salary to any officer out of the official cash without the express permission of the Secretary.

158. If an officer be guilty of or charged with dishonesty, intemperance, insubordination, or any other serious offence, or in any way show himself unworthy of confidence or unfit for his position, the Postmaster must at once report the case to the Secretary through the usual channel, and the written defence of the officer must accompany the report. Such officer must be immediately suspended from duty pending the decision of the Minister.

159. The bringing of intoxicating liquor into any post-office premises or post-office mail-van for consumption by officers is prohibited on pain of severe punishment.

160. When an officer is suspended, and, after investigation of his case, is dismissed, his pay will cease from date of his suspension. If he is reduced, the reduction of salary will date from his suspension; but if reinstated he will receive all arrears of pay. In serious cases of irregularity, such as drunkenness, insubordination, or other grave offence or dereliction of duty, the Minister may, as a lesser penalty than dismissal or reduction of salary, fine the officer at fault in any sum not exceeding £50.

161. Officers on the permanent staff are expected to devote the whole of their time to the service of the Department. They are forbidden to act as directors of companies, chairmen or members of committee of building societies, &c., and are not allowed to carry on any private business or calling (including teaching music, &c.), to act as agent for any public or private company or for any private firm or individual, or to hold office in any public capacity, without the special permission of the Minister. Officers must not be connected with a newspaper other than the *Katipo*, either in editing, corresponding for, printing, or managing the same, nor must they give information on official matters to any newspaper without authority. Any breach of the last instruction will be followed by dismissal.

162. Suggestions (in envelopes marked "Suggestion") will be received from permanent officers of the Department through the suggestion-boxes at the chief post-offices and the telegraph-offices at Auckland, Christchurch, Dunedin, and Wellington, addressed to the Secretary (Postal Division) on postal matters, and to the Secretary (Telegraph Division) on telegraph matters. Papers on postal matters should be forwarded to the Chief Postmaster, and on telegraph matters to the Officer in Charge at the proper one of those points. An annual prize—book or medal—is offered for competition by the staff for the best original suggestion adopted by the Minister for the improvement of the service.

163. If requested to do so by Returning Officers, and if they can be spared, post and telegraph officers are at liberty to act as Deputy Returning Officers or poll clerks. Arrangements with any officers are subject to approval of the Chief Postmaster or the Officer in Charge.

164. It is the duty of officers to assist in any branch of the Department, when required to do so. Officers should endeavour to attain, as far as possible, to a knowledge of all branches of duty by way of qualifying for promotion.