

SUPPLEMENT

TO THE

NEW ZEALAND GAZETTE

OF

THURSDAY, AUGUST 31, 1905.

Published by Authority.

WELLINGTON, FRIDAY, SEPTEMBER 1, 1905.

REISSUING TELEGRAPH RULES AND REGULATIONS
FOR THE GUIDANCE OF OFFICERS.

*Reissuing Telegraph Rules and Regulations for the Guidance
of Officers.*

PLUNKET, Governor.
ORDER IN COUNCIL.

At the Government House, at Wellington, this twenty-
eighth day of August, 1905.

Present:

HIS EXCELLENCY THE GOVERNOR IN COUNCIL.

WHEREAS by Order in Council dated the twelfth day of October, one thousand eight hundred and ninety-six, regulations were made under the authority of "The Post Office Act, 1881," and "The Electric Lines Act, 1884," respectively, for the conduct of officers of the Post and Telegraph Department in the Civil Service of the Colony of New Zealand, and it is desirable to revoke such regulations in part, and to make others in lieu of such part:

Now, therefore, His Excellency the Governor of the Colony of New Zealand, in pursuance and exercise of the powers and authorities conferred upon him by "The Electric Lines Act, 1884," and of all other powers and authorities enabling him in that behalf, and acting by and with the advice and consent of the Executive Council of the said colony, doth hereby revoke and annul so much of the regulations made under the hereinbefore-mentioned Order in Council as prescribes rules of conduct to officers of the said Department engaged in the performance of telegraphic duties, and in lieu thereof doth order and declare that the regulations set forth in the Schedule hereto shall be the regulations for the conduct of such officers; and doth further order and declare that such regulations shall take effect on and from the date of publication thereof in the *New Zealand Gazette*.

SCHEDULE.

CODE PREFIXES.

1. The following list of the codes prefixed to telegrams is arranged in the order of precedence accorded to them respectively:—

1. DR. Danger.—Only to be used to prevent imminent accident. It will take instant possession of the line, no matter how engaged.
2. TR. Train-running.—Used for train-running purposes only. Railway officers may only employ the TR prefix for matters of paramount urgency.
3. ULT. Urgent line telegram.—Only to be used by officers when communicating with the Superintendent of Electric Lines, the General Manager of Railways, Inspectors of Telegraphs, and Officers in Charge acting in the absence of Inspectors, respecting faults or interruptions occurring to telegraph-lines. Not to be used for unimportant telegrams concerning the lines, which should be coded ST.
4. "Take precedence."—Only to be used by His Excellency the Governor and Ministers of the Crown, or by others when specially directed by Ministers.
5. Government cable messages.
6. UST. Urgent service telegram.—Only to be used in cases of urgency.
7. UGVM. Urgent Government telegram.
8. URT. Urgent railway telegram.
9. ST. Rectifying service telegram, relative to suspected error in cable message. (*See also No. 24.*)
10. UCT. Urgent cancelling or correcting telegram; also used when obtaining inland repetitions.
11. UOT. Urgent ordinary telegrams.—Used for telegrams presented by the public and paid for at double the ordinary rates.
12. USBT. Urgent Savings-bank telegram.

13. UMOT. Urgent money-order telegram.
 14. IMOT. Intercolonial money-order telegram.
 15. Cable. Cable messages.
 16. UWT. Urgent weather telegram.
 17. UMT. Shipping reporting telegram.
 18. MOT. Inland money-order telegram.
 19. GVM.) Government telegram. — Unimportant Government
 GAP.) telegrams should bear the letters GAP in the in-
 structions and are to be delayed until other work is
 dealt with.
 20. SBT. Savings-bank telegram.
 21. ORT. Ordinary railway telegram.
 22. OT. Ordinary telegram sent by the public and paid for at
 ordinary tariff rates.
 23. EX. Bureau communication.
 24. ST. Service telegram.—Used for telegrams entirely on the
 service of the Post and Telegraph Department.
 25. PT. Press telegrams accepted at Press rates.

Telegrams prefixed MOT, GVM, SBT, ORT, OT, ST, and PT must be transmitted in the order in which they are timed as received from the senders. With the exception of the codes, DR, TR, ULT, "Take precedence," UST and Government cables, a similar grouping is to be observed in the case of urgent telegrams and cable messages. Acknowledgments of circular service telegrams must not be coded "Urgent."

OFFICIAL CODES AND ABBREVIATIONS.

Repeating code
signals.

2. The following official code signals must be used when necessary. Repetition back of all code signals is imperative.

Code Signal	INTERPRETATION OF CODE SIGNAL.
CQ.	Your [Number] [Addressee's name] undelivered.
DF.	Send better address for your message [Number] to [Give full address as received, and reason for non- delivery.]
MQ.	Do not close your office until further orders.
FI.	Repeat figures in your [Number] to.....
SA.	Communication partially interrupted betweenand... .. Traffic will suffer delay.
SSG.	Communication completely interrupted betweenand..... Messages only accepted at sender's risk.
LS.	All stations. This call must be promptly answered.
GAP.	Unimportant Government telegram.
LVC.	Postmaster.....commenced leave [Date]. Relieving officer, [Name in full]. Advise Treas- ury, &c. Deposit account [or, No deposit account].
LRV	Postmaster.. ..resumed duty [Date]. Re- lieving officer, [Name in full]. Advise Treasury, &c. Deposit account [or, No deposit account].
LCL.	(LCM, if a temporary messenger). [Name of officer commencing leave. Name of temporary substitute. Date of employment.]
LCM.	

LRL.)	(LRM, if a temporary messenger.)	[Name of officer returning from leave. Name of temporary substitute. Date when ceased to be employed for that particular period of leave.]
LRM.)		
PMR.	Postmaster	[Name in full], vice [Name in full], resigned.
TMR.	Telephonist (or Telegraphist)	[Name in full], vice [Name in full], resigned.
PMTR.	Postmaster and Telephonist (or Telegraphist)	[Name in full], vice [Name in full], resigned.
PMA.	Postmaster approved	
TMA.	Telephonist (or Telegraphist) approved.	
PMTA	Postmaster and Telephonist (or Telegraphist) approved.	
X one.	Mails for Samoa, Honolulu, America, Continent of Europe, and the United Kingdom, <i>via</i> San Francisco, close here.....	
X two.	Mails for the Commonwealth of Australia, United Kingdom, and Continent of Europe, <i>via</i> Melbourne, close here.....	
X three.	Mails for the Commonwealth of Australia, United Kingdom, and Continent of Europe, <i>via</i> Hobart, close here.....	
X four.	Mails for the Commonwealth of Australia only, <i>via</i> Melbourne, close here.....	
X five.	Mails for the Commonwealth of Australia only, <i>via</i> Hobart, close here.....	
X six.	Mails for the Commonwealth of Australia only, <i>via</i> Sydney, close here.....	
X seven.	Mails for the United Kingdom and Continent of Europe, per direct steamer [Name steamer] close here.....	
X eight.	Mails for Fiji close here.....	
X nine.	Mails for Rarotonga and Tahiti close here.....	
X ten.	Mails for Tonga, Samoa, and Fiji close here.....	
X eleven.	Mails for Tonga and Niue close here.....	
X twelve.	Mails for Norfolk Island close here.....	
X thirteen.	Mails for Fiji, Hawaiian Islands, Canada, United States of America, United Kingdom, Continent of Europe, &c., close here.....	
X fourteen.	Mails for the United Kingdom and Continent of Europe, <i>via</i> Monte Video and Teneriffe, close here.....	
X fifteen.	Mails for the United Kingdom and Continent of Europe, <i>via</i> Rio de Janeiro and Teneriffe, close here.....	
X sixteen.	Mails for the United Kingdom and Continent of Europe close here..... Correspondence must be specially addressed.	
X seventeen.	Mails for the Commonwealth of Australia, Ceylon, India, China, Japan, and Straits Settlements, also Continent of Europe and United Kingdom, close here.....	

- X eighteen. Mails for the Commonwealth of Australia, Ceylon, India, China, Japan, Straits Settlements, also South Africa, Continent of Europe, and United Kingdom, close here.....
- X nineteen. Mails for Chatham Islands close here.....
- X twenty. Mails for Cromarty, Puysegur Point, and Te Oneroa, close here.....
- X twenty-one. Mails for Fiji, Canada, United States of America, United Kingdom, and Continent of Europe (connecting with Vancouver steamer leaving Fiji), close here..... Special address required [or, No special address required].

Clearing.—Telephonist.....: The Accountant, General Post Office, requires immediate explanation of delay in posting telegraph accounts for period..... Reply.

Examples.

- Cadet Jones commenced leave. Temporary messenger J. C. Smith employed on 1st instant. } LCM, Cadet Jones, J. C. Smith, 1st instant.
- Cadet Jones returned from leave. Temporary messenger J. C. Smith ceased employment in respect of Cadet Jones's leave 14th instant. } LRM. Cadet Jones, J. C. Smith, 14th instant.
- Postmaster, Akaroa, commenced leave 1st instant. Relieving Officer: John William Jones. Advise Treasury, &c. } LVC. Akaroa, 1st instant, John William Jones.
- Chief Postmaster, Timaru, resumed duty 28th instant. Relieving Officer: Andrew Thomas Simonson. Advise Treasury, &c. } LVR. Timaru, 28th instant, Andrew Thomas Simonson
- ZQ. Telephone-office now open at [Names of office and postal district] District. Call..... Hours of attendance, 9 a.m. to 5 p.m. Telegrams delivered regularly. Add to list. Acknowledge. (See note below.)
- ZQR. Racecourse Telegraph-office open at.....from..... to.....on..... Call..... All telegrams on racing matters should be addressed "Racecourse,.....," otherwise redirection fee will be charged. Instruct counter and money-order clerks to advise senders of telegrams accordingly.
- Mails for Samoa, Honolulu, America, Continent of Europe, and the United Kingdom, *via* San Francisco, close here at noon, Friday, 21st instant. } X one, noon Friday, 21st inst., Auckland.
- Mails for the Commonwealth of Australia only, *via* Hobart, close here at 2 p.m., Tuesday, 25th instant. } X five, 2 p.m., Tuesday, 25th inst., Bluff.
- Telephone-office now open at Kaponga, Wanganui District. Call KPO. Hours of attendance, 9 a.m. to 5 p.m.; closed Sundays and holidays. Telegrams delivered regularly. Add to list. Acknowledge. } ZQ, Kaponga, KPO, Wanganui; [or, if a telegraph office, ZQ, telegraph office, Kaponga, KPO, Wanganui.]

Racecourse Telegraph-office open at Oamaru from 11.30 a.m. to 5 p.m. on the 4th and 5th. Call ORC. All telegrams on racing matters should be addressed "Racecourse, Oamaru," otherwise redirection fee will be charged. Instruct counter and money-order clerks to advise senders of telegrams accordingly. ZQR, Oamaru, 11.30 a.m to 5 p.m., 4th and 5th inst. ORC

NOTE.—Should telegrams be "not delivered," or "delivered irregularly," that information will be given at the end of the message.

Telephonist, A..... The Accountant, General Post Office, requires immediate explanation of delay in posting telegraph accounts for third period August. Reply. Telephonist, A... Clearing, 16/23 August.

Recommended that John Jackson be appointed Postmaster, Utakura, in place of Henry Thompson, resigned. PMR, Utakura, John Jackson, vice Henry Thompson, resigned.

Recommended that William Johnson be appointed Telephonist (or Telegraphist), Brookdale, in place of Thomas White, resigned. TMR, Brookdale, William Johnson, vice Thomas White, resigned.

Recommended that George Jones be appointed Postmaster and Telephonist (or Telegraphist), Leithfield, in place of William Smith, resigned. PMTR, Leithfield, George Jones, vice William Smith, resigned.

John Jackson, approved of as Postmaster, Utakura, pending the Postmaster-General's authority. PMA, Utakura, John Jackson.

William Johnson, approved of as Telephonist (or Telegraphist), Brookdale, pending the Commissioner's authority. TMA, Brookdale, William Johnson.

George Jones, approved of as Postmaster and Telephonist (or Telegraphist), Leithfield, pending the Postmaster-General's authority. PMTA, Leithfield, George Jones.

FORMS.

3. A "forwarded" telegram is a telegram handed in for despatch. A "transmitted" telegram is a telegram received by wire for retransmission. A "received" telegram is a telegram received by wire for delivery. Definition telegrams forms.

Offices are supplied with,—

- A.—Forwarded telegram forms.
- A_R^P—Prepaid reply telegram forms.
- B.—Transmitted telegram forms.
- C.—Received telegram forms,
- &c.

Waste of forms.

4. Officers must prevent "A" telegram forms being wastefully or improperly used by the public. Blank "B" and "C" forms and telegraph envelopes must on no account be removed from the office, or handed to the public, and they must be kept in such a place that the public cannot obtain or use them. "A" forms stamped with the name of the office of origin must not be supplied to the public.

Forms stamped with name of station.

MANNER OF WRITING TELEGRAMS.

Writing telegrams for public.

5. Officers are forbidden to write out telegrams for the public unless the senders are unable to write.

Forms to be used.

6. Telegrams should be written on the form supplied by the Department, or an approved form, but when the regular form cannot be obtained may be written on a piece of paper. This must not be destroyed or copied, but gummed to an "A" form.

Erasures, &c., to be authenticated.

7. Interlineations, erasures, or alterations must be authenticated by the initials of the sender or his representative. (See Rule T. 33.)

Oral instructions not allowed.

8. Instructions as to delivery, or any other directions, must be written by the sender in the space provided for the purpose. Oral instructions cannot be accepted.

Sender's signature.

9. When it is not desired that the sender's signature shall be telegraphed, the telegram must be indorsed by the sender, and may then be transmitted without a signature, or with a *nom de plume*, but the addressee may have the full signature telegraphed by paying for the necessary telegrams, or at originating stations may be shown the original.

TARIFF AND CHARGES.

Alterations in charges.

10. The charges for transmission appear in the Guide. Alterations will be advised by ST, or through the Official Circular, when the Guide and posters must be corrected accordingly.

Receipts for charges.

11. Receipts may be given senders for charges paid for inland telegrams at a fee of 2d. each. (For cables, see Rule T. 126.)

Refund of unexpended deposit.

12. Unexpended deposits may be refunded without reference to the Accountant, provided the relative messages have not been despatched to the Clearing-room. The form to which the charge refunded is affixed must be inscribed with (1) amount due to claimant, (2) date of repayment, (3) initials of officer responsible for the transaction, and be indorsed with the

receipt of the person who made the deposit. Particulars of the refund must be entered on Form Acct. No. 210, and a telegraph credit claimed from the Post Office Account. (See Rules T. 145 and 294.)

CARRIAGE CHARGES.

13. For conditions of delivery and charges for carriage see Guide. When a telegram is for a place beyond the free delivery, the sum prepaid for carriage must be signalled in the instructions. If the amount is insufficient, the balance should be collected from the addressee. Sum prepaid for carriage signalled in the instructions.

