

change should, when practicable, be banked. Wherever it can readily be done, the cash in hand at or towards the end of the week (end of day when remittances are made daily) should be remitted to the chief office, so that there will be only a bare supply of money in the office overnight or over Sunday. At least two officers are to be on duty in savings-banks on Saturday nights at those offices at which the banks are open. In cases in which the post- or telegraph-office counter is adjacent to that of the savings-bank, one officer will suffice at the latter if there is an officer at the former the whole time. Safe-keys are to be put into a place of safe deposit nightly. (See Rule 334.)

176. Any article, not the property of the Department or the personal property of the Postmaster or Officer in Charge or of one of his officers, found on departmental premises is to be sent in a registered letter or package to the Inspector of Post-offices, with a report stating where and how it was found. Chief Postmasters, Officers in Charge, and permanent Postmasters are, however, authorized to keep such articles in their personal charge for a week, and to deliver them up to the owners on application. (See Rule 443.)

177. Except on Sundays officers of the Department may communicate with each other by telegraph memoranda. Under no circumstances is the ordinary work to be interfered with, and any abuse of the privilege will be seriously noticed. Transmitting operators must send and receive such memoranda. Questionable communications must be submitted to the Postmaster or the senior officer on duty for scrutiny. Any officer intercepting or destroying them will be fined. Irregular communications and communications subversive of discipline are forbidden, and must be withdrawn by the sender. Telegraphic memoranda between officers are required to be properly signed with the usual signature of the sender. If a scrutinizing officer thinks that for the sake of brevity the surname only will sufficiently identify the sender at transmitting offices and the office of destination, he may pass the telegram signed with the surname only. The transmission of free telegraphic memoranda between officers on Sundays is forbidden.

178. Officers are not permitted to forward their private correspondence with each other free of postage.

179. A Postmaster must forward (mounted on form P.O. 147) to the Secretary, through his Chief Postmaster, any newspaper-extract containing comments or correspondence on the administration of the Department, local or general, on the extension of postal or telegraphic communication, on old-age pension matters, or on any other departmental matters when the extract is likely to be of use or interest to the General Post Office. Chief Postmasters and Officers in Charge should take steps to systematize this work in order to insure its frequent revision, so that nothing which should be within the cognisance of the Department in the way of newspaper comment may be missed. At Auckland, Christchurch, Dunedin, and Wellington, extracts relating to telegraph matters will be forwarded to the Secretary by the respective Officers in Charge, and not by the Chief Postmasters. At combined offices Chief Postmasters or Postmasters will attend to extracts on both postal and telegraphic matters. Such matters as intimately affect the Department, though they are not wholly controlled by it, as, for instance, an ocean mail-service, international rates of postage, wireless telegraphy or telephony, or submarine cables to or from New Zealand, come within the scope of these instructions.

180. Two copies of articles or paragraphs on ocean mail-services, postage rates, telegraph cables, wireless telegraphy and