

(c.) Public offices must be properly supplied with pens, ink, and blotting-paper, and the necessary postal and telegraph forms. Only forms which are for immediate use, and are intended to be issued to the public, are to be supplied. Official envelopes are not to be issued. Ink-bottles must be frequently washed, and the ink kept fluid. Whenever a sheet requires to be removed from a blotting-pad a knife should be run underneath the edges of the sheet, in order to keep the pad tidy and obviate its coming to pieces.

BUILDINGS AND FITTINGS.

26. The Department provides the buildings and fittings for all offices at which post-office and telegraph or telephone business is conducted by its own permanent officers; but at all offices in charge of non-permanent officers the necessary accommodation must, unless otherwise agreed upon, be provided by the person in charge, to the satisfaction of the Minister. At every office the words "POST OFFICE," "TELEGRAPH OFFICE," "TELEPHONE OFFICE," or "POST AND TELEGRAPH OFFICE" must be exhibited in large and conspicuous characters on the outside of the building. The hours during which the office is open must be announced prominently on the outside of the building. Notice-plates for the purpose are obtainable from the Stores Manager.

27. A progress report on a new building, structural alterations to a building, or maintenance-works of an extensive character, is to be furnished once monthly on form P.O. 111. In the case of a new building the report is required more frequently as the building nears completion.

28. (a.) When it is desired to recommend repairs, &c., in departmental buildings, controlling officers are in the first instance to confer with the Public Works Engineer for the district, and obtain his advice as to what works are really necessary and the best method of carrying them out.

(b.) No structural change in a post and telegraph building or alteration in a power or light circuit is to be undertaken by the Department's officers. It is the function of the Public Works Department to carry out such work, after the necessary approval has been obtained from the General Post Office. Ordinary repairs to the electric-lighting system at any office may be undertaken by the District Telegraph Engineers.

29. When office fittings are applied for, sketch-plans, in duplicate, should be forwarded of articles not of a standard pattern.

30. Lockers are provided only for officers performing broken or night duties, with the exception of postmen, messengers, chauffeurs, and other officers who require lockers for the custody of uniform and equipment. Officers performing regular 9 a.m. to 5 p.m. duty or a similar duty are not to be provided with lockers.

31. (a.) Offices must be washed out at regular intervals. An allowance, when necessary, to be fixed in each case by the Secretary, is made for this purpose. No allowance is made in respect of railway or non-permanent post-offices. It is the duty of a Postmaster or other controlling officer to see that his office is kept in a clean and orderly condition. Departmental offices in use are to be regularly disinfected by sprinkling floors with a disinfectant, to be obtained from the Stores Manager. The disinfectant is to be prepared according to formula. Dry dusting and dry sweeping are forbidden. By "dry dusting" is meant the act of flicking dust into the air by a towel, a feather brush, or other similar means. The proper means of removing dust from a surface is to