

(m.) Every stock officer must be provided with a supply of form Acct. 38. This form is prepared in duplicate, and is to be used for "writing off" items of stock, such as petrol, oil, &c., supplied, and advising controlling officers of the items supplied for vehicles, motor-cycles, and push-bicycles under their control. The driver's acknowledgment must be obtained in the special space provided on the duplicate copy, which must be sent to the controlling officer of the particular vehicle supplied. The original copy is to be sent in to the stock officer's controlling officer in support of the monthly return of petrol and oil issued. Drivers must record each supply on form Acct. 36. Controlling officers are at regular intervals to examine this card and check the particulars given therein.

(n.) Controlling officers must examine the records and returns in regard to machines under their control, and obtain a special report on the circumstances leading to any excessive expenditure on the upkeep or fuel-consumption of individual bicycles and vehicles. Effort should be made to keep the cost of running and maintenance as low as is consistent with efficiency. The condition and state of repair of each machine should be personally ascertained whenever possible.

(o.) Chief Postmasters and District Telegraph Engineers will submit quarterly to the Secretary, on form P.O. 92A, a return of motor-tires, showing the number in use, the number in stock, and the number unfit for further use. Tires removed from motor vehicles as unfit for further use are to be retained in safe custody, and are to be brought under the notice of the Chief Telegraph Engineer on his first subsequent visit to the office. The Chief Telegraph Engineer will condemn such tires as are unsuitable for retreading, and give the required authority on form P.O. 92c. The controlling officer will despatch the remainder to the Stores Manager, Wellington, using form P.O. 92B. The copy of form P.O. 92B bearing the Stores Manager's acknowledgment of the receipt of the tires, and form P.O. 92c, are to accompany the quarterly return on form P.O. 92A. Under no circumstances is a tire to be destroyed without a certificate of authority by the Chief Telegraph Engineer or other officer of the Administrative Division.

168. When petrol is *not* supplied from a Bowser tank the minimum supply to a motor car or lorry is to be 4 gallons, or a multiple thereof.

169. (a.) Where there is a departmental garage all departmental motor vehicles are to be housed therein at night, and under no circumstances may an officer house a departmental motor vehicle at his home or in any private garage. Where a departmental garage is not provided cars must be housed in public garages. The greatest care is to be taken to select the fireproof garage nearest the officer's official headquarters.

(b.) A departmental motor vehicle is, at the close of business for the day, to be placed in the garage, and is to remain therein until again required for official business.

170. (a.) Every departmental motor vehicle is to be used exclusively for official business, and *on no account* is the use of a motor vehicle for the conveyance of any person on private business to be permitted.

(b.) A departmental motor vehicle is not to be used by any officer to convey himself to and from his home.

171. Local controlling officers are enjoined to see that proper care is exercised in the use and treatment of tires generally, and that the following precautions are duly observed: Tubes should always be fully inflated when in use, and covers should not be removed with rough or sharp-edged tools. Cycles or cars should never be left standing in pools or water-channels, as the water finds