

inspection to the Chief Postmaster, and the Chief Postmaster to the Secretary, before the 10th of the following month. Superintendents and Postmasters at offices at which the message-boys are in uniform will make a similar inspection once a week. The report will in this case be made monthly by Postmasters to Chief Postmasters and monthly by Chief Postmasters and Superintendents to the Secretary. Officers provided with uniform are to sign, on the occasion of each inspection, a statement that the whole of the equipment on issue to them is in their possession, and once a quarter they are to produce all the articles for inspection at the office.

129. All losses of articles of uniform or bicycle accessories are to be reported to the Secretary, who will decide in each case whether the officer at fault is to be required to pay the whole or portion of the value of the article at the time of its loss, and, if necessary, fix the amount.

PROPERTY, STORES, AND STATIONERY.

130. (a.) Office fittings, furniture, &c., are required to be kept clean and in repair, and are to be used exclusively for official purposes. They must be brought to charge in the Stores Property Register supplied to each permanent office. The massing of any departmental property in the Stores Register, instead of entering it by the article or the part of an article as invoiced, will be seriously noticed. An incoming Postmaster must check the property against the register entries, and furnish a certificate to his Chief Postmaster.

(b.) Superintendents, Postmasters, and branch controlling officers are held responsible for the proper inspection of departmental property under their care, and the reporting of any damage thereto. An inspection must be made by branch controlling officers daily and by Superintendents and Postmasters as opportunity offers, and a thorough check inspection must be made once a week. Any damage discovered must be immediately investigated, and a full report made to the Secretary. An officer proved to have deliberately disfigured or damaged departmental property will be dealt with sharply.

(c.) The Department will not be responsible for any damage sustained by an officer as the result of using departmental property which needs repair.

(d.) Officers entrusted with the charge of official property of all descriptions will be required to pay the full value of any articles that may be lost, besides being liable to such further penalty as the circumstances of the case may warrant.

(e.) Application should be made as required for authority to write off articles.

(f.) In the matter of property which appears to be unserviceable or to have been rendered obsolete as the result of invention or any other cause, a survey of such property is to be made by the principal officer and the officer second in authority, and a certificate furnished as to its condition. On the receipt of the report, the Secretary will determine what action is to be taken as to the retention or disposal of the property and the manner in which it is to be dealt with in the books of the Department.

131. Postmasters must personally make a return of the office property annually. At all permanent offices a balance of the articles at the time of the annual stock-taking is to be struck, and to be shown by entries in the Property Register. When there have been no transactions under a heading during the year, it is not necessary to carry down the balance; but the year date is to be entered to indicate that the keeping of the record has not been neglected.