

of the sender of a registered letter or of a money-order must not be complied with until the identity of the sender of the telegram is established.

56. Except in the case of inquiries made by the General Post Office, or by Chief Postmasters, officers must not give any information relative to the movements of departmental Inspectors in their districts. Any breach of this important regulation may be visited by dismissal from the service.

57. (a.) No person unconnected with the Department, other than a duly accredited Government auditor, who must have subscribed to the Post and Telegraph declarations, may be admitted into any permanent post, telegraph, or telephone office, or telephone exchange (except a public telephone-bureau room), or into any part of the building other than the public office or the Postmaster's private office, without the authority of the Secretary, the Chief Telegraph Engineer, or an Inspector of the Department. This rule also applies to Government Insurance agents, who must transact their business either in the Postmaster's private office or over the public counter. The duty of preserving the secrecy of Post Office business is a most important one, and any failure will be seriously noticed. The Permanent Secretary and the Assistant Secretary of the Post and Telegraph Officers' Association are authorized to enter any of the Department's offices in the company of the officer in charge of the office. Controlling officers are to afford the Permanent Secretary and the Assistant Secretary every opportunity to view the conditions under which officers are required to work. It is to be distinctly understood that officers are not to be interrupted in their work. Officers who wish to interview the Permanent Secretary or the Assistant Secretary are to do so in their own time.

(b.) No person representing himself to be an inspecting officer is to be permitted to have access to any office, or in any way to deal with the cash, forms, or books, unless he is known as such, or can produce satisfactory credentials. Should any unauthorized person attempt to obtain entry into any office the fact must be immediately telegraphed to the Chief Postmaster. The police should also be informed.

(c.) When it becomes necessary for inspectors of works or tradesmen to enter any part of an office except the public room, the name of any such person is to be noted, and the date of his access, and the circumstances reported to the Chief Postmaster. Every such person must, while so employed, be under the observation of an officer of the Department, and must on no account be left alone in the office.

#### DISCIPLINE.

58. At each of the larger offices local orders are to be written in a book (called the "order-book") provided for the purpose, and are to be initialled by the officers to whom they apply. The local order-book should be examined during January in each year, and all orders which are still current should be repeated in writing, and initialled by the staff in the ordinary way. Important local orders are to be noted by all new officers without delay.

59. It is the duty of a Chief Postmaster to see that Postmasters in his district observe the rules laid down for their guidance. He should suffer no breach thereof to go unnoticed; and, if such breach be flagrant, or if his admonitions are neglected, he must report the case to the Secretary.

60. (a.) A Postmaster is responsible for the good order and efficient state of his office. He is expected to be familiar with and proficient in the various duties of the office, and he must