

## SAFES AND CASH-BOXES.

154. (a.) When a money-order and savings-bank office is about to be opened the Secretary will arrange for the supply of a safe, if one is required. In all other cases in which safes are required application is to be made to the Secretary.

(b.) On issuing a safe the Stores Manager sends a packing-list to the officer concerned, and, when that officer is a Postmaster, sends also a duplicate of the packing-list to the Chief Postmaster. The Chief Postmaster, Superintendent, or District Telegraph Engineer, as the case may be, is held responsible for seeing that the duplicate keys of a safe are enclosed in a sealed packet inscribed "Duplicate key No.        of safe at [Office]," and deposited with the local or nearest local branch of the Bank of New Zealand. Immediately the duplicate keys have been so deposited and a receipt for them obtained, the receipt is to be filed at the chief post-office, the telegraph-office, or at the office of the District Telegraph Engineer, as the case may be.

(c.) Before a safe may be transferred from one office to another application for authority must be forwarded to the Secretary.

155. District controlling officers are to keep on card P.O. 133 a record of departmental safes and strong-rooms in use in their offices and districts. The record is to include any safe or strong-room used by the Department but not its property.

156. (a.) At railway-station post-offices railway safes embedded in concrete are to be used for the custody of railway and postal cash, and post-office safes not embedded in concrete are to be used for other articles and books belonging to both Departments which require to be placed in a safe. "Postal cash" includes cash, cheques, postal notes, stamps, &c.

(b.) Registers of births, deaths, and marriages are not to be placed in post-office safes.

157. At all post-offices cash-boxes are to be numbered by the Postmaster, and the duplicate keys enclosed in a sealed envelope and kept in the safe in the custody of the Postmaster. When it becomes necessary, through the loss of or damage to the original key, to use the duplicate, a new key is to be applied for, the duplicate being used as a pattern; and when the new key is received the duplicate is to be replaced in the sealed envelope in the custody of the Postmaster.

158. For the rule regarding the custody of safe and other office keys in use see No. 38.

## MOTOR VEHICLES AND BICYCLES.

159. Every motor vehicle owned by the Department is to carry two number-plates (one at the front and one at the rear). The plates on motor-lorries, motor-vans, and motor-cycles must have shown on them the letters "G.P.O.," and those on motor-cars "Govt.," followed in each case by the Head Office registration number. In addition, on motor-cars, the Royal Monogram is to be painted on the right-hand side. The design is obtainable from the Workshops Manager, Wellington.

160. The identification number of a machine is the G.P.O. number allotted by the Stores Manager. This number must be quoted in all communications and returns respecting the machine.

161. Every motor vehicle, except a motor-cycle, is to have affixed thereto a speedometer, which is to be kept in good order. Except where unavoidable, no vehicle is to be used when the speedometer is not registering.

162. On every motor vehicle, except motor-cycles, there is to be fixed in a suitable place a "Pyrene" or other suitable fire appliance, and care is to be taken that this appliance is kept in good order.