

years, are to be used for summer wear. The official ciphers on letter-carriers' shakos are to be kept and used again when new shakos are issued.

300. All cases and alleged cases of leaky or faulty waterproof overcoats must be reported to the Controller of Stores, the overcoats in question accompanying the report.

301. Requisitions on behalf of letter-carriers and messengers who ride bicycles may be made for waterproof overalls and waterproof jackets in lieu of the ordinary walking overcoat with cape.

TENDERS.

302. Except as otherwise specially ordered, departmental tenders of every kind must be submitted unopened to the Tenders Board through the Secretary, General Post Office. The Board sits in Wellington.

PROPERTY, STORES, AND STATIONERY.

303. Office fittings, furniture, &c., are required to be kept clean and in repair, and are to be used exclusively for official purposes. They must be brought to charge in the stores-ledger supplied to each permanent office. Stores for issue should be carefully posted up from the invoices sent with the goods by the Controller of Stores or the District Storekeeper. The massing of any departmental property in the stores ledger, instead of entering it by the article or the part of an article as invoiced, will be seriously noticed.

304. The storing of any inflammable material in the roof of any departmental building is strictly forbidden. Experience has proved that it is almost impossible to cope with a fire breaking out in a roof.

305. Returns of departmental property and stores for issue, except telegraph material and linemen's tools, must be made to the Controller of Stores, on form P.O. 76, on the 30th June in each year. All vouchers or authorities in support of issue or other disposal of articles must accompany the return. Postmasters must make a personal examination of the office property, and certify that the return is correct. Telegraph material and linemen's stores must form a separate return, and be sent to the Controller of Stores through Telegraph Engineers.

306. Requisitions for supplies of telegraph or telephone material must be made on form Acct. 225, and forwarded to the Chief Telegraph Engineer through the Telegraph Engineers. Applications for stores, including ink, which cannot be forwarded in the mail-bags, must be made quarterly only—namely, in January, April, July, and October.

307. No supplies of any kind may be purchased without authority, and, unless in cases of emergency, requisition for current requirements should be made at the beginning of a month on form P.O. 107A, and forwarded to the Inspector of Post-offices for authorization. Sub-Postmasters will make requisition through their Chief Postmasters for any supplies they require. When applying for office fittings, sketch-plans in duplicate of the required articles should be forwarded. When it is desired to recommend repairs, &c., in post-office buildings, controlling officers are in the first instance to confer with the Public Works Engineer for the district, and obtain his advice as to what works are really necessary and the best method of carrying them out.

308. All requisitions for supplies for different offices are to be made separately. This instruction applies to requisitions for date-stamps and mail-seals as well as for other articles.