14. When the sender wishes to pay carriage, and the amount required is not known, a deposit should be obtained. (See Rules T. 12 and 15.) When amount of carriage is unknown.

15. If the sender guarantees that carriage will be paid by the addressee, "Carriage guaranteed" should be written on the back of the telegram, and signed by the sender, whose address should be added. The instructions "Collect carriage" must be inserted; but should the addressee refuse to pay, the amount due must be recovered from the sender. When the sender declines to pay carriage, or to give a guarantee, the word "Post" should be inserted in the instructions. Carriage guaranteed.

16. In all cases only the actual amount required must be expended, and where the sum authorised is in excess a refund will be arranged when the telegrams reach the Clearing-room. Refund of excess carriage.

17. When a telegram is received requiring delivery by special messenger, and upon which no carriage has been prepaid, a service telegram must be sent stating the amount required. If no reply be received before the despatch of the next mail or delivery by letter-carrier, the telegram must be posted. Carriage-paid telegrams may be delivered by telegraph messengers after their regular hours of duty, but must not be held over when a special messenger can be procured. Charges for carriage by special messenger.

18. When the expenditure for carriage amounts to 3s. or upwards a receipt for the payment must be obtained and attached to the office copy of the telegram. Carriage exceeding 3s.

STAMPS.

19. All charges for transmission, carriage, postage, &c., must be accounted for by means of postage-stamps firmly affixed to the forms, and in every case the smallest number of stamps that will denote the charge must be used. When the charges are for prepaid inland telegrams, senders should be Charges to be affixed in stamps.

requested to affix the stamps themselves, but for cable messages and "collects" the charges, including any carriage not payable to messengers, are to be collected, and accounted for in stamps affixed by officers.

Discount, postage due, and Government Insurance stamps must not be accepted in payment of telegraph charges.

20. When the charges on a telegram exceed in amount the value of stamps on hand, money must be accepted, the transaction shown on Form Acct. 210 as a cash receipt, and the amount brought to charge in the Post Office Account.

21. Stamps must not be affixed one over the other. Surcharges will be made on insufficiently or irregularly stamped messages. Each officer through whose hands a prepaid original telegram passes must see that it is not without stamps; and the first officer to discover the absence of stamps, or any indication of their having been removed, must at once report to the Officer in Charge, who will make full inquiry, and communicate the result to the Accountant. Special attention must be paid to stamps of high value affixed to telegrams. Any telegram bearing a suspicious stamp should be duly transmitted, but the stamp or stamps affixed thereto must not be obliterated. The identity of the sender should be determined; and a report of the case, accompanied by the telegram, must be forwarded to the Accountant at once, a docket being placed with the messages when sent to the Clearing-room.

22. Every stamp affixed to a telegraph form must be cancelled with a separate and distinct impression of the office date-stamp, in the case of forwarded telegrams, before they are sent from the counter. In no case may the date-stamp be impressed more than once. The use of indelible pencil or rubber-stamp ink for cancellation purposes is strictly forbidden.

23. The value of stamps affixed must be marked on the form. A refund of the value of stamps affixed and cancelled in error will be made by the Accountant upon receipt of an application supported by a complete statement of the facts, but stamps once affixed may upon no account be removed.

24. When the amount of which a refund is asked has not been paid by the sender or addressee of a telegram, a statement to that effect, signed by either, as the case may be, must accompany the application.

25. Loose stamps found in any part of a separate telegraph office must be sent to the Accountant, with a report. In

Discount,
postage due,
and Govern-
ment Insur-
ance stamps
excepted.

Cash receipts.

Insufficiently
or irregularly
stamped tele-
grams.

High value
stamps.
Suspicious
stamps not to
be obliterated.

Each stamp
to be can-
celled with
separate
impression
of date-stamp.

Indelible
pencil or
rubber-
stamp is
forbidden.

Value of
affixed stamps
to be marked
on form.
Refund of
value of
stamps affixed
in error.

Refunds.

Loose stamps.

other offices they must be disposed of as directed in General Rules.

TREATMENT OF A TELEGRAM FROM THE TIME IT IS HANDED IN.

26. Inland telegrams must be addressed to places mentioned in the list of telegraph-offices published in the Guide. Specific directions on this point precede the list. Places to which to address inland telegrams.

27. When a telegram is presented addressed to a place which is not a telegraph-office, officers must refer to the list of post-offices to ascertain the nearest telegraph-office, and advise the sender of the probable charge for carriage. Nearest telegraph-office to be ascertained.

28. In order to prevent delay, misdelivery, or non-delivery, officers must carefully scrutinise all telegrams presented, particularly those for delivery within the colony, and tactfully challenge all seemingly imperfect addresses. Scrutiny of addresses. Imperfect addresses to be challenged.

29. Telegrams, except for well-known addressees, must not be accepted when the surname of an individual only is offered as the address, unless the address be otherwise amplified to make it quite clear to the receiving office. An address should consist of at least three words, and only in the case of persons or companies well known throughout the colony should a bare surname or title be accepted without demur. While it is not imperative that telegrams for well-known firms should be fully addressed, telegrams for a business firm containing an abbreviated address which is likely to delay delivery should not be accepted. Surnames and abbreviations in addresses.

30. If a sender declines to amplify an apparently insufficient address, the telegram is not to be refused, but the words "Sender's risk" are to be inserted in the instructions, without being charged for, as an indication that the sender accepts the risk of possible non-delivery. At the office of destination, unless there is no room to doubt for whom the telegram is intended, Rule T. 94 must be observed. (See also Rule T. 95.) Refusal to amplify abbreviated addresses. "Senders risk."

31. Inland telegrams bearing code addresses must not be accepted, except those addressed "Britannia," which represents the senior naval officer for the time being in New Zealand waters of His Majesty's war-ships, and those for Government officers whose abbreviated addresses are notified from time to time in the Official Circular. Inland code addresses not to be accepted. Exceptions.

32. Telegrams addressed to initials or to a *nom de plume* may be accepted if addressed to the care of some one known to the Department. Telegrams, to be called for at a post-office, may be addressed to initials or to a *nom de plume*. Initials or noms de plume in addresses.

- Clear writing.** 33. Telegrams must be read over at the time of presentation, and the sender requested to make doubtful words clear by rewriting them at the foot of the telegram. (See Rule T. 7.)
- Multiple telegrams.** 34. Telegrams on one form to several persons in the same place, or to one person at different residences may be accepted under the conditions and at the rates shown in the Guide. (See also Rule T. 72.)
- Second transmission.** 35. The sender may direct the second transmission of a telegram, if necessary, but must prepay an additional rate. One extra word must be charged for the name of the office of origin, to be inserted in the signature of the redirected message. Such telegrams must bear the instruction "Second rate prepaid."
- "Received by post" telegrams.** 36. A telegram received by post for transmission is to be forwarded on the following conditions:—
It need not necessarily be prepaid, but may, if there is no reason to suppose that payment will be refused, be paid for at the delivery office, in which case the words "Received by post—Collect" must be inserted in the instructions. The cover enclosing it must be gummed to the back of the telegram, to furnish proof of "Handed-in" time. If, after transmission, notice is received that the fee cannot be collected, application should be made to the sender, and, should payment be refused by both sender and addressee, then such telegram may be cancelled on application to the Accountant. Telegrams which have been cancelled under this rule must be sent in with other telegrams, accompanied by the authority to cancel. A list of the names and addresses of the senders and receivers of such telegrams must be retained at the office for future guidance.
- Secrecy to be observed.** 37. In receiving telegrams from the public every care must be taken to insure secrecy. When a telegram is for any reason handed to the sender, it should either be folded or turned face downwards.
- Telegrams relating to Customs duties.** 38. No telegram or communication relating to Customs duties shall be transmitted by any officer, or be allowed by him to be transmitted, during any period for which transmission shall be prohibited by the Minister.
- Objectionable matter in telegrams to be referred to the Secretary.** 39. Any person tendering a telegram of a seditious, libellous, or indecent nature, must be informed that before it can be accepted a copy will have to be telegraphed to the Secretary, and authority obtained for its acceptance. In asking for this authority officers need only telegraph that portion of the telegram which is, in their opinion, objectionable. A counter-clerk should, however, refer every such case to his Officer in Charge.

40. Obvious errors in the spelling of simple words in inland telegrams written by illiterate persons should be corrected by the counter-clerk or by the sending operator. Mis-spelt words in cable messages must not be altered by sending operators without reference to the Officer in Charge. Obvious errors.

41. When the telegram has been read over and carefully counted, the total number of chargeable words separated by a bar from, and followed by the number of words, in the instructions, must be entered. Thus a telegram containing fifteen words in the address, text, and signature, and two words in the instructions, would be coded 15/2. Should any unauthorised abbreviation be overlooked, no alteration must be made without the knowledge and express permission of the sender. Counting.

42. When counting long telegrams officers must place after each fiftieth word a mark, thus, V, and after each hundredth word a mark, thus X, in blue pencil. Marks in long telegrams.

43. Special instructions for the counting of words, figures, ciphers, and other combinations in inland and cable messages will be found in the Guide; but for general counting purposes officers will adopt the ruling of Webster's International Dictionary. Should a question arise as to the counting of a word not covered by the special instructions or by the standard dictionary, the counting of the forwarding office is to be accepted as correct. Disputed words should be referred by post to the Accountant for his ruling. Rules for counting.

44. When the sender is not known, his address should be ascertained and written on the back of the form. Senders requiring a reply to their telegrams must also be requested to fill in Form Acct. No. 48, which should be handed to the despatch clerk. Address of sender.

45. Forwarded telegrams, except LTs, UCTs, and STs, are to be numbered consecutively, without distinction, as they are handed in, commencing at chief offices and first and second grade sub-offices with the number 1, daily, while at other offices the sequence must be maintained throughout the period. Numbering.

Messages accepted after midnight must be numbered and treated as belonging to the new day's work.

46. A clear impression of the office date-stamp must be made on each message form, showing the date of despatch, receipt, or transmission. Forwarded telegrams must be date-stamped when they are handed in. On no account are blank forms or envelopes to be date-stamped. Date-stamping.

47. Telegrams from or to sub-offices on which week-day rates only have been paid, or are to be collected, may not be Sunday telegrams.

transmitted on Sundays. When the Sunday rate has been paid, or is to be collected, the words "Sunday rate" must be inserted in the instructions, and such telegrams duly transmitted. This instruction does not apply to telegrams between chief offices, or "Extra fee" telegrams.

Counter officers must explain these restrictions to senders.

AFTER ORDINARY HOURS.

Sickness or death.

48. When an officer is called upon to forward, after hours, a telegram relating to sickness, death, or other matter of an important nature, to an office which is not closed for public business, such telegram will be liable to the special conditions and charges set forth in the Guide. When forwarded after the hour of closing the forwarding station, the fee of 2s. 6d. payable to the forwarding operator is to be retained; while the fee of 2s. is, when payable to the receiving operator, to be affixed in stamps to the "A" form as part of the value of the telegram. The receiving operator will claim for the amount as carriage paid out. No fee will be paid to transmitting officers. Such telegrams must bear the instruction "Extra fee."

Ordinary hours and after office-hours.

Operators' fees not to be charged before 8 p.m.

Officers may forward "Extra fee" telegrams without additional charge when no undue inconvenience is occasioned. The fee of 2s. 6d. for the forwarding operator and 2s. for the receiver must not be charged before 8 p.m.

5 p.m. and 8 p.m. stations.

49. When telegrams for 5 p.m. and 8 p.m. stations are tendered at offices remaining open beyond those hours, senders should be recommended to deposit them in the letter-box, to be treated as telegrams lodged at the opening of the office next day; but should they be accepted, they must be timed, numbered, and included with the work of the day of presentation, and transmitted the same night to the furthest point practicable. This rule is not intended to encourage the acceptance of telegrams out of office-hours.

Telegrams held over.

When such telegrams are necessarily held over, the words "of yesterday", or, "of Saturday", as the case may require, must be added to the code-time. (For GVMs, see Rule T. 219.)

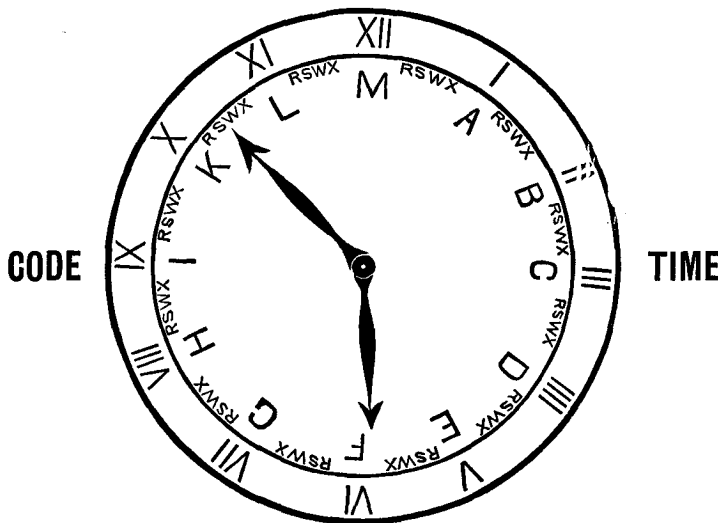
Use of wires by chess clubs.

50. When the use of a wire is granted to a chess club no charge is to be made unless the Department provides accommodation for the players, when 2s. 6d. should be collected for light and fuel. Payment of fees in such cases must be made in advance and notified to the Accountant. Should no amount be collectible, or a match be abandoned or postponed, the

Accountant must be informed. Telegraphists who may be employed are at liberty to accept payment from the club.

TIME.

51. The officer receiving the telegrams will insert against the words "Handed-in time" the letters which, according to the following diagram, represent the time, and the code time thus inserted must be signalled to the office of destination instead of the plain time. In all cases the actual minute of presentation must be entered.



The hands of the clock show the time to be 5h. 52m., and the letters which denote the time are EKS. Thus, by the use of not more than three letters, the time at any period of the twenty-four hours may be expressed. Cards similar to the above are issued for the use of officers, who should be able to translate the code without hesitation.

Code time must only be used for "Handed-in time." The time sent, transmitted, received, or sent out must always be shown in figures, followed by the letters "a.m." or "p.m."

On receipt at terminal office the operator must translate the code time into plain figures.

52. New Zealand mean time, which is kept at all offices, will be sent daily (Sundays and holidays excepted) at 9.am. from Wellington. Officers must be in attendance at five minutes to 9 for "time." At three minutes to 9 Wellington will commence calling LS. The transmitting officers receiving the LS

Handed in time.

Code time only to be used for handed-in time.

Translation of code time.

Transmission of "time" daily.

call must repeat it to all stations for which they transmit. Exactly at 9 a.m. Wellington will give the word "time," which transmitting officers must be on the alert to repeat on all necessary wires.

Railway and telephone offices must be given "time" daily at 9 o'clock, or as soon after that hour as possible.

