

office, the Secretary must be specially advised that the person recommended is a railway officer, or a near relative of such an officer, in order that the Railway Department may be informed of the position.

(c.) All communications with respect to the performance of post and telegraph business and to increased post and telegraph accommodation at railway-stations are to be forwarded to the General Post Office, which office alone will communicate with the Railway Department. Controlling officers will not communicate with the local railway authorities on such matters. Small repairs to existing fittings may, however, be arranged for with the local railway officers.

(d.) In cases in which minor alterations and repairs to accommodation provided for the Post and Telegraph Department in railway buildings at outlying stations can be more economically carried out by a local tradesman than by railway workmen, the Railway Engineer for the district will arrange for the work to be done by a local tradesman, after the Chief Postmaster has obtained, if necessary, authority for expenditure involved. Such work will be done by direction of and under the supervision of officers of the Railway Department.

22. No office may be removed from one site to another without the authority of the Secretary. When it is found necessary to remove an office, application must be made to the Secretary by the Chief Postmaster, and the position of the proposed new premises stated in the application. In the case of a combined office or a separate telephone-office, the Chief Postmaster will first consult the District Telegraph Engineer, and obtain an estimate of the cost of removal. When the removal has been authorized, a sketch, in duplicate, of the new site is to be furnished (see Rule 15 (f).)

23. When an office is closed, or transferred, the Chief Postmaster must satisfy himself that official signboards and plates are removed, and that the posting-box is closed. The District Telegraph Engineer will take similar action in respect of telegraph appurtenances.

24. (a.) When it is recommended that a money-order office or savings-bank be opened, the Chief Postmaster is to state whether the Postmaster has suitable safe accommodation.

(b.) When it is recommended that a money-order office be closed, the separate closing or retaining of the postal-note office is to be recommended also.

(c.) In a case in which money-order and savings-bank facilities do not already exist in the non-permanent office, the Chief Postmaster is to report to the Secretary in good time—say, at least six weeks before—when a new building to be placed in charge of a permanent officer will be ready, so that arrangements can be made for the opening of a money-order office and a savings-bank.

25. (a.) A copy of the Guide is to be available at every office for public information. A copy of the notice headed "Post Office Regulations," showing the hours of attendance and times of closing mails, and of any other notices for public information, such as the conditions governing the receipt and transmission of telegrams, must be conspicuously exhibited at every office. Notices are to be neatly exhibited. They are to be affixed by means of drawing-pins, which may be obtained from the Stores Manager.

(b.) No notice other than a notice issued by the Department is to be exhibited at a post-office without the permission of the Secretary. A request for the exhibition at a post-office of a notice relating to a political meeting or to any political subject is to be declined and a report thereon sent to the Secretary.