

controlling officer. When an officer is granted sick-leave for a definite period it is not necessary for a medical certificate to be supplied until the expiry of the period, and then only if further sick-leave is required. The utmost vigilance should be exercised to prevent or detect absence on a false or insufficient plea of illness. Malingering, if proved, will be followed by dismissal. If a medical certificate when tendered does not state the nature of the ailment, the doctor should be asked to amend it. A certificate that an officer is unfit for duty is incomplete.

**241.** The maximum amount payable for the medical examination of an officer of this Department, whenever ordered, is 10s. 6d.; and this should be made clear to medical practitioners before any examination is arranged for. This fee does not apply to special examinations made to determine cases of ill health, &c. Claims for this service must be submitted to the Secretary for approval.

**242.** Officers on leave, &c., must bear in mind the necessity of resuming duty at the proper time. They must not allow the pursuit of any private object to interfere with their resumption of duty.

**243.** Cases of accident while on duty should be reported specially, and the certificate of a medical practitioner accompany the report.

**244.** Applications for extension of leave of absence will not be entertained unless it is clearly shown that the circumstances of the case are of an altogether exceptional and pressing nature.

**245.** Exchange of duty or leave by substitute not exceeding one day may be arranged between officers with the consent of the Chief Postmaster or the Officer in Charge. Such leave by substitute will not be debited against annual leave, although it must appear in the weekly list of absentees. It is absolutely forbidden to offer or accept a monetary payment in consideration of exchanges of duty or relief undertaken. [This regulation is to be read with any office regulation specially sanctioned by the Secretary for interchange of duty at any office.]

**246.** When a Chief Postmaster requires leave for more than one day he must make application to the Secretary, stating how he means to provide for his duty.

**247.** All permanent Postmasters must render weekly to their chief offices a return of absentees, to be incorporated in the weekly district return, form P.O. 65, sent to the General Post Office.

**248.** Chief Postmasters must furnish to the Secretary each half-year, ending with March and September respectively, a return, on form P.O. 165, of absentees on account of sickness for all permanent officers on the chief post-office and sub-office staffs. Other controlling officers will furnish to the Secretary a complete return of their officers absent on account of sickness. In the March return it will also be necessary to show, immediately above the heading "Special Remarks," the actual total number of officers absent during the whole year, male and female separately. The officers away are to be counted only once, no matter how often they may have been absent.

#### TRAVELLING AND RELIEVING.

**249.** Officers on relieving duty must report their movements to the local head officer, who will advise the Secretary. They will be paid the following allowances: Per diem: (1) While actually travelling on shore, 10s.; (2) while relieving, 7s. 6d.; (3) while at sea—for the first day, 5s.; for subsequent days, 2s. 6d. Except, however, that cadets and other junior officers drawing salaries not exceeding £110 a year, when appointed to relieving