Officers in Charge will be held responsible for the receipt and transmission of time, and for the regulating of clocks under their care.

TRANSMISSION AND RECEIPT.

Improper
priority.

53. No officer may permit any improper priority in the receipt, transmission, or delivery of any telegram, under pain of incurring the penalties laid down in the 18th section of "The Electric Lines Act, 1884."

Monopoly and
block of line
by any one
company or
individual to
be prevented.

54. In order to prevent a monopoly of the line by any one company or individual, when several telegrams are presented for transmission about the same time, and would be likely to block the line to the serious prejudice of other telegrams, Officers in Charge may divide the telegrams, and forward others, or portions of others, in "time" turn.

Telegrams
handed in for
delivery not
requiring to
be sent by
wire.

55. Telegrams lodged for persons or places within the delivery of the office at which they are handed in, and therefore not requiring to be signalled by wire, must be copied on "C" forms, marked on front "Lodged at _____," and sent out for delivery in the ordinary way. Government telegrams cannot be accepted under this rule, but Ministerial memoranda may be accepted.

Shoots and
cages to be
cleared
regularly.

56. At offices where telegrams are conveyed by means of a cage or shoot to and from the instrument-room, the cages or shoots must be regularly cleared by responsible officers, and each telegram placed at the proper circuit without delay.

Calling distant
station.

57. The operator will then proceed to call the office which is to receive the telegram, by signalling its code-call again and again until answered, every third call being followed by the code-call of his own office. If attention is not secured after fifteen calls, any other office on the same wire having work may break in and take possession of the circuit. The inattentive office must be called again at reasonable intervals, and the time of each call recorded. (Rule T. 60.)

Obtaining
possession
of wire.

58. If the wire required is occupied by stations engaged in the transmission of a telegram, it is strictly prohibited for another office to interrupt, except with a message coded DR, TR, "Take precedence," or "Urgent." The operator must listen for the time of work in course of transmission, and, on

completion and acknowledgment of a telegram of later time than his own, he will immediately break in, quote his time, and give his code-call; he will then have a right to the wire, and, excepting for "urgents," may not be dispossessed until he has completed and received acknowledgment of his telegram.

59. No officer may at any time interrupt the working of the line by holding down the key. Holding key.

Disputes between officers as to the possession of the line are forbidden. Any operator disputing will be severely dealt with. All such occurrences must be reported to the Secretary, with corroborative evidence whenever possible. Disputes forbidden.

60. Should an office be engaged when called, the operator must immediately give the signal "Wait," with the number of minutes he is likely to be engaged. Should a telegram coded "urgent" be offered in the interim it must be taken at once. Engaged office and "urgent" telegrams.

When an operator, after offering the "urgent" code, receives the signal "Wait ——— minutes," he must cease calling until the other office calls him, or the time for which "Wait" was given has expired, when he must call again, and so until the work is cleared. Any inattention to call or any delays following the "Wait" signal must be reported to the Accountant, and a memorandum of the "waits" and any other remarks made on the front of the forms. Signalling "Wait."

61. When two offices are engaged in the transmission of telegrams, each office will send one and receive one alternately until both are clear, unless there is more than one wire available, or the working of the one wire is otherwise arranged by the Officers in Charge. If the "time" of one of the offices is in arrear, that office may retain the wire until "time" is even. Order of clearing work.

62. The preamble of every telegram must be signalled in the following order:— Order of signalling.

- (a.) Code.
- (b.) Handed-in time.
- (c.) Number.
- (d.) Office of origin in full.
- (e.) Instructions.
- (f.) Words.

If the telegram is for retransmission the letter X must first be signalled to indicate that Form B is to be used. This signal, however, must not be written on the form. Telegrams for retransmission.

Every word or figure in a telegram is to be signalled exactly as written, without abbreviation or addition, except in the case of obvious mis-spelling, where discretion is allowed. To be signalled as written except in case of obvious mis-spelling.

Figures must be telegraphed as written; for instance, the word "ten" must not be substituted for "10," and *vice versa*. Operators are forbidden to make alterations without reference to the Officer in Charge. Punctuation must receive careful attention: a full stop must be denoted by a dash instead of a dot, and the word following be commenced with a capital letter.

Indistinct writing.

In cases of indistinct writing, forwarding operators should return telegrams to the counter-clerk, who will have all doubtful words rewritten at the foot of the form. (See Rule T. 33.)

Correcting error in number of words.

63. When the number of words received is incorrect the receiving officer must repeat the actual number received to the sending officer, thus: If 26 words be received instead of 28, the receiving officer must signal "26 wds." Should 26 be correct, the sending officer must reply "26 rt."; but if 28 be correct the sending officer must give "28 wds." The receiving officer will then count again, and if he still makes 26 words will ask for "letters"; the sending officer will then repeat the first letter of each word in the telegram, until the receiving officer has found the error. Should, however, the receiving officer, on second counting, find the number to be 28, he will at once acknowledge in the ordinary way. If the telegram contains groups of figures, then the *first* figure of each group equivalent to a word must be given.

Checking fiftieth word in long telegrams.

When the telegram is one of a hundred words or more, the last word in every section of fifty words should first be given by the receiver, in order that the telegraphing of the first letter in every word may be restricted to the incorrect section.

Aside telegrams.

64. When a telegram is put aside, or referred back from a circuit, a docket (Acct. 234) must be attached and the reason stated thereon. Telegrams must not be allowed to remain aside for more than ten minutes without reference to the Officer in Charge.

Railway repetitions.

65. Copy repetitions of railway telegrams from different places must be transmitted separately, and not treated as "*vide*."

Time sent, &c.

66. The time finished, the code-call of the office to which sent, and the initials of the forwarding operator must be plainly entered. Immediately an acknowledgment has been received the operator who receives the acknowledgment must initial the space "Ackgt. recd. by." Operators are forbidden to fill in any of the particulars required under the heading "Sent at" prior to transmission, or to time with the left hand while sending, or turning over other telegrams.

67. Received telegrams, Ministerial memoranda excepted, are to be written in duplicate on the "C" form, which is supplied in two sheets—viz., an upper, or office copy, and a lower copy for issue to the addressee. Both copies must be made at the same time by inserting carbonic paper between the two sheets before the writing of the telegram is commenced. The carbonic paper must be changed frequently, and every attention given to writing neatly and legibly.

To be taken duplicate.

68. As the signals reach the receiving operator he must write down on the requisite form the letters, characters, or words they represent. The office of origin must be written in full. He must then carefully count the words, see that the number received agrees with the check, and, if the telegram appears otherwise correct, acknowledge by repeating the number, all figures (except in UMTs), ciphers, and instructions, if any. The number, office of origin, and instructions must be repeated as an acknowledgment of cable messages. (Also see Rules T. 128, 141, and 178.)

Acknowledgments.

69. Forwarding operators must demand full and complete acknowledgments. For every omission to obtain a proper acknowledgment the forwarding operator will be severely dealt with.

Responsibility of forwarding operator.

70. To insure the correct receipt of mixed numbers—*i.e.*, groups of figures which contain both whole numbers and fractions—the numerator of the fractional part should be repeated in words; for instance, $1\frac{5}{8}$ or $1\frac{5}{16}$ should be repeated "1 five 16," to distinguish it from $\frac{15}{8}$, which should be repeated "fifteen 16"; and $\frac{1}{6}$ should be repeated as "one 6."

Repetition of mixed numbers.

71. Sending operators on duplex circuits will acknowledge received telegrams immediately they are completed. When a sending operator is signalling a telegram of a few words, the acknowledgment of received telegrams may be delayed until its despatch; but when he is signalling a telegram of, say, 100 words, he should stop and acknowledge any received messages on hand.

Duplex acknowledgments.

The receiver must mark words to be queried thus, X, and call attention of his sender to the necessity for repetition; that officer, after repeating, must place a tick at the side of the cross thus, X√.

Sender to repeat word queried by receiver.

72. "Skeleton" *vides*, that is, *vides* containing only addresses, are not to be sent until the message to which they refer is actually on hand. The numbers of the respective telegrams, and, in cases where numbers are not transmitted, the number of addresses, must be signalled as an acknowledgment.

Signalling and acknowledging telegram containing several addresses.

Only one address is to appear on each received copy of a multiple telegram, unless the sender instructs "Communicate all addresses." (See also Rule T. 34.)

Corrections to be rewritten. Obvious errors must be queried

73. When an officer has occasion to make corrections of words in telegrams he must strike out the word erroneously written and rewrite the correction above or immediately after it. Erasures and alterations must be initialled. Obvious errors in a telegram must be queried. Should the receiving operator think that he knows the correct rendering of any word erroneously signalled he must, when repeating it, ask "Should it not be -----?"

Care to be exercised to insure accuracy.

74. Every officer is expected to exercise care to insure the accurate rendering of telegrams. Attention must at all times be given to the telegram actually in course of transmission. No error in signalling or writing will be passed over.

Forwarding operators should adapt their speed to the ability of the receiving operator as well as to the condition of the line.

Receiving operators should not without protest attempt to receive at a greater speed than they can accurately follow.

Retransmission.

75. The receipt of the telegram being completed, the telegram, if intended for retransmission, must be date-stamped and passed to the circuit over which it is to be retransmitted.

When the telegram has been retransmitted, the sending operator must comply with Rule T. 66.

Confidential nature of duties.

The utmost care must be taken to prevent the contents of telegrams being disclosed, and officers, except in the actual performance of their duties, should not be allowed to peruse them, or be afforded any opportunity for doing so. Telegrams must in all instances be placed on files face downwards. Strangers must not be admitted to offices. (See also General Rules.)

Declaration of secrecy.

76. Before any person can be employed in the Department, either temporarily or permanently, declarations must be made according to the prescribed forms. (See General Rules.)

Country offices not to be detained.

77. In order to reduce to a minimum the detention of country offices, all telegrams for such stations must, at the approach of the closing hour, be given precedence over all but "urgents." Every effort should be made to release 5 o'clock stations with the least possible delay.

Stopping stations.

78. Any office having a message or messages unsent, incomplete, or unacknowledged at five minutes before the closing-hour must stop the required office or offices not later than that time. Incomplete telegrams are such as have not been wholly

received for onward transmission, as well as such as have not been wholly sent forward. When found necessary to stop LS Doubtless Bay and Wakapuaka are not included, and must not be detained unless specially stopped.

79. Offices closing at 5 p.m. must remain on duty till released by their central offices, and no office shall be released till 5.10 p.m. Offices closing at 8 p.m. will not be released till 8.10 p.m., at 11 p.m. till 11.10 p.m., and at midnight till 12.10 a.m. This rule is to provide a margin for stopping offices, but such margin is not to be encroached upon for the stopping of offices save under exceptional or unavoidable circumstances.

Officers to remain on duty till released.

80. All unsent telegrams on hand at the close of business must be entered on Form Acct. 186.

Telegrams held over.

81. When a telegram has been transmitted to a wrong office that office must be told to cancel it, and the office of origin must retransmit the telegram to the correct address. Should it, however, be found that the error can be corrected at a transmitting office more quickly than by reference to the office of origin the correction may be made, but in such case full particulars of the error and the action taken must be given to the office of origin to be attached to the "A" Form. The irregularity is to be reported by post to the Accountant by the office to which the telegram has been wrongly transmitted.

Mis-sent telegrams.

82. Officers in Charge, except at the principal telegraph-offices where the duty is delegated to other responsible officers, must at the close of every half-hour during working-hours initial as examined all telegrams dealt with—*i.e.*, "forwarded," "transmits," and "received"—for the purpose of ascertaining that each message has been promptly and properly handled. Any bad writing or slovenly work in either office or transmit copies should be drawn attention to. Effectual arrangements must be made to prevent erroneous or premature filing of incomplete forms with those properly filed. Officers responsible for these duties must be specially designated in the time-book, and when they are relieved their successors must be careful to see that no telegrams have been overlooked. A special examination of each day's completed work must be made before 8 p.m. for the purpose of detecting any unsent or erroneously filed telegrams. Messages filed subsequently should be scrutinised before the hour of closing.

Work to be examined every half-hour.

CANCELLING OR CORRECTING TELEGRAMS.

83. When the sender of a telegram desires to cancel or correct it,—

Cancellation or correction of telegram by sender.

- (1.) The Officer in Charge must satisfy himself that the person making the application (which must be in writing) is either the person who handed in the telegram, or the actual sender. (See clause 7.)
- (2.) If the telegram has not been signalled, it may be cancelled and its value refunded, without reference to the Accountant.
- (3.) If the telegram has been signalled, or partly signalled, it can still be cancelled, but no refund of its value can be made.
- (4.) If the signalling has been completed, the telegram can only be cancelled by means of a further prepaid telegram addressed on a form in the terms of the sub-joined example, viz. :—

UCT., Auckland.

Cancel our [quote No.] [name] to [name].

[Address, town only.]

[Signature.]

Every effort should be made to give despatch to the cancelling telegram so that there may be no failure to arrest the telegram to be cancelled.

- (5.) If the cancelling telegram should arrive too late to admit of the telegram being cancelled, the office of origin must be informed by ST accordingly.
- (6.) Telegrams which have been cancelled must not be destroyed or returned to senders, but sent to the Accountant in the ordinary course, the word "Cancelled" being written across the telegram, to which the request for cancellation must be attached.
- (7.) *No telegram may be cancelled or altered if the office of presentation is a racecourse telegraph-office.*

Telegrams presented at racecourse offices must not be cancelled.

DELIVERY.

Illegible writing.

84. Should it appear to a despatch clerk that a telegram is not clearly readable, owing to indifferent writing, or to the carbonised paper having been used too long, he must submit it to the Officer in Charge.

Numbering pages of telegrams.

85. The pages of telegrams consisting of two or more sheets must be numbered consecutively and pinned together.

Addresses of envelopes.

86. The exact address as furnished by the sender must be written on the envelope : for instance, a telegram for "J. Somers Brown" must be so addressed on the envelope, and not "J. S. Brown." Abbreviations of addresses are forbidden. When addressing telegrams bearing the instructions "Private," "Confidential," &c., such instructions must be plainly

Abbreviations forbidden.

written on the envelopes. Envelopes containing telegrams must be date-stamped near the left-hand bottom corner; the code-call of the office of origin, the handed-in time, and the time sent out, being clearly shown in the spaces provided.

Envelopes to be date-stamped, &c.

87. Particulars of each telegram or batch of telegrams sent out from a central office for delivery or for the post must be entered on Form Acct. 209, and from other offices on Form Acct. 69.

Particulars of telegrams sent out for delivery.

88. Telegrams for banking and other commercial establishments must be delivered to a principal officer, or as the Department may be advised by the principal official connected with the institution.

Delivery of telegrams to banks, &c.

89. Telegrams for delivery on board steamers should, if the addressee is not known to the messenger or is not on board, only be delivered to the chief steward.

And on board steamers.

