

LIST OF PERIODICAL RETURNS REQUIRED TO BE FURNISHED—*ctd.*

ENGINEERING DIVISION.

To the Chief Telegraph Engineer.

Description.	Particulars.	Frequency.	
		District Engineers.	Deputy District Engineers.
Foolscap	District Engineer's monthly report	Monthly ..	Monthly.
"	Engineer's annual report ..	Annually ..	"
Eng. 18	Engineer's telephone-exchange return (summary)	Quarterly ..	Quarterly.*
Foolscap	Report of exchange transactions completed and number of waiting subscribers	Monthly ..	Monthly.
Eng. 11	Return of telegraph and inter-urban telephone-line	Annually ..	Annually.
14	Return of telephone-exchange plant	" ..	"
P.O. 33	Return of temporary employees on pay-sheets	Monthly ..	Monthly.
Eng. 19	Statement of authorized works and works done during month	" ..	"
48	Statement of Telegraph Engineer's stock balances	Quarterly ..	Quarterly.

* Telephone exchanges also forward returns.

To the Controller of Savings-banks and Accounts.

Description.	Particulars.	Frequency.	
		District Engineers.	Deputy District Engineers.
Ledger cards	District Stock Adjustment Account	Monthly
P.O. 33	Return of empty benzine cases and tins sold	" ..	Monthly.
Foolscap	Return of Engineer's expenditure for the year	Annually
Acct. 10	Return of expenditure on bicycles	Monthly
42	Return of expenditure on motor vehicles	"
43	Return of linemen on construction work	"
P.O. 33	Return of officers attending military camps	" ..	Monthly.
Eng. 48	Statement of Telegraph Engineer's stock balances	Quarterly ..	Quarterly.
P.O. 33	Statement of unpaid toll accounts	Monthly
Eng. 31	Summary of expenditure on current works	"
Foolscap	Summary of Working Account (W/s's costing)	"
"	Workshops Adjustment Account..	Annually

To the District Telegraph Engineer.

Description.	Particulars.	Frequency.	
		Deputy District Engineers.	Postmasters.
Eng. 21	Proportionate charge of linemen's salaries	Monthly ..	Linemen's stations, monthly.
17	Return of D.C.L.C. cable run out and dismantled	Quarterly ..	Telephone exchanges, quarterly.
H.O. 73	Return of telephone connections (duplicate copy)	..	Ditto.
Eng. 48	Statement of actual quantities of Telegraph Engineer's stock material on hand on 30th June	Annually ..	Stock stations, annually.
Foolscap memo.	Statement of alterations to Staff 44	Twice monthly	..
Acct. 37	Statement of expenditure on motor vehicles and bicycles	Monthly ..	Monthly.
Foolscap	Statement of material required to replenish Telegraph Engineer's stock	..	Stock stations, monthly.
"	Statement of Telegraph Engineer's stock-card balances, disturbed during the month	..	Ditto.
"	Statement of Tel. Ex. 36 and Eng. 28 jobs uncompleted at end of month	..	Linemen's stations, monthly.
Eng. 20	Station lineman's monthly report	..	Station linemen, monthly.
Foolscap	Summary of forms Acct. 70 issued in connection with sale of material and charges for labour	..	Stock stations, monthly.
"	Summary of Sunday and holiday overtime	Monthly