

branch is to sign a receipt on a suitable official record in the branch in question. The hour at which the transfer takes place is also to be entered.

(c.) Each official key (or bunch of official keys) is to have attached to it a metal tag (stocked by the Stores Manager) bearing the words "Finder will receive 2s. 6d. reward at any police-station." In the event of the recovery from a police-station of official keys that have been lost, the reward is to be paid to the finder by the officer responsible for the loss.

(d.) When official keys are required to be cut, the work will be done in the Department's workshops at Wellington. The specimen keys are to be sent to the Stores Manager, except when the Secretary's authority for cutting is required, in which cases the specimens are to accompany the application for authority.

FLAGS.

39. (a.) At offices provided with flags the New Zealand Ensign is to be flown on—

New Year's Day	1st January
St. Patrick's Day	17th March
Easter Monday			
St. George's Day	23rd April
Anzac Day	25th April
Accession Day	6th May
Empire Day	24th May
Queen's Birthday	26th May
King's Birthday	3rd June
Prince of Wales's Birthday	23rd June
Dominion Day	4th Monday in September
Nelson Day	21st October
Labour Day	4th Monday in October
St. Andrew's Day	30th November
Boxing Day	26th December

and, in the province only, on the Anniversary Day of the province. The flag is also to be flown on the occasion of an official visit by His Excellency the Governor-General; also on local festival days on special permission being obtained from the Secretary.

(b.) Flags are not to be flown on Sundays. When a day on which flags would be flown falls on a Sunday the flag is to be hoisted on the following Monday.

(c.) Local controlling officers are responsible for seeing that the flag is flown on the authorized days. A reminder will not be sent from the General Post Office.

40. The ensign is on no account to be used for signalling purposes.

41. The ensign must not be flown at half-mast without special authority of the Secretary. In the event of the death of a foreign Sovereign, the Secretary will authorize the flying of the flag half-mast on the day of the Sovereign's death, and also on that of the funeral.

42. When a departmental flag is in need of repair the work of repairing is to be done locally. Flags must be kept in good repair and not allowed to remain frayed at the edges. They are not to be flown when the bunting is either blown away or ripped to such an extent that the stars are likely to be affected.

LEASES.

43. (a.) Chief Postmasters will keep a record of the date of the termination of the lease by or to the Department of any buildings or sites in their districts, and in good time remind the Secretary of the approaching termination.