

be fully acquainted with all rules in force for the administration of his office, and must see that his subordinates are fully acquainted with them. He must provide for his own time being fully occupied. He is expected to assist in carrying on the ordinary duties of his office as opportunity offers. If it is found that an excess of staff at any office is the result of neglect on the part of the Postmaster to take an active part in the work of his office, that officer will be called to account.

(b.) Form P.O. 43, "Schedule of Duties to be performed by all Postmasters," is to be prominently exhibited in the room of each permanent Postmaster, and the instructions contained therein are to be fully complied with. At offices at which a classified senior officer is appointed, the form is to be read as generally defining the responsibilities of the Postmaster and senior clerk respectively in the management of the office.

61. On the arrival of a relieving Postmaster for relief duty, a Postmaster is to hand over charge of the office as soon as possible, not necessarily in business hours. The relieving Postmaster will be expected to report any failure on the part of the Postmaster to carry out this instruction.

62. Officers are at the immediate disposal of the Department for transfer to such part of the Dominion as the exigencies of the service may demand. The circumstances of individual officers will receive due consideration; but, while attention will be given to objections of a personal or private nature in view of a proposed transfer, it is to be understood that private considerations must give place to the interests of the service.

63. Temporary exchanges will be agreed to only under exceptional circumstances.

64. Any officer who is about to marry is required to advise the Secretary of his intention. A further advice is also necessary when the marriage has taken place.

65. Officers are invited, when passing through Wellington on transfer, special service, or leave of absence, to report themselves to the Secretary.

66. (a.) All officers are required to devote themselves during the hours of business exclusively to the discharge of their public duties. No officer will be allowed to leave his office during such hours, except on official business, and then, if he be an officer in a subordinate position, only by express permission of the head of the office or of his own branch. Officers having to attend at more than one place of business must, as far as possible, attend at stated times, and must post a notice of such times of attendance at the doors of their several offices. Officers are not, during the hours of business, to receive private visitors, to hold communication or conversation with strangers beyond what is strictly necessary for the transaction of the business of the Department, or otherwise to allow their attention to be engaged in private affairs.

(b.) An officer while on duty must not enter a publichouse except in the execution of his duty, or drink any intoxicating liquor while on duty or in his official uniform.

67. Postmen and messengers must not, without special authority of the Postmaster, open letter-bags, deal with letter-bills or accounts, or assist in the general sorting of letters, or have access to any except those for their own delivery. They may, however, be employed to sort newspapers and book and pattern packets whenever required. Postmen and messengers likely to qualify for clerkships should be given every opportunity of acquiring the requisite knowledge.