90. Should there be no person at the place to which a telegram is addressed, the messenger must fill up and leave in the letter-box, or under the door, a despatch notice. If any charge is due, the amount must be marked on the notice. When the messenger returns to the office, the despatch clerk must carefully inquire into the reason given for non-delivery, and suitably indorse the envelope. Wherever possible the messenger's statement must be checked by means of the telephone.

Notice to be left if addressee out.

Messenger's statement to be checked.

Telegrams for which notices have been left must be sent out again for delivery at frequent intervals, and messengers instructed to make inquiries at neighbouring houses as to the addressee's whereabouts. A second despatch notice must not be left.

Must be sent out again for delivery at frequent intervals.

91. When messengers are unable to deliver telegrams at places of business, and the addressees live within the free delivery, the telegrams should, failing other instructions, be delivered at the private residence or known place of abode. Care must be taken to prevent such telegrams being opened by persons for whom they are not intended.

Delivery of business telegrams at private residences.

92. Telegrams addressed to a post-office, a telegraph-office, or telegrams which cannot be delivered, must, when the post and telegraph counters are separate, be kept at the telegraph counter, and a card (Form Acct. 300) placed at the post-office counter. Should the addressee call at the post-office the card must be handed to him with a request to call and claim the telegram at the telegraph counter; but should delivery be made at the telegraph counter without production of the card, the card must be recalled from the

Telegrams addressed to a post-office.

post-office, timed, dated, and initialled by the clerk who effects delivery, and entry made in Record-book.

Address-cards.

After the address-cards are written up in the telegraph-office the addresses must also be entered in alphabetical order on a sheet of paper, and the cards and list delivered to the post-office delivery clerk, who must enter the time of receipt, initial the list as correct, or amend it as required, and return it to the telegraph-office. The cards are not to be registered. Every morning a check must be made between the telegraph-office and the post-office of telegrams remaining undelivered; and the book provided for the purpose is to be kept by the Officers in Charge at Auckland, Christchurch, Dunedin, Napier, and Wellington. It is also to be used at other places where the post and telegraph offices are separate, and in the larger combined offices if considered of any convenience there.

These instructions apply to money-order telegrams as well as ordinary telegrams, except where qualified by the provisions of Rules T. 184-186.

Telegrams for evening newspapers.

93. Press telegrams, too late for publication in evening newspapers, must not be delivered on the request of the proprietor of the newspaper or of any other person to persons not connected with the newspaper. Similarly, Press telegrams for morning newspapers received prior to publishing time must not be delivered except to the newspaper. This applies particularly to telegrams on horse-racing.

Undelivered telegrams addressed to a post-office.

94. If an inland telegram addressed to a post-office or to a telegraph office remain undelivered at the expiration of twenty-four hours from the time of receipt, repetition of the address must be obtained from the office of origin. A posted telegram in this case may be opened by the officer in charge of the telegraph-office. In the case of cable messages a repetition should be obtained from the handing-over office.

Imperfectly addressed telegrams.

Imperfectly addressed telegrams may be tried at likely hotels, clubs, or other places, or a notice left that a telegram awaits delivery; but on no pretence should they be given up by messengers unless delivery to the addressee is assured, or authority obtained from a responsible officer.

Undeliverable telegrams.

95. Any telegram which messengers fail to deliver should be submitted to the Postal branch for the purpose of ascertaining whether the correct name and address can be furnished. Officers should also consult town directories, and every possible endeavour be made to discover the whereabouts of addressees. When an inland telegram cannot be delivered from any cause,

and there are no instructions to redirect it, the office of origin must be advised by coded service telegram (CQ or DF) stating, when known, where the addressee is to be found, in order that the sender may be informed.

Office of origin
to be advised.

Should the sender have left the town at which the telegram was lodged, notice of non-delivery should be posted to his new address, if known. The envelope must invariably be indorsed or stamped with the code and date thus: "CQ, 10/7/03," or "DF, 10/7/03."

Envelope to
be indorsed.

The ST must always quote the exact address received and the cause of non-delivery.

96. When the code notice DF is received at the office of origin respecting any paid telegram, and it may be necessary to amend or amplify the original address, the alteration or addition must be conveyed in a paid correcting telegram at a fee of 6d., coded UCT. No ST free of charge is to be sent in reply to the notice DF unless the Department is at fault. If, however, the non-delivery is not due to an error in signaling, the sender must be at once informed. If the sender resides outside the free delivery he must be advised by post. The ST should always be superscribed "Sender advised."

Advising
amended
addresses.

Alterations or corrections of the addresses of telegrams can only be made by or at the request of the sender, except in the cases mentioned above.

97. Despatch clerks must return to senior counter clerks any undelivered notices dealing with undelivered telegrams, indorsed with the reason for non-delivery; and senior counter clerks will file such notices for six months before destroying them.

Undelivered
counter
notices.

98. Undelivered telegrams are to be regarded as disposed of at the office of address, so soon as the sending station has been advised of non-delivery. Should an addressee subsequently apply for information regarding his undelivered message, Rules T. 237-239 must be observed, as the case may require. The fact of the sender having been advised of non-delivery is invariably to be brought under the addressee's notice at the same time.

Application
for undelivered
telegrams.

99. Inland telegrams which cannot be delivered, except (a) money-order telegrams (see Rule T. 184), or (b) any messages definitely addressed to a post-office (see Rule T. 92), or (c) to a telegraph-office, must, after having been retained seven days exclusive of the accounting period in which they were received, be forwarded to the Clearing-room, General Post Office, en-

Disposal of
undelivered
telegrams.

closed in the Telegraph Statement rendered on Form Acct. 210. The envelope of each such telegram must bear an indorsement indicating the cause of non-delivery, and must be impressed with the date-stamp of the day on which it is returned, and the words "Undelivered telegram" must be written in a conspicuous place on the cover on which it is sent up.

Cable messages are treated differently (see Rule T. 131).

Unclaimed telegrams.

Inland telegrams addressed to a telegraph-office (not being money-order telegrams) remaining unclaimed at the end of one calendar month, exclusive of that in which they were received, are to be marked "Unclaimed," in red ink, and sent to the Dead Letter Office.

REDIRECTION.

Second charge.

100. Redirected telegrams are liable to a second charge for transmission (for amount see Guide). Applications for the redirection of telegrams may be made in writing, or by prepaid telegram, signed by the addressee or his agent. In the case of applications by telegraph, the word "Verified" must appear in the instructions, and any telegram so indorsed may be dealt with by the Officer in Charge to whom it is addressed in the same way as an ordinary written request.

To be affixed to an "A" form.

101. In redirecting telegrams, the received under-copy must be affixed to an "A" form, the previous address deleted, the new address inserted, and the name of the office of origin added after the signature, and charged for. The telegram must then be numbered and, unless prepaid, have the words "Readdressed, collect" entered in the instructions.

Redirected "Collect."

102. When a "collect" telegram is readdressed, the total amount to be collected must be signalled forward, in the instructions, and the top, or office, copy superscribed "Re-addressed to ———" before being sent to the Clearing-room.

Redirected Urgent."

103. The charge for readdressing an urgent telegram is the same as for an urgent telegram. It must be coded as "Urgent re-addressed," unless otherwise directed by the person authorising the redirection.

For the Governor, Ministers of the Crown, or Government officers.

104. Telegrams for the Governor, Ministers of the Crown, or Government officers absent on duty are not liable to redirection fees, and need not necessarily be coded "urgent" when transmitted after ordinary hours. Such redirected telegrams must show in the instructions the name of office of origin, whether the original telegram was "prepaid" or "collect,"

and, if the latter, the amount of the charge. Thus, an ordinary prepaid telegram of twelve words, including address and signature, to a Minister of the Crown, sent from Westport to Wellington and readdressed to Dunedin, would, if originally prepaid, bear in the instructions the words "Readdressed paid"; and, if originally a "collect" message, the words "Readdressed, collect 6d." The code must be changed to GVM.

REPETITION AT REQUEST OF ADDRESSEE.

105. If the receiver of a telegram doubts its accuracy he may have it repeated by paying half the amount paid for its transmission to him—fractions of a penny being charged as 1d. Should he require only a portion of the message to be repeated, the deposit must be at the half-rate sufficient to cover the number of words embraced in the repetition, but the maximum charge for the repetition of any portion of a telegram containing not more than twelve words shall be half the transmission fee. Free repetitions may be obtained for Government Departments in the case of paid telegrams, as well as when they are sent on the public service.

Repetition telegram at request of receiver.

106. Request for repetition is to be made in all cases in writing, which may be abbreviated to underlining the necessary words on the delivered copy, and adding the request, "Please repeat." The delivered copy must be later returned, if required, to the addressee.

Request for repetition to be made in writing.

107. A telegram in the following form must be forwarded to the office of origin:—

Form of request.

UCT. Auckland.

No. to Jones. Repeat four words after morning.

Wellington.

or

UCT. Auckland.

Repeat text No. to Jones.

Wellington.

108. The fee for repetition should be affixed in stamps to the UCT and cancelled. If the message has been inaccurately transmitted, the repetition fee must be refunded, and a receipt taken on the back of the UCT. Well-known firms, or individuals, may, however, pay the fee, if due, upon receipt of the repetition. In such cases the original UCT should be marked "No deposit."

Fee to be affixed in stamps.

Exceptions.

To be filed with relative original telegrams.

109. UCTs forwarded and received must in all cases be written on the "A" and "C" forms respectively. UCTs must be filed with their relative original telegrams.

Repeated telegram to be marked "Repetition."

110. The word "Repetition" must be clearly written on the form on which the repeated copy of the telegram is delivered.

URGENT TELEGRAMS.

Insertion of "urgent" in instructions.

111. After an urgent telegram has been coded, the code prefix and the word "urgent" in the instructions must, at offices not supplied with "urgent" stamps, be boldly underlined with blue pencil, and the telegram despatched immediately to the instrument-room. Transmitted copies of urgent telegrams must be similarly marked.

Care and promptness in instrument-room.

112. A distributor or other officer, when placing an urgent telegram at a circuit, must draw the attention of the operator to the fact; and an operator should, immediately upon receipt of an urgent telegram, call the attention of the distributing clerk to it.

Transmission.

113. Urgent telegrams are to receive the very quickest despatch. Should more than one "urgent" await transmission, special care must be exercised in order that each is sent in proper "time" turn.

Not to be refused during luncheon-hour.

Urgent telegrams must not be refused, when proffered by the public, during the period an office is specially closed for luncheon.

Notice to be exhibited.

At such offices a notice must be displayed in a conspicuous place stating that "urgent" telegrams will be received during the luncheon-hour, and indicating how the attention of the Officer in Charge may be obtained.

Calling office for urgent codes.

114. When one office is calling another office with urgent telegrams the signals for DR, TR, URT, ULT, UGVM, UOT, UMOT, UST, &c., as the case may be, should, after a slight pause, be signalled very distinctly at intervals between the calls. The call must be answered immediately, and transmission expedited in every way.

Delivery.

115. Upon receipt of an urgent telegram at office of destination it must be sent out for immediate delivery.

Urgent replies.

116. Urgent reply-paid telegrams must bear instructions as follows: If only the original telegram be prepaid as urgent the instructions will read "Urgent, reply paid"; if the reply only be prepaid as urgent, then the instructions should be "Reply paid urgent"; but if both original telegram and reply be prepaid as urgent then the instructions should read, "Urgent reply paid urgent."

CABLE MESSAGES.

117. Cable messages, namely, telegrams exchanged with offices beyond the colony, are subject to the regulations of the International Telegraph Convention, the principal of which are published in the Guide.

118. The office of destination of cable messages must be inserted in the instructions, as well as in the address, and be signalled accordingly.

119. In counting the words in cable messages the total number of chargeable words, separated by a bar from and followed by the number of words in the instructions, must be entered and signalled under the head of "Words," thus: A message to London of thirteen words, including the words of the address and signature, and containing the four words in the instructions "Urgent, London *via* Pacific," would be signalled as "13/4."

- (1.) When no double words and no double groups of figures are included, the number of words should be indicated by *one* number only—that is, the total number of words and groups combined.
- (2.) In *plain* telegrams containing words of over fifteen letters, or groups of more than five figures, and in *code* messages containing words of over ten letters or groups of more than five figures, indicate by the numerator of a fraction the total *taxable* number of words, and by the denominator the *actual* number of words and groups combined.
- (3.) In Government cipher telegrams indicate by bars of division, first, the total number of taxable words; second, the plain and code words; and, third, the number of groups of letters or figures.

Compound words of ten letters and under, fairly pronounceable in any of the admitted languages may be accepted as one word in cable messages.

120. Cable messages routed by the senders themselves are to be marked "Routed Extension," or "Routed Pacific," and are not to be diverted, except in the case of total or prolonged line interruptions, of which the senders should be advised when handing in messages. The messages routed by officers of the Department are to have "*via* Extension" or "*via* Pacific" inserted. These messages may be diverted in ordinary cases of line interruptions. It must be clearly understood that the

indication of the fact that the sender has prescribed the route must be made by the officer receiving such a message. The instructions in the messages are, on receipt at Auckland and Wakapuaka, to be amended by the substitution of "*vid*" for "Routed." In the case of a diverted cable message requiring an additional prepayment, the sender should be communicated with to learn whether the additional cost will be prepaid or the message cancelled.

Sender to be communicated with if additional cost entailed.

Disputed counting.

121. Cable messages must receive the utmost despatch, and must not be delayed owing to the counting being challenged by any transmitting office. They must be sent on at once with a memo. calling attention to the error of which correction has been demanded. In all cases of disputed counting in cable messages which cannot be settled forthwith the Officer in Charge at the handing-over office must be referred to, and his decision accepted as final.

To be promptly and specially examined at transmitting offices.

122. The transmitted copy of every cable message must be specially and promptly examined at transmitting offices, to correct errors, check delays, and to see that the time and the initials of the sending operator have been correctly inserted.

State cable messages.

123. State and Admiralty cable messages take precedence during transmission. Official instructions, as under, must be inserted therein:—

- (1.) "British Government" or "B.G.": (a) In telegrams on the business of the Imperial Government; and (b) in British-Colonial Government telegrams addressed to places in United Kingdom, South Africa, United States of America, and Canada; and (c) in telegrams sent by His Majesty's naval officers to international stations.
- (2.) "French Government" or "F.G.": In telegrams on the business of the Government of France.
- (3.) "Mixed Government": In telegrams on the business of any British-Colonial Government, addressed to countries other than United Kingdom, South Africa, United States of America, and Canada.
- (4.) "Government": In telegrams on the business of foreign Governments other than that of France.
- (5.) In the case of reply-paid Government cable messages the code must be entered in the reply voucher to enable the provisions of this rule to be carried out. (Also see Rules T. 150-153.)

Cable messages in duplicate.

