

123. Should communications of an official nature be received from persons outside the Dominion, officers to whom such inquiries are addressed must collect the necessary information for replies, and then transmit, through the usual channel, the whole of the papers to the Secretary. Officers are not permitted to correspond officially with places beyond the Dominion; but this rule does not prohibit the sending of service telegrams on matters relating to the correction, &c., of cable messages, or the formal acknowledgment of redirection orders.

124. Requests for the revision of directory slips, for the prosecution of any business such as the sale of an article to be recommended by officers in their official capacity, for lists of residents, &c., are to be referred to the Secretary.

NEWSPAPER EXTRACTS.

125. A Postmaster must forward (mounted on form P.O. 93) to the Secretary, through his Chief Postmaster, any newspaper extracts containing articles of historical interest, such as the opening of a post-office, the institution of a new mail-service, or the like; also articles on the subject of the Department's business and arrangements. Controlling officers are to peruse all cuttings made in their respective offices or districts, and to send forward only those which contain references to matters of importance. At Auckland, Christchurch, Dunedin, and Wellington extracts relating to telegraph matters will be forwarded by the respective Superintendents. Only one copy, as a rule, is required of newspaper extracts. If a second copy is needed the Secretary will specially ask for it.

ADVERTISING GOVERNMENT BUSINESS.

126. The Department will not pay for information communicated through newspapers to the public under the following headings:—

Holiday notices.

Opening of new street posting-boxes and street telephones.

Week-end cable paragraphs.

Acceptance and refusal of cable messages to foreign countries.

Additions to telephone-exchange list of subscribers.

The Department will pay for information communicated through newspapers to the public under the following headings:—

Lost articles at post-offices.

Books of stamps.

Post Office as a career for boys.

Christmas and New Year greetings telegrams.

Telephone subscribers cut off if they do not pay by certain date.

There is no objection to the newspapers being given information about the matters in the upper list if they are willing to make the publication free of cost to the Department. But in any case Postmasters and other officers concerned must be particularly careful to see that notices are amply announced at offices themselves, and in plenty of time to prevent complaint from the public about shortness of notice.

UNIFORM.

127. (a.) Postmen, messengers, and chauffeurs at all offices, and message-boys at the larger offices, are supplied with uniform. For schedule of articles, frequency of supply, &c., see form Stores 137. A new overcoat or new pair of leggings is not supplied until the old overcoat or pair of leggings is no longer serviceable. The forms of requisition are Stores 100 A, B, and C, for cloth garments, waterproof garments, and head-gear and leggings respectively. The