

OFFICES AND OFFICERS.

12. The following descriptions of offices correspond to the duties performed in them. Two or more of these duties may be combined in the same office. The descriptions are :—

1. Post-office.
2. Telegraph (Morse instrument) office.
3. Telephone-office.
4. Money-order office.
5. Post-office savings-bank.
6. Postal-note office.
7. British postal-order office.
8. Telephone exchange.
9. Telephone bureau.
10. Parcel-post office.

For offices of the descriptions Nos. 2, 3, 4, 5, 6, 7, 8, and 9, additional rules and regulations of procedure, but not of discipline, are printed separately. Regulations printed in the Guide are for the information and guidance of all officers indifferently.

13. Offices are of two classes—chief offices and sub-offices. The following are chief post-offices :—

Auckland	Hokitika	Thames
Blenheim	Invercargill	Timaru
Christchurch	Napier	Wanganui
Dunedin	Nelson	Wellington
Gisborne	New Plymouth	Westport.
Greymouth	Oamaru	

14. There are four principal telegraph-offices, operated independently of any chief post-office, namely :—

Auckland	Dunedin
Christchurch	Wellington.

15. Sub-offices are divided into two classes, namely: Permanent and non-permanent (country) offices. Permanent offices are those in charge of officers who are wholly employed on the permanent or classified staff of the Post and Telegraph or of the Railway Department. Women continuously employed, but not eligible for permanent employment, are on the extra-classification establishment. Country offices are those in charge of non-permanent officers, who only hold office during pleasure, such as storekeepers, school-teachers, or railway surface-men. Sub-offices are under the direction of the Chief Postmaster of the district in which they are situated.

16. Storekeepers in charge of non-permanent offices are not permitted, when disposing of the storekeeping business, to include the management of the post and telephone office, or of the mail-service, as part of the goodwill. On any advertisement of the kind coming under the notice of a permanent officer the Chief Postmaster is to be informed, and he will require the Postmaster concerned at once to withdraw mention of disposing of the Department's business. Mentioning the fact that the storekeeper had a departmental office is not objected to; but the right to dispose of it should be disclaimed.

17. Offices of all descriptions are established, closed, and reopened from time to time by the authority of the Minister alone. When it is recommended that a money-order office be closed, the separate closing or retaining of the postal-note office is to be recommended also.

18. When application is made for the establishment of a post-office, the Chief Postmaster should require that the printed form P.O. 73 be filled up and signed by the *bona fide* residents of the district to be served by the proposed office. This form should be