124. Cable messages must be delivered in duplicate when receivers apply in writing to have this done.

125. Except by special arrangement, made by the Secretary, cable messages cannot be accepted as "Collect."
"Collect."

126. Receipts demanded for amounts paid for cable messages are to be given free of charge.
Receipts.

127. Cable messages must be fully counted and complete before being put upon the wires. Incoming messages bearing the instruction "CTF" must not, however, be stopped, but delivered when practicable, with the words "Correction to follow" written boldly across the face of the addressee's copy.
Correction to follow

128. When sending beyond the colony for the repetition of words in cable messages, the words as received by the delivering office should be shown in parentheses, in order that the handing-over office may, if the error has occurred on New Zealand lines, stop or amend the repetition ST. The following is an example: "Wellington from London (RP4), Twenty-sixth, Brown: Repeat first, fourth, ninth (credence, anomaly, deltoid)." The words "credence," "anomaly," "deltoid" in this example are not to be charged for. Cipher and code in STs must always be repeated (Rule T. 68).
Repetition reference beyond the colony.

Requests for rectification may be forwarded without prepayment if the addressee gives a written undertaking to pay the cost of the service should the reply confirm the original rendering.

129. Service telegrams addressed to foreign offices must be concise. All such messages must be countersigned by the Officer in Charge prior to transmission.
STs to foreign offices.

Immediate attention must be given to all foreign service telegrams, and to service telegrams from handing-over offices respecting cable messages. If received after business hours, STs must be replied to before the office is finally closed. Upon no account may they be held over until the office reopens. The midnight-cable, Sunday, and holiday-morning attendances form no exception to this rule.
Foreign service telegrams must be replied to before office finally closed.

130. Cable messages are to be treated as ordinary telegrams for the purposes of any returns or statements of telegraph business. (For "Reply paid" cable messages see Rules T. 150-153.)
Returns.

131. Cable messages remaining unclaimed at any telegraph-office on the expiration of six weeks from the date of receipt must be forwarded to the Accountant (Clearing-room), marked in accordance with the directions given for inland messages in Rule T. 99.
Undelivered cable messages.

CABLE-CODE ADDRESSES.

- Registration.** **132.** All applications for registration of a code or abbreviated address for cable messages must be accompanied with the annual fee of 10s. or the monthly fee of 2s. 6d. Applications must state where the word submitted, if an uncommon one, is to be found, whether in the dictionary, or cable-code vocabulary, &c., and be referred to the Secretary for approval. No advice of acceptance of any code address must be issued until registration has been approved by the Head Office. Directions for the public in this matter will be found in the Guide. Dictionary words are in all cases preferred as cable-code addresses. The following cannot be registered: Personal (proper) names unless the name is an uncommon one; the name of a profession (as "Solicitor," "Merchant," &c.); any word to which more than one person may have an equal right (as "Hotel," "Bank," &c.); the name of any country, State, or telegraph-office; the name of a well-known street, number, &c.
- Fee.** **133.** The fee of 10s. for one year or 2s. 6d. for one month holds good at any office in New Zealand, provided the person registering the indicator desires it to be transferred. This does not, however, apply to telegrams which are regularly addressed to more than one place, such as to firms having branches in different towns, &c. A statement of fees collected must be made to the Accountant on Form Acct. 190.
- Record.** **134.** The Officers in Charge of the central telegraph-offices at Auckland, Christchurch, Dunedin, Napier, and Wellington, and the Chief Postmasters in other districts, are required to keep a record of all cable-code addresses for the district, and to see that the fee is collected or the code-address cancelled at the proper time.
- Cancellation.** **135.** Notification of the cancellation of a cable-code address must be forwarded to the Secretary without delay. Sub-offices must advise their central office when a renewal fee is paid or a code address cancelled.
- Renewal.** **136.** Should the renewal fee for an address which has been registered for twelve months remain unpaid for two weeks after the due date, a second request must be made to the holder, and if this be disregarded, the address should be cancelled and the Secretary advised.
- Unregistered.** **137.** If any message addressed in cipher be received, the address of which is not registered at the office of receipt, the receiving office should at once communicate with the Secretary and ask for instructions. Should the Secretary's office be closed, the Officer in Charge at Auckland or Wakapuaka must be

applied to. If, however, it is known for whom the message is intended it may be delivered upon the cipher being registered and the fee paid.

138. Cable messages which come to hand bearing lapsed Lapsed. code addresses must not be delivered unless a fresh registration fee is paid. Officers must exercise care to distinguish between messages bearing a surname as an address and messages addressed to an obvious code address. In the former case every effort must be made to effect delivery.

CODE AND CIPHER TELEGRAMS.

139. Telegrams may be written in cipher, which will be counted and charged for in accordance with conditions stated Cipher permissible. in the Guide.

140. In order to reduce to a minimum errors in cipher Should be written or printed in capital letters. telegrams, senders of all such telegrams must be requested to write or print the ciphers in capital letters as plainly as possible.

141. In taking off cipher telegrams, either at a receiving or a transmitting office, the ciphers must be written or printed in capital letters as plainly as possible, thus :—

Bank of New Zealand, Auckland.

XW. H S. BOF. EJHJ. HAO. SKX. ASPBLGYMWDH.

THOMPSON.

Telegrams in cipher are more liable to mutilation in trans- Great care to be exercised in signalling. mission than those written in plain language. Great care, therefore, must be exercised to avoid errors in signalling. (Rule T. 68.)

“COLLECT” TELEGRAMS.

142. “Collect” telegrams may be accepted under the Acceptance. conditions notified in the Guide. When addressed to a post-office they are to be retained at the receiving telegraph-office, and a notice posted to the addressee intimating that such a telegram awaits delivery on payment of its cost. Should delivery of any “collect” telegram not be effected within twenty-four hours, or the addressee refuse to pay the charge, the forwarding office must be directed to make the telegram prepaid, except in the case of cable messages. Inquiry must not be made by wire whether or not the charges on “collect” telegrams will be paid by addressees.

143. The Officer in Charge may demand a deposit from Deposits and charges on “collect” telegrams. the sender of the amount to be collected on the delivery of a

telegram ; and when the sender of a " collect " telegram, for which no deposit is made, pays for it after it has been sent to the Accountant, the value is to be affixed in stamps to a separate form, on which the particulars of the telegram must be stated, and the form sent in with the next parcel of telegrams. The charges collected for any other telegram after it has been sent in must be similarly accounted for.

Conditional delivery.

144. The sender of a " collect " telegram may direct that delivery shall be conditional on the addressee first paying the charges. In such cases the words " Delivery conditional " must be inserted in the instructions and charged for.

Refusal of " collect " telegrams and treatment of deposits.

145. When advice of the refusal of a " collect " telegram, *for which a deposit has been paid*, is received before the refund of the deposit, the authority for applying the deposit to prepayment must be attached to the telegram. A deposit for a " collect " telegram should be refunded to the sender at the expiration of twenty-four hours after the forwarding of the telegram, if no advice of its refusal or non-delivery is received by the forwarding office, and there has been no interruption of traffic. The receiving office must *advise the forwarding office* of the refusal or non-delivery in time for the advice to be received within the twenty-four hours. A " collect " telegram must not be treated as prepaid until the forwarding office has replied that it has been made prepaid, or fails to reply within forty-eight hours.

Not to be treated as prepaid until advised by office of origin, or latter fails to reply within forty-eight hours.

Each refund must be entered and taken credit for on Form Acct. 210, and the sender's receipt attached. (See Rule T. 12.)

" REPETITION-PAID " TELEGRAMS.

Sender to pay.

146. Where ciphers or unintelligible terms are used, the sender should be recommended to pay for the repetition of the telegram in order to insure accuracy.

" Repetition paid " in instructions.

147. Telegrams to be repeated must bear in the instructions " Repetition paid." The fee for repetition of a telegram must in every case be prepaid by the sender, and affixed to the form in stamps.

To be repeated back from office to office.

148. Telegrams marked " Repetition paid " are to be repeated back from office to office in the course of transmission from the office of origin.

Operators to write " Repeated " and affix initials.

149. In order to show that " Repetition paid " telegrams have been repeated, the forwarding, transmitting, and receiving operators are required to write the word " Repeated " and affix their initials in the blank space to the left of the

address, before the word "To." On single circuits forwarding operators will be held responsible for the correct repetition of repeated telegrams.

"REPLY-PAID" TELEGRAMS.

150. When a "reply-paid" telegram is presented for transmission the sender should be requested to insert the words "Reply paid" in the instructions; and these words must invariably be signalled and written in full. In the event of the words "Reply paid" being written by the sender in the *text* of a message, and a deposit not being made, the text need not be altered, but the words "Reply collect" must be written in the instructions. In a "Reply paid" cable message the number of words prepaid must invariably be inserted.

Sender to insert "Reply paid" in instructions.

Exception.

151. When only the words "Reply paid" appear in the instructions of an inland telegram it will be understood that a reply of twelve words, including address and signature, has been prepaid, and the reply voucher is to be filled up accordingly. When a reply of greater length has been prepaid, the number of words must be signalled in the instructions, thus: "Reply paid 40." The amount deposited for a reply must be affixed in stamps to the original telegram.

Ordinarily signifies that reply of twelve words has been prepaid.

Exception.

152. When a telegram the reply to which has been prepaid is received at the office of delivery, a prepaid reply ($A \frac{P}{R}$) form must be sent out with it, the necessary particulars being entered in the reply voucher printed at the back of that form. These particulars must be written in ink, and the voucher signed in full, and date-stamped. It is essential that the actual office of origin should be stated on the reply voucher. The words "Reply paid" must also appear on the envelope. (Rule T. 214.)

Form and instructions for treatment at office of delivery.

153. The reply to a "Reply paid" cable message, if presented for transmission unrouted by the sender, should be coded to follow the route of the original message. Officers issuing cable reply vouchers must indicate on the back of the $A \frac{P}{R}$ form the route by which the original message was received, and in the case of Government cable messages add the official instructions, to enable the requirements of Rule T. 123 to be met.

Reply to "Reply paid" cable message.

154. Messengers must be instructed to wait five minutes for replies when asked to do so, or when delivering a "Reply paid" telegram.

Messengers to wait for replies.

155. The prepaid-reply form may be used by the holder of it for not more than one telegram of any code, whether a reply

Use of reply form.

or not, any time within six weeks. No prepaid-reply form which has not been date-stamped by the issuing office may be accepted. If the telegram exceeds the number of words stated in the reply voucher the difference is to be paid by the sender and affixed in stamps to the form.

Refund of money prepaid for a reply.

156. The refund of money prepaid for a reply can only be made on an application to the Accountant, giving full particulars of the RP telegram—*i.e.*, of the telegram authorising the reply—and on production of the reply voucher.

Treatment of vouchers when "reply-paid" telegram redirected.

157. The reply vouchers of reply-paid telegrams, which through being redirected require further transmission by wire, must be sent to the Clearing-room attached to the "forwarded" copy of the new message.

TELEGRAMS TO AND FROM THE GOVERNOR AND MINISTERS OF THE CROWN.

Ministerial memoranda, treatment after transmission.

158. Telegrams presented for transmission by His Excellency the Governor (when communicating with Ministers), and by Ministers of the Crown, known as Ministerial telegraph memoranda, must, immediately after transmission, be returned to the senders in closed envelopes marked "Confidential." Ministers must be addressed personally, and not merely by title. Transmitted copies of Ministerial memoranda are to be similarly dealt with, *but addressed to Wellington.*

Memoranda franked by Ministers.

159. The transmitted copies of memoranda franked by Ministers, which cannot for any reason be returned to the Minister franking them, should be sent to the Secretary for disposal.

To be carefully checked prior to return.

160. The duty of returning Ministerial memoranda must be performed by the Postmaster, or the Officer in Charge or the Assistant Officer in Charge, the messages being carefully checked prior to despatch.

Beyond New Zealand.

These instructions do not apply to telegrams from Ministers to places beyond New Zealand, which are to be coded GVM and, after transmission, forwarded to the Clearing-room, enclosed in Form Acct. 210, with other cable messages.

"Urgent" or "Take precedence."

161. Ministerial memoranda marked "Urgent" or "Take precedence" must be transmitted and delivered with the utmost despatch. A check should be kept on these messages so that the responsibility for any delay may be fixed.

Not to be taken off in duplicate.

162. Ministerial memoranda are not on any account to be taken off in duplicate. Only one copy is to be made and delivered. Carbonic paper must not be used.

"Reply to memo."

163. If a Minister inserts "Reply by memo." in a telegraphic memo., the receiver is to be allowed to send to the

Minister a telegram coded "Memo." with "Reply to memo." in the instructions. If the Minister merely asks for a reply, the reply telegram should be sent "Collect." In no case should such telegrams be coded GVM. The officer should satisfy himself that the reply is entitled to be sent as "Reply to memo." (See Rule T. 217.)

164. All "Reply to memo." telegrams addressed to ^{Disposal.} Ministers from the public, including transmits, are to be posted to the Minister to whom the replies are addressed, in the same manner as is done with telegraph memoranda from Ministers. (See Rule T. 158.)

165. Information from a Minister's Private Secretary ^{Private Secretaries.} notifying his movements, or in case of illness his state of health, but no other matter, may be sent by wire as telegraph memoranda to a member of his family.

166. In order that unnecessary readdressing of telegrams ^{Officers to advise each other of the movements of His Excellency or Ministers of the Crown.} for His Excellency the Governor or Ministers of the Crown may be avoided, Officers in Charge and Postmasters must keep each other informed of the movements of His Excellency or of Ministers when travelling. Advice of the last place from and the next place to which His Excellency or Ministers may have come or be going will generally suffice, but in every case the Officer in Charge, Wellington, must be apprised.

TELEGRAMS FORWARDED BY MEMBERS OF GENERAL ASSEMBLY.

167. Members of the General Assembly may send telegrams at the rates shown in the Guide.

168. Each message must be charged for separately. ^{Multiple.} "Multiple MGA" telegrams are not permitted.

169. The initials "MGA" must be inserted in the space ^{Instructions.} provided for instructions on the forwarded form, but need only be included in the "check" and signalled in the case of "collects."

170. "Urgent" messages are not to be accepted for a "Urgents." charge equalling double the "MGA" rate.

171. "Collect" telegrams from members of the General ^{"Collects."} Assembly must have the instruction "MGA collect" inserted, and must be charged for accordingly.

MONEY-ORDER TELEGRAMS.

172. Money-order telegrams are issued by Postmasters in ^{MOTs. and IMOTs.} charge of money-order offices for transmission to telegraph-offices in New Zealand where there are money-order offices,

and intercolonial money-order telegrams drawn on telegraph money-order offices in the Commonwealth of Australia.

To places not
money-order
offices.

173. When an inland money-order telegram is issued for payment to a person not residing in the place where the order is payable, the words "Post" or "Carriage paid" must be inserted in the official instructions, as the case may be. (See Rules T. 14-18.)

Remitter may
add private
message and
prepay cost of
reply thereto.

