

(c.) Controlling officers must clearly understand that it is the desire of the Department that every effort should be made to provide opportunities for men to attend to their military duties, and that any case of failure to afford the fullest possible facilities will be met in the serious manner it deserves.

SUGGESTIONS.

97. The Secretary will be glad to receive from any officer suggestions for improvements in either the system or details of work. Such suggestions must be forwarded through the local controlling officers, or through the suggestion-boxes at the chief post-offices and the telegraph-offices at Auckland, Christchurch, Dunedin, and Wellington. An annual prize (the Gray Memorial Prize)—usually a medal—is awarded for the best original suggestion that is adopted for the improvement of the service.

ATTENDANCE: HOLIDAYS, ETC.

98. (a.) Special announcements as to holiday attendance or duty are made from time to time in the Official Circular. A notice of holiday-closing must be exhibited in some conspicuous place at least three days prior to the holiday, and the notice must specify the hours of attendance. Newspaper advertising charges are not to be incurred in announcing holidays.

(b.) Every post-office is closed on Sunday, and on Good Friday, Anzac Day, and Christmas Day, and no officer is required to attend on any of those days for postal duty except by express direction of the Secretary. At offices at which the sorting of mails on Sunday is authorized the sorting is to be restricted to letters only. English mails are not to be sorted on Sundays or holidays except on special occasions and by special permission from the Secretary. The sorting of other mails on holidays is not to lengthen the time during which offices are open to the public, but mails received up to the time of closing the office must be completely sorted. Local mails delivered at the office before or at the time of opening to the public are to be sorted and distributed.

(c.) Sufficient staff must be provided on holidays to meet all public requirements and avoid occasion for complaint.

(d.) A counter delivery by postmen is not to be made on a departmental holiday, except in the case of the arrival of English or other important mails.

(e.) Under certain circumstances a special evening delivery of correspondence is made at chief offices on the day prior to a departmental holiday. (See Rule 440.)

99. For instructions regarding the despatch of mails to sub-offices on post-office holidays see Rule 380.

100. The General Post Office is closed on the following dates or days in addition to the statutory holidays:—

2nd January.

22nd January (Anniversary Day, Wellington Provincial District).

Easter Saturday.

Labour Day (4th Monday in October).

27th December.

On these dates or days the General Post Office is not to be communicated with by telegraph unless the matter is urgent.

101. Chief Postmasters may authorize, without reference to the Secretary, temporarily restricted attendance at or temporary closing of a non-permanent office at which the Postmaster or Telephonist is in receipt of a salary not exceeding £50 per