

telephony are required. The second copy, for the information of the High Commissioner, is mounted on form P.O. 222, and must not be marked otherwise than by completing the heading of the form and impressing the date-stamp of the office from which it is sent in. Only one copy, as a rule, is required of newspaper-extracts relating to other matters. If, however, the extract is one that calls for remark or criticism by the Chief Postmaster or the Officer in Charge, two copies should be forwarded. One is to be mounted on form P.O. 222, and covered with form P.O. 106, on which the Postmaster's or the Officer in Charge's remarks are to be made. In no case is any minute to appear on forms P.O. 147 or P.O. 222 other than the necessary heading and the signature of the controlling officer and the date of despatch. Copies of newspaper-cuttings on any other subject of paramount importance for the time being should also be forwarded to the Secretary.

181. An extract should be affixed in accordance with the printed instructions on the form (P.O. 147 or P.O. 222), and headed as prescribed by the form, the subjects being fully stated.

182. Every officer is forbidden to make any application or communication respecting his position in the service through a member of Parliament, or any of the public, or in any other way except through the usual official channel.

183. A letter-carrier or a telegraph message-boy who is bitten by a dog while in the performance of his duty is at liberty to apply to the owner for compensation; and, if his application be fruitless, he can have recourse to legal proceedings, but at his own risk.

184. Should an officer meet with an accident while engaged in playing football, in bicycle racing, or in any other violent athletic exercise, the pay of such officer may be stopped during any absence resulting from such accident, or he may be required to procure a substitute.

185. The Department will not be responsible for any damage caused by using departmental property which needs repair.

186. No officer is permitted to enter his office, or to remain therein, unless for the performance of his duties.

187. All officers are required to devote themselves during the hours of business exclusively to the discharge of their public duties. No officer will be allowed to leave his office during such hours, except on official business, and then only, if he be an officer in a subordinate position, by express permission of the head of the office or of his own branch. Officers having to attend at more than one place of business must, as far as possible, attend at stated times, and must post a notice of such times of attendance at the doors of their several offices. Officers are not, during the hours of business, to receive private visitors, to hold communication or conversation with strangers beyond what is strictly necessary for the transaction of the business of the Department, or otherwise to allow their attention to be engaged in private affairs.

188. Officers on duty may smoke in telegraph-offices from 7 p.m. Smoking in post-offices, unless specially authorized by the Secretary, is forbidden. Under no circumstances will permission be given to smoke in mail-rooms.

189. Officers on duty in telegraph-offices are allowed to read newspapers or books before 9 a.m. and after 8 p.m. only.

190. The Chief Post-offices at Auckland, Christchurch, Dunedin, and Wellington are open from 8 a.m. to 8 p.m. All other post-offices are open to the public, unless otherwise specially directed, between the hours of 9 a.m. and 5 p.m.; and at offices, where private boxes are not provided, and where mails