174. The remitter of an inland money-order telegram may, on paying for the additional words required, have a private communication for the payee added to the official telegram of advice. He may also, if he so desires, prepay the cost of a telegraphic reply thereto. The private message, for which space is provided on the requisition form, must be written by the remitter, who need not necessarily add his name and address. (See Rule T. 175.) The private message must be detached from the requisition, and securely affixed to the forwarded money-order telegram, and handed in by an officer of the Department.

When
addressed to
the Secretary
of a racing
club.

175. In the case of a money-order telegram made payable to the secretary of a racing club, to cover an investment on the totalisator, the accompanying private message *must* bear the remitter's signature and address or office of origin; and it is imperative that the remitter's instructions should be added to the money-order telegram, so that the remittance and relative instructions may reach the payee simultaneously.

May be sent
"urgent."

176. Money-order telegrams may be sent "urgent" on payment of the specified fee; but, when a remitter's private message is added, the fee must only be charged on the private message; no additional fee being charged on account of the official telegram of advice.

Charges.

177. The 1s. collected for the money-order telegram and the scale of charges for the private message—viz., ordinary, 1d. per word with a minimum charge of 6d.; urgent, 2d. per word, minimum charge 1s.—must be affixed in stamps to the forwarded form. The commission charge is to be accounted for in the manner prescribed by the money-order regulations. The telegraph charges must be shown in the OT or UOT columns, as the case may be, on Form Acct. 210.

Code-word and
amount to be
repeated.

178. The code-word and amount in both inland and intercolonial money-order telegrams must be repeated in addition to the ordinary acknowledgment.

Sent as
"urgent"
after line
interruptions.

179. Money-order telegrams, when delayed by interruption, must be forwarded as "urgent" as soon as communication is restored.

180. Any charge required for carriage must be collected at the office of origin from the remitter, and affixed to the order in stamps. A receipt for the carriage paid for the delivery of any money-order telegram, giving the particulars of the telegram, must be taken by the delivering office, to attach to the telegraph credit statement on Form Acct. 210, on which the amount will be claimed. Charge for carriage.

181. For the receipt of money-order telegrams at the terminal offices a book is supplied of forms specially printed for the purpose. The top copy of every received telegram is to be forwarded to the paying Postmaster at the same time that the other copy is sent to the addressee, both copies being previously countersigned *with pen and ink* by the Officer or Assistant Officer in Charge, after the code-word and amount have been compared. Directions to receiving office.

Care must be taken to see that the remitter's private message is not separated from the money-order portion of the form, but that both are sent out together. The words "Money-order telegram" must be clearly written on the envelope addressed to the payee.

182. A money-order telegram may be crossed for payment through a bank, in which case the word "Crossed" must be written in the instructions, and signalled. The countersigning officer at the receiving office must cross the order thus :—

_____ and Co.

183. Money-order telegrams, when clearly addressed to well-known persons, or to a given number in any street, are to be delivered by messenger, and a receipt taken from the addressee. Principal officers representing banking and other commercial establishments may be allowed to take delivery of telegrams, and to sign receipts. Delivery by messengers and otherwise.

Should the address furnished be insufficient to warrant delivery by messenger, a notice, Form Acct. 40, should be sent to the addressee, who, upon presentation thereof at the counter and establishing his or her identity as the person for whom the money is intended, may obtain delivery on signing a receipt on the back of the notice form.

These receipts must be date-stamped and signed by the officer who effects delivery, and filed for twelve clear months.

184. Should a money-order telegram remain undelivered for forty-eight hours, notwithstanding due inquiry and reference to office of origin for repetition of address, the envelope must be indorsed in *red ink* as follows : "Not to be delivered until proof of identity furnished," and then posted. A list Undelivered MOTs.

Identification of addressee.

of such posted telegrams must be kept at the telegraph counter.

Orders posted to be registered.

185. If it be necessary to post an order, it must be registered free of charge.

Unclaimed.

186. Unclaimed money-order telegrams are to be treated in all respects as unclaimed registered letters.

Transfer of repayment.

187. When a telegram is presented for transmission applying for the transfer or repayment of a money-order telegram, the signature of the applicant, who must be either the remitter or payee, must be obtained upon the message-form, and the word "Verified" written in the instructions and signalled. A telegram so indorsed may be dealt with in the same way as an ordinary written request, and its production will entitle the Postmaster to whom it is addressed to obtain the order referred to from the telegraph-office.

IMOTs.

188. Special forms are issued for intercolonial money-order telegrams. Each must contain an appropriate code-word. The following formula indicates the matter which should be signalled :—

Name of paying office, say	...	Sydney	...	1
Code-word	...	Axis	...	1
Number of order	...	742	...	1
Payee's name (Christian and surname)	...	Henry Johns	...	2
Amount of order	...	Five pounds	...	2
Remitter's name (surname only)	...	Jones	...	1
Total number of words in above specimen			...	8

In the event of the amount containing shillings and pence the number of words will, of course, be increased by the number of words necessary to indicate the fact; but where the order is for pounds only, and the payee's Christian name consists of one word only, the total number of chargeable words will be as indicated.

In other respects IMOTs will be governed by the rules applicable to MOTs.

SAVINGS-BANK TELEGRAMS.

Note.

189. Telegrams on Savings-bank business must be coded SBT, and be transmitted in the same order and subject to the same conditions as telegrams prefixed GVM, MOT, &c. The text should be transmitted as indicated on the form presented by the Postmaster, and the telegram taken off on the ordinary "C" form.

PRESS TELEGRAMS.

190. A press telegram must not be addressed to any person by name, and must consist of news of general public interest for immediate publication in a registered newspaper; and may not contain either advertisements, code-words, cipher language, letters to the editor, mere theatrical or business puffs, nor anything for the publication of which a money payment is usually made. Definition.

Bonâ fide Press correspondents, however, may forward telegrams at Press rates about theatrical matters of more than local interest. Press telegrams about theatrical matters.

191. When any matter of a private or personal nature, or matter not intended for publication is included in or added to a Press message, such matter must be charged for at the rate of 1d. per word and the number of words so charged shown in the instructions. Private or personal matters.

Some latitude must, however, be allowed in the case of brief directions such as "Leader," "New paragraph," "Take in division-list from Association," "More to follow," &c., explanatory of the matter under transmission, which may form part of such telegram.

192. Provided the offices are opened, all newspapers are entitled to receive Press news at night at evening rates, no matter whether sent on evening prior to publication or not. The evening rates on day telegrams for evening papers are restricted to the day of publication, unless otherwise ordered. Evening rates.

193. The word "Press" must be inserted and signalled in the instructions of all Press telegrams, which must be timed a.m. or p.m., in order to determine the rates to be collected. The letters "a.m." or "p.m.," as the case may be, must be signalled. Instructions.

194. Press telegrams from "Our own correspondent" must in every case have the signature of the sender written at the foot or on the back of the telegram, not necessarily for transmission, but for official reference. Name of "Our own correspondent."

195. "Collect" Press telegrams for the United Press Association, Wellington, must be refused unless they bear the signatures of the senders. Telegrams from Wellington may be signed "Association," but such privilege does not apply to any other office. Collect.

196. Precedence will, except on occasions when the public interests demand some relaxation of the rule, be given to Press work for evening papers during the following hours:— Precedence.

- (1.) On main circuits : From 9 a.m. to 3.30 p.m., except during the session of Parliament, when short telegrams from Wellington, not exceeding 150 words, may be sent up to 4.30 p.m.
- (2.) On country circuits : From 9 to 10 a.m., and noon to 3 p.m., except during the session of Parliament, when short telegrams, not exceeding 150 words, may be sent up to 4.30 p.m. PTs are not necessarily to be excluded between 10 a.m. and noon.

Transmission.

197. Every facility and despatch must be given to the transmission of afternoon Press telegrams, but the circulation of ordinary telegrams with prior time must not be so impeded as to render them useless to the senders and receivers. Officers engaged in the transmission of long Press telegrams must give up possession of the wire when required for the disposal of ordinary work. This, however, is one of those matters which, with good management and forethought on the part of Officers in Charge of central or transmitting offices, may be disposed of in such a way as to prevent any cause for complaint.

For evening newspapers at night.

198. Press telegrams addressed to evening newspapers at night by the United Press Association must be received and transmitted, but the copies are to be retained and not delivered till the office opens next morning.

This instruction does not apply to telegrams marked "Extraordinary," or to brief telegrams usually received early in the evening containing news of racing and field sports, which are evidently meant for immediate use.

Sundays and holidays.

199. Press telegrams must not be transmitted during morning attendance on Sundays. Such messages, if lodged in late boxes, or presented, are to be held over until the office reopens in the evening. For conditions under which Press telegrams for evening papers are accepted on Sundays, *see* Guide. Press telegrams for weekly papers must not be accepted on Sundays. On Press telegrams presented on holidays the names of the offices which do not open on holidays are to be erased, unless otherwise instructed by the senders, instead of the telegrams being accepted and telegraphed the following day or to the furthest practicable point the same day.

Rates on telegrams presented in parts.

200. A Press telegram forwarded in parts presented for transmission subsequently to each other during a period in which the rates increase is to be treated as consisting of as many separate telegrams as there are different rates in the period, and each is to be charged at the rate applicable to the time of its presentation.

201. Press telegrams which for any reason cannot be sent at night are to be dealt with as may be directed by the Secretary, who must be advised of the circumstances. When delayed or held over.

202. Telegrams forwarded under special arrangements must have the rate inserted in the instructions. Special rate.

203. Telegrams sent in correction of inland Press telegrams are to be transmitted at Press rates, with the words "Press correction" in the instructions. Press correction.

204. Any Press telegram from an agent of the United Press Association which may be refused by the addressee is not to be charged more than evening rates. Rates on refused telegrams.

205. Press telegrams not exceeding 200 words must be counted prior to transmission; others must be counted as early as possible, and the number of words telegraphed without delay. When addressed to several offices, the first transmitting station must be informed of the number of words, and that office will advise forward. Counting.

A difference of 2 per cent. may be allowed in PTs of 200 to 500 words, and 1 per cent. in those of greater length, except when the difference affects the charge.

206. In transmitting Press work to two or more offices on the same circuit care must be taken that the attention of each office has been obtained, in order that unnecessary signalling of the same telegram may be avoided. Transmission to several offices on same circuit

207. In signalling a Press telegram in sections on two or more wires, the following procedure should be observed: Suppose a telegram of, say, five thousand words, divided into five sections, A, B, C, D, and E, of about one thousand words each. Forwarding offices should advise receiving offices on what wires the several sections will be sent. Receiving operators must head their sheets with the section-letter signalled, and also number the sheets, thus: Section A1, A2, and so on. On finishing each section, "End of section A," B, C, D, or E, as the case may be, should be signalled by the forwarding operators, and written in the received copy telegram. As each sheet will be numbered, and also bear its own section-letter, the telegram can be delivered sheet by sheet. In delivering the first sheet the addressee should invariably be advised that the telegram is being taken off and will be delivered in sections. Transmission in sections.

208. As Press telegrams are sometimes liable to be delivered before similar messages bearing prior time officers are enjoined to use care to see that such telegrams, particularly short racing messages, are sent and delivered in proper sequence, especially if transmitted on different circuits. Delivery.

SHIPPING TELEGRAMS.

San Francisco
mails.

209. (1.) On arrival of the San Francisco mail at Auckland all ports must be advised by UMT, but the movements of the coastal steamer carrying the mails should only be reported to those places on the main route towards which such steamer may be sailing, and to the last port of departure. The main route will comprise Onehunga, Auckland, New Plymouth, Wanganui, Nelson, Wellington, Lyttelton, Christchurch, Timaru, Oamaru, Port Chalmers, Dunedin, Invercargill, and Bluff.

The West Coast route of the Middle Island will include Wellington, Picton, Blenheim, Nelson, Westport, Greymouth, and Hokitika. These offices must be advised in respect of their portion of the mail similarly to those on the main route.

Tauranga, Gisborne, Port Ahuriri, and Napier must be advised locally only, except when the mails for those four places are carried by one steamer.

A copy of all mail telegrams addressed to Napier will be sent by that office to Port Ahuriri.

Brindisi and
Direct mails.

(2.) The movements of steamers carrying English mails received *via* Brindisi, and by Direct steamers, are to be reported similarly.

(3.) English mails for places other than those named are to be reported locally only.

Direct English
mail-steamers,
and steamers
trading to
South African
ports.

(4.) A UMT is to be sent to Auckland, Thames, Gisborne, Napier, Port Ahuriri, New Plymouth, Wanganui, Wellington, Blenheim, Nelson, Westport, Greymouth, Hokitika, Lyttelton, Christchurch, Timaru, Oamaru, Port Chalmers, Dunedin, and Invercargill, notifying the arrival and departure at and from the several ports of all Direct English mail-steamers, and the contract steamers trading to South African ports.

Other ocean-
going steamers
and sailing-
vessels.

(5.) The arrival of other ocean-going steamers and sailing-vessels at the "first" port and their departure from "final" port of call should be reported to Auckland, Wellington, Christchurch, Lyttelton, Dunedin, Port Chalmers, and Bluff, their movements in the interval being reported from port to port only as in the case of coastal vessels.

Coastal
steamers.

(6.) The arrivals and departures of steamers which trade only in New Zealand waters are to be telegraphed to the port whence they last came and the port whither bound, except in the case of steamers reported to Greymouth, Lyttelton,

Port Chalmers, Bluff, or Port Ahuriri, which must also be reported to Hokitika, Christchurch, Dunedin, Invercargill, or Napier.

(7.) The movements of war-ships in New Zealand waters War-ships. must be reported to the Secretary, the Accountant, the office at the port of destination, and Auckland, Wellington, Christchurch, Lyttelton, Dunedin, and Port Chalmers. The Chief Postmasters at Auckland, Wellington, Christchurch, and Dunedin must also be advised.

(8.) During the session of Parliament all arrivals and departures of steamers at and from all ports are to be reported to Wellington. During session of Parliament.

(9.) Steamers appointed to sail after office-hours must be reported as "_____ to sail at _____." The actual hour of sailing, or other correction to be sent immediately on the notice-board. Steamers must be reported on Sundays and holidays, or, when offices are closed on those days, on the following morning. Steamers for Westport, Greymouth, and Hokitika appointed to sail as above need only be reported when Nelson is the port of departure. Sailing outside office-hours.

(10.) Any reporting officer omitting to report the arrival and departure of steamers to the telegraph office in the prescribed manner is liable to be fined. Omitting to report.

(11.) When coding UMTs the name of each office to which the telegram is to be forwarded must be inserted, but the addresses must be counted as one word only. Counting.

210. At shipping reporting offices, in order to enable the officer appointed to report the arrivals and departures of steamers after the closing of the offices, a receiving-box must be provided for the receipt of UMTs at the public entrance. The box must be cleared immediately upon the reopening of the office, and the telegrams at once sent on. Receiving-box for UMTs.

MIXED TELEGRAPH AND POSTAL SERVICE.

