

132. Stores for issue are to be carefully posted up in the Stores for Issue Register from the invoices sent with the goods. Stores for issue are expendable or consumable supplies, and are to be treated as distinct from property.

133. Mail-bags, hampers, and other departmental material must on no account be used for private or other irregular purposes. Any officer converting departmental material, temporarily or permanently, to private use will be very severely punished. Mail-bags and other departmental receptacles are not to be lent to the public for any purpose whatever. Also, they are not to be lent indiscriminately to mail-contractors. When bags or hampers are required by contractors for the safe carriage of mails, they may be issued only on special request, and must in all cases be returned immediately the purpose for which they have been supplied is served.

134. (a.) On no account is departmental property to be disposed of by sale or otherwise, except as provided by rule, without specific instructions from an administrative officer of the Department.

(b.) Sales by auction of valuable departmental property must be first approved by the Minister. In every case in which an officer recommends the sale of any departmental property by auction the name of the auctioneer proposed to be engaged must be submitted to the Secretary. Sale by private tender is absolutely prohibited.

(c.) The sale of old or new telegraph material, &c. (including telephones), may be effected only through the District Telegraph Engineer, to whom all applications are to be forwarded.

135. The material sent to a stock station must in all cases be debited to stock, and, when issued, taken credit for and debited against the work to which it is chargeable. The only exceptions to this rule are when goods are sent from an Engineer's stock (or from the Stores Manager) and are to be used for a special line, for which the material held cannot be, or is not, supplied from the nearest adjacent stock station, or when special material of a special character is sent out for use in such a work as "conversion into automatic" or "placing of wires underground."

136. Waste in stores and battery materials, particularly mercury and acids, must be prevented. Old zincs, coppers, and copper deposits must be preserved, and when a quantity of more than 1 cwt. has accumulated, a report of the quantity and description of the material must be furnished to the Stores Manager, who will instruct the office concerned as to its disposal. Smaller quantities from sub-offices may be sent to the Telegraph Engineer, whose authority, however, should first be obtained.

137. All packages on departmental business containing stationery, telegraph or telephone material, &c., are to be sent by parcel-post if the weight does not exceed 20 lb. A package exceeding the weight of 20 lb. is to be sent as freight. A package is not to be divided to bring the weight within the limit.

138. (a.) Local controlling officers who have occasion to consign material by either boat or rail must pay particular attention to the nature of the entries on the respective consignment-notes or boat-notes. The material must in all cases be fully described, as the description or the lack of it affects the classification, and consequently the rate charged. Empty cases which have been received containing material or stationery, and are being returned to the Stores Manager, must be entered on the consignment-note as "Returned empty cases." The exact measurement must be stated when the cases are conveyed by sea, and the weight when they are conveyed by rail. The entry in the case of consignments of scrap or waste material must be plain, the word "scrap" or "waste" being included in every instance. The duplicate boat