

200. An O.C. Command, the O.C. the R.N.Z.A., or O.C. the departmental unit concerned may grant sick-leave on pay subject to the foregoing schedule up to a maximum of one month. Recommendations for an extension of such sick-leave on pay must be submitted to the G.O.C. for approval.

201. A member of the Permanent Forces who has been continuously absent on sick-leave for more than three months will not be permitted to return to duty until he has been passed as fit to resume duty by a Medical Board.

202. Sick-leave on pay allowed under these instructions may be granted in one or more periods, but the aggregate amount of leave on pay provided for in the schedule is intended to cover a period of three years dating from the first absence on sick-leave on pay.

203. The second or any subsequent triennial period will commence on the date of the first absence on sick-leave following the date upon which the previous triennial period expired; and for the three years thus commencing the full amount of leave provided in the schedules, according to length of service, may again be allowed.

204. When an officer, W.O., N.C.O., or man of the Permanent Forces is considered to be, through being frequently on the sick-list, or for any other cause, physically unfit for the service, a report shall be obtained from a Medical Board, and Headquarters will then take such action as the report may indicate to be necessary.

Medical Examination of Candidates for Enlistment in the N.Z. Military Forces.

205. All approved applicants for enlistment in the New Zealand Permanent Forces will be examined by a Medical Board, the expense of which will be a charge against the Department.

SECTION XII.—POSTAGE AND TELEGRAMS.

Postage.

206. The amount of postage will in all cases be ascertained before letters and packets are despatched, and no unnecessary papers are to be sent through the post. The cost of such postage in the case of letters and packets sent by book or parcel post will be defrayed by means of official postage-stamps, which O.C. Commands will obtain by requisition on the Postmaster, and issue in such quantities as may be determined.

207. O.C. units, &c., will submit requisitions for stamps to the O.C. Command for approval before purchasing, the cost of the same to be paid for out of the regimental-funds grant.

208. Except in very special cases, large files of papers are not to be transmitted through the post. Book or parcel post must, as far as possible, be utilized for returns, &c., so as to ensure the cheapest rate.

209. Despatch clerks will ensure that all memoranda intended for the same address is enclosed, when practicable, in one packet or envelope.

Telegrams.

210. Telegraphic communications will be limited to messages on the public service of urgent necessity, and recourse will be had to telegraphic communication in cases only where the delay involved in the transmission of a letter by post would be prejudicial to the public service. Cablegrams are not to be sent without Ministerial authority except in cases where they are chargeable to the funds of the unit, &c.

211. A telegraphic message sent on the public service will have attached to the form on which it is made out the necessary stamps of the proper value in the same manner as if the message were a private one. It will be the duty of the Director of Financial Services to bring under the notice of the G.O.C. any telegrams which do not appear to be in strict compliance with the regulations.

212. In the event of any messages being improperly sent as on the public service, or of any messages not being of sufficient urgency or importance, the officers or others sending them will be called upon to defray the cost.

213. Official stamps are not to be used on telegraphic messages relating to private business sent by officers of the Military Forces and its departments for the personal convenience of the senders or receivers. The cost of such messages will not be admissible.

Stamp Accounts.

214. Accounts shall be kept as per form below, in which the addresses of all official letters and telegrams will be entered. These accounts will be examined by the officers responsible for the expenditure, whose signatures will be affixed as a voucher for their correctness, and the accounts will be subject to audit.

STAMP ACCOUNT.

Date.	Number of Letter or Telegram.	To whom sent.	Address.	Hour of Despatch.	By whom delivered.	Cash.	
						Received.	Expended.
				H. M.		£ s. d.	£ s. d.