

165. Chief Postmasters in charge of second- and third-grade chief offices must give personal attention to the staff requirements of their money-order offices, and see that assistance is rendered the ordinary staff whenever required. During the early part of December in particular, when no leave is usually granted, officers can and should be spared to assist the money-order staff, whose work is then exceptionally heavy, so that excessive overtime may be avoided. It should be seen that all preparatory and daily work in the money-order offices is kept well up throughout the year, and not allowed to get behind for lack of the necessary assistance. The regular money-order staff should not be varied at intervals of less than six months. Savings-Bank Inspectors will specially report upon the observance of these instructions.

166. Postmasters must provide for their time being fully occupied. They are expected to assist in carrying on the ordinary duties of their offices as opportunity offers. If it is found that an excess of staff at any office is the result of neglect on the part of the Postmaster to take an active part in the work of his office, that officer will be called to account.

167. Officers should abstain from taking a prominent part in the proceedings of meetings of trading companies in which they may hold shares, unless they are of opinion that the protection of their interests renders it necessary they should do so.

168. Beyond recording their votes, officers are prohibited from interfering in elections.

169. Under section 133 of the Legislature Act, 1908, Postmasters are required to witness claims for absent voters' permits.

170. No officer may attend a Court of law for the purpose of giving evidence or appearing for the Crown, without authority from the Secretary; nor may any proceedings under the Post and Telegraph Act, 1908, or any amendments thereof, be undertaken without the permission of the Secretary. Chief Postmasters will exercise their own discretion about allowing their officers to attend Court as witnesses in private cases. No reference need be made to the Secretary in such cases unless specific reason to the contrary appears.

171. Officers of the Department are not liable for jury service. Officers summoned should appear and claim exemption under section 6 of the Juries Act, 1908, if they have not already done so when their names were first put on the jury list.

172. Certificates of discharge will be issued only to officers who have actually tendered their resignation, or upon the official request of the principal officer of another post and telegraph administration. Such certificates will be issued from the General Post Office only. Postmasters or other principal officers are forbidden to give any certificate to an officer, by unofficial letter or otherwise, without the express permission of the Secretary.

173. No address or testimonial may be accepted by any officer, in respect of his official duties, without the express permission of the Minister.

174. Officers are invited, when passing through Wellington on transfer, special service, or leave of absence, to report themselves to the Secretary.

175. A Postmaster should be careful to see that every possible precaution is taken to secure his office against burglary. Particular attention should be given to door and window fastenings. Cash, stamps, or other valuable property should not be left unguarded day or night. Cash and stamps should be deposited in the safe every night; and all cash not required for