

(b.) When a departmental reserve is not required immediately for the Department's purposes the matter is to be reported to the Secretary, in order that arrangements may be made, if deemed necessary, for it to be let. In no case is a lease or a renewal thereof to be arranged without instructions from the Secretary.

(c.) When the Department is lessor, the Secretary will arrange for the deed to be prepared by the Crown Law Office. When the Department is lessee, the lessor is to be requested to have a deed of the lease prepared and submitted for the Department's approval. This practice is to be followed in all cases, no condition as to the party responsible for the preparation of the deed being included in any negotiations. The lessor has the right of having the deed of lease prepared by his solicitor at the cost of the lessee.

44. Postmasters at all offices are authorized to obtain signatures to leases which the Department of Lands and Survey may send them from time to time. The lease will be accompanied by a notice addressed to the Postmaster concerned, and on completion should be returned direct to the Commissioner of Crown Lands issuing the notice. Any lease received by a Postmaster without an accompanying notice should be referred to the Controller of Accounts, who will issue the necessary instructions.

LEGAL ASSISTANCE.

45. The employment of legal assistance of any kind, including conveyancing, opinions, consultation with or employment of local solicitors, or obtaining the assistance of Crown Solicitors in civil or criminal proceedings, must be first sanctioned by the Secretary.

ESTABLISHMENT RECORD.

46. The establishment record must contain the fullest information upon all matters connected with the staff of any district. It is to be kept at each chief post-office, and, with respect to staffs under their control, by District Telegraph Engineers and by Superintendents. The record must be carefully and regularly posted up and all notifications from the General Post Office duly recorded.

EXAMINATIONS.

47. (a.) The final date on which entries for examinations will be received is notified in the Official Circular. Entries must be made on form P.O. 11. Controlling officers are to fix a local closing-date, and are not to forward any entries that cannot reach the Secretary by the G.P.O. closing-date. Before forwarding an entry the controlling officer must carefully check it to see that the candidate is eligible to sit for the examination for which he enters and that the examination is correctly and fully described and the form otherwise filled in in every particular. Officers are to submit their entries as soon as possible after the publication of the notice inviting entries, and controlling officers are to send them forward as they are checked and found to be in order.

(b.) The papers in the departmental written examinations will be set and marked in the General Post Office. Local senior officers will act as supervisors, and will safeguard the question papers before and the answer papers after the examination. Upon the completion of the examination the answer papers are to be forwarded by Postmasters to their respective Chief Postmasters, and by Chief Postmasters and other district controlling officers to the Secretary, in each case under registered cover marked "Confidential—Examination Papers." The question papers may be retained by the candidates, in the absence of instructions to the contrary.