

## SCHEDULE.

## RULES AND REGULATIONS.

1. IN these rules, unless inconsistent with the context,—
- “Chief Postmaster” means the Postmaster of the chief post-office of a postal district :
  - “Message-boy” includes the designation of “message-girl” :
  - “Minister” means the Minister holding the offices of Postmaster-General and Minister of Telegraphs :
  - “Officer” means every person whose employment in the Department is recognized by the Minister :
  - “Postmaster” includes the designation of “Postmistress” :
  - “Post-office” or “sub-office” includes the telegraph or telephone office in respect of any office at which the post and telegraph or telephone services are combined :
  - “Superintendent” means the officer in charge of each of the telegraph-offices at Auckland, Christchurch, Dunedin, and Wellington.

2. (a.) These rules and regulations are for the guidance of all officers of the Post and Telegraph Department, who are all equally bound to observe them. No officer committing a breach of any of those rules or regulations, or of any amendment or addition thereto, will be excused on the plea of ignorance.

(b.) It is the duty of all local controlling officers to ensure that their subordinate officers acquaint themselves with the provisions of the Post and Telegraph Act and the rules and regulations affecting their respective duties. Every officer must sign, on form P.O. 128A, a certificate that he has acquainted himself with the provisions of the Post and Telegraph Act and the rules and regulations governing his official conduct, and he understands he is bound by them, and that he will acquaint himself with and be bound by any additions or amendments thereto that may be made subsequently. The form is to be sent to the Secretary for attaching to the officer's personal file, a note of its having been sent being made on the officer's local file.

3. Each message-boy is, when appointed, to receive a copy, amended to date, of the book of instructions for message-boys, and to give a receipt for it, and is to sign a standard office copy as having read the instructions contained therein. The senior officer in the telegram-delivery branch is to see that all copies are amended as required.

4. The book of these rules is to be read in conjunction with the Post and Telegraph Act; with the Post and Telegraph Guide (hereinafter referred to as “the Guide”), which is designed and is to be regarded as a book of instructions for all officers, as well as one of reference for the public; with the book of Staff Regulations; with the book of rules for the guidance of telegraph officers; with the book of rules for the guidance of officers engaged in telephone exchanges; with the books of regulations and instructions on money-orders, savings-banks, and postal notes and British postal orders; and with any other books of rules or instructions that may be issued.

5. When any rule in any book of rules or instructions is altered or cancelled by an order in the Official Circular or by other official means the rule must be corrected accordingly.

6. Any officer, for the purpose of studying these or other departmental rules, may borrow from or through the head of his office a copy of the book containing them; the volume to be returned as soon as done with.

## ORGANIZATION.

7. (a.) The Secretary is the permanent head of the Department. He is responsible for the general administration and control of the Department.