

no circumstances is the ordinary work to be interfered with, and any abuse of the privilege will be seriously noticed. Any officer intercepting or destroying such memoranda will be fined. Questionable communications must be submitted for scrutiny to the Postmaster or the senior officer on duty. Irregular communications and communications subversive of discipline are forbidden, and must be withdrawn by the sender. The memoranda are required to be signed with the usual signature of the sender. If a scrutinizing officer thinks that for the sake of brevity the surname only will sufficiently identify the sender at transmitting offices and the office of destination, he may pass the telegram signed with the surname only. A familiar abbreviation, or a nickname, is not permitted.

(b.) Officers are not permitted to forward their private postal packets free of postage.

87. (a.) Officers on duty may smoke in telegraph-offices from 7 p.m. Officers on duty in instrument-rooms entirely separate from mail-rooms and where attendance is under constant supervision by a senior officer are permitted to smoke on Saturdays from 3 p.m. Smoking in post-offices, unless specially authorized by the Secretary, is forbidden. Under no circumstances will permission be given to smoke in mail-rooms. Officers are warned that carelessness in the disposal of live tobacco or matches will be severely dealt with. Supervising officers are to be on the alert to detect any case of disregard of this warning, and controlling officers are to report any such case to the Secretary.

(b.) Officers on duty in telegraph-offices are allowed to read newspapers or books during leisure time before 9 a.m. and after 8 p.m. only.

88. If requested to do so by Returning Officers, and if they can be spared without inconvenience, Post and Telegraph officers are at liberty to act as Deputy Returning Officers or poll clerks on behalf of the Government. Arrangements with any officers are subject to approval of the local controlling officer.

89. The following concessions may be claimed by officers of the Department and their families when travelling by the steamers of the Union Steam Ship Company of New Zealand (Limited): Families of from four to six adults, or equivalent, 10 per cent. off ordinary fares; families of over six adults, or equivalent, 15 per cent. off ordinary fares.

90. Officers at the larger offices are recommended to have their private correspondence and telegrams addressed to their places of residence, or addressed to the post-office in such a way as to identify the addressees as officers of the Department. The address "Post Office," or "General Post Office," is insufficient; and the Department cannot accept responsibility for non-delivery or delay in delivery caused through the retention at the counter of correspondence for officers so addressed.

91. An officer who while engaged in the discharge of his duties is bitten by a dog is at liberty to apply to the owner for compensation, and, if his application be fruitless, he can have recourse to legal proceedings, but at his own risk.

92. (a.) Message-boys and other officers are forbidden under pain of dismissal to search among the contents of the waste-paper baskets for stamps, or to ask the public for used stamps such as those affixed to express-delivery and other letters which may pass through their hands.

(b.) Officers must send to the Secretary all requests addressed to message-boys and others offering to purchase New Zealand used postage-stamps. On no account are such requests to be complied with.