211. The Officers in Charge at Auckland and Wellington, the Postmasters at Russell, Lyttelton, Bluff, and the Postmaster or Officer in Charge at any other port whence mails may be despatched for places beyond the colony, must by service telegram advise all Chief Postmasters, and offices where newspapers are published, of the time of closing such mails. Telegraphic advices of closing foreign mails.

Copies of the mail notices must be sent to the Secretary, the Inspector, and the Accountant, Wellington, with a special note for the Secretary that offices have been advised.

Publishing
notice of
closing mails
for telegrams
by post.

212. Officers in Charge, upon receiving intimation by wire of the time of closing mails for the Commonwealth of Australia, United Kingdom, &c., must post up such news on the proper form in a conspicuous place outside the office, and also send a copy in similar form to the morning and evening newspapers, stating the hour up to which telegrams not paid for as "urgent" for the mails referred to will be accepted. Ample time must be allowed, in order that the due receipt of such telegrams at the offices posting them may be assured. It must also be seen that the amount prepaid for postage is signalled in the instructions.

Post telegrams.

213. In telegrams from the public for transmission to Auckland, Bluff, &c., to be posted there to places outside the colony, the name of the final despatching office must be inserted after the proper address, thus: "Sir Francis Stephens, Melbourne, *Post Bluff*." The amount of postage paid must be inserted in the instructions and signalled. Such telegrams are to be given precedence over Press messages, and their despatch expedited as far as possible.

WEATHER TELEGRAMS FOR SHIPPING.

Directions for
sending and
charging.

214. Officers in Charge are to receive from masters of vessels telegrams addressed to the Weather Reporter, Wellington, or to the Harbourmaster at any New Zealand port, asking for information as to the state of the weather. The telegram must be concise, and in no instance will more than twelve words be allowed in the text of the telegram. Sixpence only is to be charged for the telegram and reply. These telegrams must be coded OT, and "Reply-paid weather" inserted in the instructions of the original telegram. (Rule T. 152.)

Example.—"Harbourmaster, Timaru.

"State weather."

(Signed) "Schooner 'Enterprise,'
"Wellington."

The reply will be written thus:—

"Schooner 'Enterprise,' Wellington.

[Here the information sought for will be supplied.]

(Signed) "Timaru."

WEATHER REPORTS.

215. The weather reports must be sent promptly at 9 a.m. daily, concentrating at Wellington, whence the complete series for North and South Islands will be sent north and south respectively. The reports should be off the wires not later than 9.30 a.m. Officers in Charge at the central offices must see that no delay whatever takes place in sending in the reports from any of the smaller offices in their districts. If the report from any one office cannot be obtained, the remaining weather reports must be sent on without delay; and if the non-receipt of such reports is caused otherwise than through interruption of lines the matter must be reported to the Accountant.

Rules for daily
despatch.

GOVERNMENT TELEGRAMS.

216. Government telegrams must bear in the instructions the letters "O.P.S.O.," but not for transmission, together with the signature and official designation of the sender or other officer authorised to frank. In the case of well-known Government officers franking on the business of their own Departments the signature may be accepted as sufficient.

Franking
telegrams
"O.P.S.O."

217. When a telegram is franked by a person who does not also sign it, the word "Franked" must appear in the instruction, and be telegraphed.

"Franked" in
instructions.

218. General managers of railways (including tramways) are required to give notice by telegram to the Minister for Public Works of any accident attended with serious personal injury to the public or to any person employed thereon. Such a telegram is to be transmitted free.

Notifying
accidents on
railways.

219. Government telegrams presented for transmission after the ordinary hours of business need not necessarily be coded "Urgent." (See also Rule T. 49.)

After hours.

220. A franking officer requiring a reply to a telegram on Government service, addressed to a person not authorised to frank, should make the original "Reply collect." (See Rule T. 301.)

Reply
"collect."

221. No payment is to be made for the carriage of a Government telegram delivered by telegraph messengers within office-hours. When any expenditure for carriage after office-hours is necessary, or for other special delivery, it must be paid without reference to the office of origin, unless there is reason to believe that the expenditure is not desired by the sender. A receipt for payment must be taken to support

Charges for
carriage on
GVMS.

the entry of the amount as a Telegraph credit. The Officer in Charge of the delivering office must exercise some discretion in the matter of expenditure for carriage when it is not specially authorised by the office of origin.

Doubtful telegrams to be challenged.

222. In order to check abuse of the wires, officers must challenge doubtful Government telegrams, or apparent misuse of the DR, TR, or URT codes, particularly those sent on matters which might be dealt with by post. Clerks of Courts and constables who are authorised to frank should not be permitted to send franked telegrams on the business of private suitors, such, for instance, as the service of summonses or other matters not connected with the public service. A copy of each doubtful message must, after being treated strictly as its code indicates, be submitted to the Secretary, together with the reasons for challenging it. A fine of 5s. is recoverable from every person making improper or unnecessary use of the wires.

Unimportant GVMs.

223. Unimportant Government telegrams which evidently should be sent as opportunity offers, and therefore should bear the instruction "GAP," must be challenged through the Secretary when that instruction is omitted. They must not be detained, but copies should be taken.

SERVICE TELEGRAMS.

Use.

224. Service telegrams must only be used by officers on the business of the Department. When communicating with or on business of other Departments the telegrams must either be prepaid or coded, and sent as GVMs.

In cases in which the addressee of a Government or cable message has left without recording his new address, the Officer in Charge may inquire by ST if the message can be delivered if redirected.

Restrictions.

225. Service telegrams must not be sent for copies of telegrams applied for which at the time of application have not left the office of origin. (See Rules T. 238 and 281.)

Instructions.

226. In all service telegrams relating to telegrams the number and address of each telegram must be quoted, and the name of the sending and receiving offices written and signalled in full. Every service telegram must be date-stamped, and all forwarded STs must show the handed-in time, which need not be transmitted.

227. Service telegrams relating to "forwarded," "transmitted," or "received" telegrams must be securely attached to the back of the telegrams to which they refer. Should, however, a service telegram be sent, or received, after the original telegram has been sent to the Clearing-room, it should be forwarded to the Accountant, accompanied by a memo. quoting the particulars of the relative telegram.

Relating to other messages.

228. Circular service telegrams from the General Post Office and from Auckland and Wakapuaka requiring acknowledgment must be acknowledged to the central telegraph-office of the district. The acknowledgments are not to be coded *urgent*.

Acknowledgment of service telegrams not to be coded *urgent*.

The Officers in Charge, Auckland, Christchurch, Dunedin, and Wellington, and the Chief Postmaster, Nelson, collect acknowledgments.

STs from the General Post Office requiring acknowledgment are to be acknowledged by a repetition of the words after the word "acknowledge," together with that word.

229. Service telegrams must not be used to inquire if a paid reply to a telegram has been sent. Requests to add "Reply paid" or other instructions, or to alter or amend a telegram after transmission, must not be made by ST, except in correction of departmental errors.

Only departmental errors to be corrected by ST.

230. Service telegrams must not be used in making application for the special reopening of offices, or in connection with wires for chess matches. Communications on such matters when made by telegraph must be paid for.

Special reopening.

231. Officers must confine the use of service telegrams to matters of pressing importance, and not make use of the telegraph for correspondence which could be as well conducted by post. Any service telegram sent contrary to this rule, as well as any which may be necessitated through carelessness or neglect, will be charged at ordinary telegraph rates to the officer in fault.

Abuse.

Conciseness and brevity of expression, as far as is consistent with clearness, must be strictly observed in all communications between officers. The coded service telegram (*vide* Rule T. 2) must be made use of whenever practicable. The names of offices must be written and signalled in full.

Brevity.

Up to 5 p.m. traffic STs must be signed by the Officer in Charge; after that hour, by the Assistant Officer in Charge, up to the time he leaves the office; and then by the senior officer in charge of the instrument-room. Such telegrams are not to be addressed to officers by name, but by official title.

Traffic STs. Address and signature.

General
instructions.

232. On receipt by a Chief Postmaster, or an Officer in Charge, of an ST containing general or district instructions, Postmasters must be informed in all cases where information is required by them. On their part, Postmasters should bear in mind that it is their duty to ask their Chief Postmasters for information in any case of doubt.

SERVICE OF NOTICES BY TELEGRAPH.

Regulations.

233. The service of notices by telegraph (*vide* the 32nd and following sections of "The Electric Lines Act, 1884") is governed by regulations made from time to time by the Governor in Council. The regulations at present in force will be found in the Official Circular for April, 1895, and for July, 1904.

In the transmission, receipt, and service of such documents Officers in Charge appointed in that behalf will be guided by, and will strictly conform to, the regulations in force for the time being.

Disposal of
documents
after com-
pletion of
service.

Postmasters or Officers in Charge who are appointed to deal with the transmission of writs or warrants by telegraph will, after the service has been completed, forward the documents, under separate cover, to the Accountant, General Post Office, Wellington, filing a docket in their place in the day's telegrams, stating the date on which the originals were posted.

Warrants
issued under
"The Bank-
ruptcy Act,
1892."

A warrant issued by the Court under section 88, subsection (3), of "The Bankruptcy Act, 1892," for the arrest of a debtor may be accepted as an ordinary telegram with ordinary repetition, and be paid for as such.

The subsection reads, "(3.) Any such warrant may, if the Court shall so order, be transmitted by telegraph and executed on the telegraphic copy thereof, accompanied by a telegraphic copy of such order of the Court." Such a warrant is held not to be a "notice" within the meaning of section 32 of "The Electric Lines Act, 1884," and consequently the warrant may not be refused transmission as an ordinary telegram. At the same time, if it be desired to send it as a "notice" in the manner set out in the Order in Council of the 25th March, 1895, published in the Official Circular of the 1st April following, no objection should be offered to its being so sent, provided the necessary fees are paid. The responsibility of sending such a warrant either way rests with the sender.

Of course, if the sender elects to transmit the warrant as an ordinary telegram, it is not necessary that the transmitting or receiving officer should be gazetted as such, but no other than gazetted officers may deal with warrants to be treated as pro-

vided in sections 32 to 36 of "The Electric Lines Act, 1884," and the Order in Council mentioned above.

SEARCH FOR AND PRODUCTION OF ORIGINALS OR COPIES OF TELEGRAMS.

234. Telegrams can only be produced in evidence in terms of "The Electric Lines Act, 1884." Any officer, upon being served with a subpoena to produce a telegram in Court, must report the circumstance to the Secretary, by wire if necessary, and apply for instructions. Authority to produce.

235. Originals of inland telegrams and cable messages are retained for periods of six months and three years respectively, after which they are destroyed. Old tapes must be kept for six months, and then destroyed in the presence of the Officer in Charge. Period of preservation.

236. The originals of telegrams will be furnished for perusal or exhibition in any Court of justice upon application made by the senders or addressees of the same, provided the telegrams have not been destroyed. Production in Court.

237. On furnishing satisfactory proof of identity, the sender or addressee, or duly authorised agent of either, may inspect a telegram at the office of origin or destination without charge. Sender or addressee may see office copy.

238. When the originals or copies of telegrams which have been sent to the Clearing-room are applied for, a fee of 1s. when the necessary particulars are supplied, or 2s. 6d. if such particulars are not forthcoming, must be collected, and the application forwarded to the Accountant, General Post Office. Telegrams asking for originals or copies must be paid for, and should bear the word "Verified" in the instructions, as an indication that the identity of the applicant has been satisfactorily established. Application for copies of telegrams at G.P.O. Charges. "Verified" must appear in instructions.

239. If the sender or addressee of any but a Press telegram apply for a copy of a telegram before it has been sent to the General Post Office, such copy may be supplied on satisfactory evidence of the identity of the applicant, at a charge of 6d., and this charge must be affixed to the back of the telegram in stamps with an explanatory note. The applicant must not, under any circumstances, be allowed to make the copy. To prevent telegrams from being altered or tampered with after they have been telegraphed, it is directed that, in cases where the inspection of a telegram is authorised by the Copies may be supplied before telegrams sent to G.P.O.

regulations, or by special instructions from the General Post Office, the telegram must not leave the hands of the officer intrusted with its exhibition, but be shown in his hands to the applicant.

Disposal of fees.

240. The fees deposited for searches, and for copies of telegrams, must be affixed in stamps to the application.

COMPLAINTS.

Acknowledgment and investigation.

241. When it is reported that a telegram has been dropped, delayed, or mutilated, &c., officers will formally acknowledge the receipt of the complaint, and forward the same to the Accountant, General Post Office, for investigation, on Form Acct. 66.

TEMPORARY OFFICES.

Arrangements for opening.

242. Temporary offices are opened as occasion may require at racecourses, rifle-meetings, &c. In all cases application must be made to the Secretary, and permission obtained for the opening of any such office. Notice of the time of opening must be advised by wire (see Code ZQR, Rule T. 2).

Racecourse telegraph-offices.

In notifying the opening of racecourse telegraph-offices, notice for the day from 9 a.m. should be given when the office opens in the morning. It will be the business of the office of destination to ascertain from the authorities of the respective racing clubs whether telegrams are to be delivered in town before the racecourse office opens, or kept in the meantime.

Receipts and expenditure.

243. A record must be kept, and a statement furnished, on Form Acct. 192, showing the receipts and expenditure in connection with the opening of temporary offices (*i.e.*, the value of all telegrams received for transmission, and the cost of erecting and dismantling instruments, expenses of operator, messenger, &c.). In the event of the expenditure exceeding the receipts, the deficiency must be made good by the body or corporation at the instance of which the office was opened, and brought to charge as "Telegraph cash receipts." Officers' expenses must be claimed by voucher in the usual way.

Accounting.

A statement of telegraph business (Form Acct. 210) must accompany the messages to the Clearing-room. (Rule T. 293.)

Delivery statement.

244. Delivery statements must be kept at temporary offices. (Rule T. 87.)

TELEPHONE OFFICES AND BUREAUX.

245. No office may be opened or bureau established without the authority of the Secretary. The hours of attendance, and mode of delivery will, except where otherwise stated, be assumed to be ordinary and regular. Irregular delivery, or extraordinary hours, must be specifically authorised by the Secretary. When an office is ready to be opened, the Inspector of Telegraphs for the district in which it is situated will report in the following form to the Secretary and the Superintendent: "[Name] Telephone [or Telephone and bureau] ready to open. Telephonist [Name] is [or is not] Postmaster. Hours [9 to 10, 1 to 3]. Delivery [irregular]."

Authority of Secretary to be obtained.

On the receipt of such notice the General Post Office will take the necessary steps to open the office.

Office opened by G.P.O.

246. If no salary is fixed before the office is opened, officers concerned should ask for instructions. As a general rule a minimum of £5 per annum will be paid for doing telephone work, but if, after the first six months, the business is found to warrant an increase, a salary based on the rate of 2d. per message will be allowed.

Salary.

Before nominating any person as telephonist it should be ascertained if he is willing to provide the necessary accommodation free of charge, the fact being specially reported at the time of nomination.

Accommodation.

