

bers of the public have interested themselves is to communicate with persons concerned. Such persons are to be informed of the time at which the officer will be in the district, in order to afford them an opportunity of conferring with him should they wish to do so.

17. (a.) On the opening of a telephone-office the District Telegraph Engineer recommends the appointment of the Telephonist, and forwards the declarations to the Chief Postmaster. Every subsequent recommendation of appointment of a Telephonist while the office remains open will be made by the Chief Postmaster after conference with the District Telegraph Engineer. The Chief Postmaster is the medium of communication on any desired alteration in the status or management of any office.

(b.) A Telephonist is required, immediately after appointment, to make a declaration on form P.O. 14 that he will not use on his private business or allow any other person to use, except in accordance with the rules and regulations of the Department, any telephone set apart for public business. The form is to be forwarded to the Telephonist with other declaration forms, and the District Telegraph Engineer or the Chief Postmaster, as the case may be, must see that it is signed by the Telephonist and returned without delay. The declarations are to be filed with the declarations of secrecy.

18. (a.) As a general rule no person under the age of eighteen years should be recommended for appointment as Postmaster or Telephonist. Any proposal to appoint a person who has not attained the age of eighteen years is to be specially referred to the Secretary.

(b.) Unless any special arrangement is authorized to be made to the contrary, a non-permanent Postmaster at a newly opened office is to act gratuitously for six months, and a Telephonist gratuitously until the revenue reaches £10 per annum; and thereafter scale salary will be paid. In consideration of the performance of money-order and savings-bank duties, the salary of a Postmaster will be increased at the end of six months from the opening of the branch, provided the salary already paid does not exceed the total scale salary by the amount due for the additional work.

(c.) When a change of non-permanent Postmaster or Telephonist is proposed, the Secretary is to be asked for the scale salary, if more than a year has elapsed since any previous change.

19. When a post or telegraph or telephone office is opened, or a Postmaster transferred, the Chief Postmaster or District Telegraph Engineer, as the case may be, must satisfy himself that the officer appointed is fully instructed in the duties of his office, and as in every way suitable and trustworthy. Whenever practicable the transfer of a non-permanent office and the instruction of the incoming Postmaster must be carried out by a permanent officer.

20. Before the work at non-permanent post-offices can be performed by persons other than Postmasters duly appointed by the Postmaster-General, the Chief Postmaster's permission must first be obtained, and the persons desired to perform the work must sign the secrecy declarations.

21. (a.) Chief Postmasters must see that all changes, permanent or temporary, of officers in charge of railway offices are duly notified to them by the District Railway Traffic Manager. They should also obtain quarterly, from the District Traffic Manager, for record at their own offices, the names of all employees who have access to railway post or telegraph (or telephone) offices, or are required to do any post or telegraph business whatever.

(b.) When a railway officer, or the near relative of a railway officer is recommended for appointment at a non-permanent