

13. Upon receipt of any departmental property particulars shall be immediately recorded, and where practicable all articles shall be branded with the name or initials of the Department.

14. Duplicates of all keys shall be carefully preserved in such manner as the Permanent Head shall direct, and officers holding keys shall give receipts therefor.

15. Departmental property shall be kept clean and in good repair, and shall be used **exclusively for official purposes.**

16. No departmental property shall be condemned, disposed of, or written off the record unless with the approval of the Permanent Head or such other officer or officers as may be authorized by the Permanent Head from time to time to do so. All writings off shall be checked at the time of inspection, and referred to in the Inspector's report.

17. Care shall be taken that, whenever a new article is issued in place of one worn out or rendered useless for further service, the article replaced shall, where practicable, be identified and disposed of in accordance with the specific or general authority of the Permanent Head.

18. Any loss or damage to departmental property shall be at once reported to the officer in immediate charge.

19. Any loss or damage arising to any departmental property may, at the discretion of the Permanent Head, be charged to the officer responsible for such loss or damage.

20. If any matter not provided for in these regulations should arise in connection with departmental property, or any doubt exist in respect to the practice to be followed, the Permanent Head shall obtain the Commissioner's decision thereon.

As witness my hand this twenty-ninth day of May, one thousand nine hundred and fourteen.

D. ROBERTSON.
Public Service Commissioner.

In pursuance of the provisions of the Public Service Act, 1912, His Excellency the Governor of the Dominion of New Zealand, with the advice and consent of the Executive Council of the said Dominion, approves of the foregoing regulations.

LIVERPOOL, Governor.
By his Deputy, ROBERT STOUT.

Approved in Council this eighth day of June, one thousand nine hundred and fourteen.

J. F. ANDREWS,
Clerk of the Executive Council.

Amendments in the Stores Regulations made under the Public Service Act, 1912.

WHEREAS by section thirty-four of the Public Service Act, 1912 (hereinafter called "the said Act"), the Commissioner, with the approval of the Governor in Council, is authorized to make regulations for the carrying-out of the provisions of the said Act:

Now, therefore, the Commissioner, in pursuance and exercise of the said authority, and with the approval of the Governor in Council, doth hereby, in respect of the Stores Regulations made under the authority of the said Act on the eighteenth day of April, one thousand nine hundred and thirteen, and published in the *New Zealand Gazette* on the nineteenth day of April, one thousand nine hundred and thirteen, make the amendments and additional regulation set forth in the schedule hereto, and doth order that such amendments shall come into force on the first date of publication thereof in the *New Zealand Gazette*.

SCHEDULE.

REGULATION 14 is hereby amended by deleting all the words after "permanent head of the Department," and inserting in lieu thereof the words "(or such officer as may be duly authorized by him) who will decide which quotation shall be accepted, and will be held responsible for any improper expenditure."