247. Officers opening offices must see that all necessary stationery is supplied, and that full instructions are given as to the treatment of messages and the method of accounting, &c.

Offices to be supplied with necessary stationery and fully instructed.

TELEPHONING TELEGRAMS.

248. All telegrams received on telephone circuits must be repeated back in full to the forwarding telephonist, who is responsible for the accurate transmission of messages; and all proper names and names of towns or places are to be *spelt* out letter by letter.

Telegrams to be repeated back in full.

The following words must invariably be spelt over the telephone circuits:—

Chaff,	Sharps,	Two,
Inch,	Three,	Width.

249. The following equivalents for letters must be used when transmitting difficult or unfamiliar words, or words that bear a strong phonetic resemblance to others, and when working over faulty circuits:—

Verbal and numerical equivalents.

Letter.	Verbal Equivalent.	Numerical Equivalent.
A	Alfred	1
B	Bob	2
C	Charlie	3
D	David	4
E	Edward	5
F	Frank	6
G	George	7
H	Harry	8
I	Isaac	9
J	James	10
K	Kate	11
L	Laura	12
M	Mary	13
N	Nellie	14
O	Oliver	15
P	Peter	16
Q	Queen	17
R	Robert	18
S	Sarah	19
T	Tom	20
U	Ugly	21
V	Violet	22
W	Walter	23
X	Extra	24
Y	Young	25
Z	Zinc	26

EXAMPLE.—If the word "Ceres" is being transmitted and cannot be distinguished, spell it thus: "C for Charlie, E for Edward, R for Robert, E for Edward, S for Sarah." In case of necessity, indicate by number also.

TELEPHONE EXCHANGES.

Authority for establishing.

250. Telephone exchanges can only be established by authority issued from the General Post Office.

Entrance fees.

The fees payable for connection with telephone exchanges are stated in the Guide. The exemption from payment of entrance-fee on the ground of holding two connections can only be allowed when both connections are to be held permanently.

Several subscribers served by one wire.

When several persons become telephone-exchange subscribers, and are served by one wire, the fact that each is not separately served will not affect the question of payment of the entrance-fee. The entrance-fee must be paid by each subscriber. This direction will apply whether the wire to be used has been a private one or not.

Application for connection.

251. On receipt of an application for a telephone-exchange connection in the prescribed form, the District Inspector will direct the Foreman, or Lineman, as the case may be, to proceed

with the work, and when the connection has been completed will cause to be forwarded to the Officer in Charge of the Exchange at which the connection is made a statement on Form Acct. No. 315, showing the route, length of wire, yearly subscription, and the date from which it is to be paid, after allowing the subscriber two clear days' free use of the connection, and other particulars as indicated by the form.

When a transfer is effected, an extension telephone ^{Transfer.} added, or any alteration made in the name or address of the subscriber, or any readjustment of the length of the line, or subscription, an amended route form is to be prepared by the Officer in Charge and forwarded to the District Inspector, to be transmitted to the Accountant. In the case of transfer the form of application on Form Acct. 162 must accompany the route form.

252. Applications for connections over three miles in ^{Over three miles.} length must be submitted to the Superintendent for authority to proceed with the work.

253. On the receipt of the route form of any new connection, ^{Route form.} the Officer in Charge will enter the particulars in his Record of Exchange Subscribers, and Route-book, respectively, and, after noting on the form that such has been done, forward it, accompanied by the application for the connection, to the Inspector, for transmission to the Accountant. The Officer in Charge will then render an account on Form Acct. 186 for the subscription due to the end of the next quarterly or half-yearly period, as the case may be, in accordance with the printed table furnished for facilitating calculation in such cases.

Seven days may be allowed in which to pay the initial subscription, or that for any subsequent quarter or half-year.

Should a subscription, for which the account has been duly ^{Unpaid subscriptions.} rendered, remain unpaid after the last day of grace has expired, the wire is to be disconnected at the switchboard, provided the term of the bond has been completed, and the subscriber so informed; and should it remain unpaid for a further seven days the connection must be cancelled, and a report of the same forwarded to the Accountant on Form P.O. 106, through the District Inspector.

Should a subscriber whose bond has not expired fail to pay the subscription within the days of grace, the wire is not to be disconnected, but payment of the subscription must be repeatedly demanded, and if it be not paid within fourteen days of the due date a report is to be sent to the Accountant.

Cutting off
subscribers.

254. After the expiration of the last day of grace, the Officer in Charge will telegraph to the Accountant the number of subscribers who have been cut off, or failed to pay, and thereafter once a week until all the subscriptions have been paid or the connections given up.

A report must be made to the Accountant, through the Inspector, on Form P.O. 106, of all cancellations, notwithstanding any authority for such having been telegraphed by the Accountant.

Report of
Collections.

255. Telephone-exchange subscriptions are to be entered on Form Acct. 172, Report of Collections, and the daily total of such receipts must be brought to charge, under a separate heading, as "Telephone Exchange Receipts" in the account furnished to the Chief Postmaster.

The return must be written in copying-ink, and press-copied.

Application for
connection with
disconnected
subscribers.

256. When a subscriber applies to be connected with one who has been cut off in consequence of neglect to pay the subscription, a reply must be given that the latter has been "disconnected."

Foreman.

257. The District Inspector will be authorised, when necessary, to keep a foreman, whose duty it will be to attend to the running of the exchange wires, otherwise the work will be carried out by the lineman in charge of the section in which the exchange is situated, under the direction of the Inspector.

Line route
form: How to
be filled in.

258. The line-route form is intended to be filled in thus: The wires on each side of the pole to be commenced and numbered from No. 1 on the road side to the last insulator on that arm, and from No. 1 on the footpath side to the last insulator on that arm, the numbering to commence from the insulator next the pole on each side, supposing the arm to be 2-, 4-, 6-hole, or more. The arms themselves to be numbered from the top of the pole downwards, thus: Top arm is called No. 1, second arm No. 2. Insulators will be numbered thus: No. 1, top arm, road side; No. 1, top arm, footpath side; No. 1, second arm, road side; No. 1, second arm, footpath side, and so on. Thus the numbering of the arm will indicate the place where a wire is situated, and the numbering of the insulator, footpath, or road side, will indicate the insulator to which that particular wire is fixed on that arm.

Exchange
batteries.

259. At the larger exchanges the Inspector will appoint one or more men, as may be authorised, whose chief duty will be to attend to all exchange batteries. At the smaller ex-

changes this duty will be performed by the lineman in charge of the section, with such casual assistance as may be authorised by the District Inspector.

260. When a subscriber wishes to have his telephone moved he must fill in Form Acct. 330, when the Officer in Charge will instruct the foreman or lineman to make the desired alterations with all convenient despatch. On completion of the work Form Acct. 304 is to be filled in, showing the time occupied by the lineman, material, &c., used, and forwarded to the Inspector, who will transmit it to the Superintendent.

Removals and alterations.

261. When a subscriber retires from the exchange the Officer in Charge will notify the District Inspector, who will at once have the instrument taken down, and return it into his stock. The wire thus given up must be entered as a dead wire, labelled at its office end, and particulars entered in the book kept for that purpose. The District Inspector, at the two-monthly period, must render a return of all dead wires to the Superintendent on the form provided. The number of instruments returned into stock—that is, instruments given up—and any which may have been destroyed by fire, must also appear on the two-monthly return to the Superintendent.

Retirement of subscribers.

Particulars of returns to be furnished every two months.

262. Officers in charge of offices to which telephone exchanges are attached must specially report to the Accountant when the number of paying subscribers in any exchange reaches the following limits: 65, 100, 125, 150, and over 150, in order that the hours of attendance may be extended.

Extension of hours.

263. The District Inspector will keep a correct account of all cash expenditure on his exchanges, and of material and instruments used, and send a return of the same on the form provided for the purpose, showing the cost of each connection at the close of each two-monthly period. Expenditure for construction should be kept separate from expenditure for maintenance.

Account of expenditure.

264. Before erecting any line for a new connection the District Inspector must see whether a dead wire may not be available. Every endeavour must be made to restrict dead wires.

Utilising "dead" wires.

265. The Officer in Charge will, at the close of the two-monthly period, make out his "call" return, and forward it to the District Inspector, with a statement of any complaints received in writing from subscribers during the two months, with explanations attached; also any comments in local papers on the working of the exchange.

Call returns and complaints.

Compilation of
call return.

When the two-monthly call return is being compiled, the number of subscribers or connections to the exchange is to be shown under the headings "Paying," "Free," and "Bureaux." The District Inspector will then forward the call returns to the Superintendent, together with his test of circuits, expenditure, and dead-wire returns. These returns must be in the hands of the Superintendent within twelve days after the close of the period for which they are rendered.

Exchange
returns.

266. In the preparation of exchange returns, each subscriber, bureau, or free connection is to be counted as one connection. Thus, two subscribers on the same wire, or two bureaux on the same wire, are to be counted as two connections in each case.

Instruments
and material.

267. The District Inspector will make timely requisition for spare sets of telephones and other material, and forward all damaged instruments to the Storekeeper for repair, at the same time stating on a paper with each instrument what the fault may be.

Spare sets of
instruments.

For the purpose of more speedily attending to the wants of subscribers, the District Inspector will lodge with the Officer in Charge spare sets of instruments to replace defective ones.

Repairs.

When an instrument requires repairs which cannot be effected locally, the Officer in Charge will report the matter to the District Inspector, who will at once substitute another instrument until repairs are completed.

EXCHANGE CLERKS.

Control.

268. The staff engaged in the working of any exchange, and the men employed for maintenance work, will be under the direct control of the Officer in Charge, and will be responsible to him for the efficient working of the exchange. Clerks in charge of the exchange at night are on no account to leave the exchange during their hours of duty, and must signal corresponding offices hourly between 1 and 7 a.m.

Admission to
exchanges.

No person unconnected with the exchange is on any pretence to be admitted without the written order of the Secretary, the Superintendent, or an Inspector of Telegraphs.

Hours of
attendance.

The hours of attendance at the different exchanges in the colony will be determined by the Secretary.

Supplying
information.

269. Telephone exchanges must not be made the medium for disseminating any information which has no connection with the business or working of the exchanges, the communication of the results of important public events, or other items of private or general intelligence, save in the case of fires.

Exchange attendants are cautioned against using the listening-cord unless for purely official purposes.

It is not necessary to listen to a conversation, all that is required of an attendant in the way of tapping being to ascertain whether the conversation is ended or not. A moment of time and the hearing of a single syllable will suffice. If the offence of "tapping" out of curiosity is sheeted home to any officer immediate dismissal will follow. Controlling officers must report every case. Failure to do so will be severely dealt with.

Officers cautioned against listening.

Tapping out of curiosity forbidden.

BUREAU COMMUNICATIONS.

270. "Forwarded" and "received" bureau communications must be recorded on Forms Acct. 218 and 219 respectively, at the time the connection is made.

"Forwarded" and "received" forms.

271. The time charged for must be reckoned from the time the applicant is informed by the bureau-keeper that the person he wishes to communicate with is in attendance at the distant bureau.

Time charged for.

272. Charges due on bureau communications must be prepaid and affixed in stamps to the "Forwarded" form, except in the case of conversations between two exchange subscribers in different towns, or between a subscriber's connection and a bureau. Fees due from subscribers as above will be allowed to accumulate until the next exchange subscription falls due.

Charges and collection.

273. Subscribers must be notified of the items debited against them by means of Form Acct. 363, not later than the day following the date of connection.

Subscribers to be notified.

274. The charge for a communication is not to be collected or debited (a) if a communication fails through the fault of the Department or its officer; (b) if a subscriber with whom it is desired to communicate fails to answer the call; (c) if a person sent for fails to attend the bureau, although a delivery fee may have been earned and must be paid.

When charge not collected.

275. "Received" bureau forms are to be separately numbered in consecutive order as the communications occur, commencing each accounting period with the number 1, at both telephone exchanges and bureaux.

"Received" form to be numbered.

At the time a connection is made, the receiving bureau will transmit to the forwarding bureau the consecutive number given to the transaction, and the forwarding bureau will insert that number in the space provided on the "Forwarded" form.

276. The particulars of all "received" communications, including the consecutive number, are to be entered at the re-

And particulars entered on delivery statement.

ceiving exchange or bureau in the statement of telegrams received.

Requesting person to attend.

277. The request that a person be asked to attend at a bureau must be made by a briefly worded ST addressed to the bureau-keeper, which must state the hour appointed for conversation.

Cancelled forms.

278. Cancelled forms must not be destroyed, but must be sent with the accounts to the Clearing-room, with an explanatory note attached.

O.P.S.O.

279. Persons authorised to frank may utilise the bureau service free. In such cases the "Forwarded form" must be marked "O.P.S.O.," and be franked. (Rule T. 216.)

Non-permanent officers.

280. Non-permanent Postmasters and telephonists, and other persons not on the permanent staff, are not permitted the free use of the bureau service.

Long-distance communications.

281. When prearranged, by "reply paid" telegram when necessary, conversations may be permitted over wires ordinarily used for telegraph purposes, if disengaged. For charges and conditions see Guide.

Arrangements for attendance.

282. The applicant must make his own arrangements for the attendance of the person with whom he desires to communicate.

Ordinarily police officers only entitled to free use of long-distance telephones.

283. Free communications are not permitted over long-distance telephones, except in the case of an officer of the Police Department, who may converse on the public service wherever communication is practicable. The signature of the police officer using the telephone must be obtained on Form Acct. 218.

Exceptions.

Officers of the Post and Telegraph staff are prohibited from holding free communications unless expressly authorised or permitted. Each conversation and the time at which it occurs must be inserted in the office diary.

Fee for reopening bureau.

284. Telephonists in charge of bureaux are entitled to charge a fee of 2s. 6d. for opening the bureau after 8 p.m. or on Sundays.

TELEPHONING EXCHANGE SUBSCRIBERS' TELEGRAMS.

When telephoning prearranged by subscribers.

285. Subscribers who have signed the usual form (Acct. 249) may have their telegrams telephoned from the office of destination to their business or private address. The received under-copies of such telegrams must be superscribed "Transmitted by telephone" and posted to addressees, except in the case of PTs, which must be delivered after being telephoned.

Received top copies must show the time telephoned and the subscriber's number, and be initialled by the transmitting officer. Time telephoned to be entered.

286. Subscribers, by prearrangement as above, may also telephone telegrams, not exceeding fifty words, to a telegraph-office for transmission. To prevent duplication the word "Transmitted" must be written in a conspicuous place on the form after the telegram has been telephoned, otherwise the charge for a second transmission will be incurred. To prevent duplication.

The original and transcribed copy must be attached to each other and sent to the Clearing-room in due course. Copies to be attached.

287. On payment of 6d. in addition to the transmission fee senders may have telegrams addressed to exchange subscribers telephoned to subscribers' connections upon receipt at the office of destination. The words "To be telephoned" must be inserted in the instructions and charged for. Without prearrangement.

288. When an annual payment is not made, the fees should be attached to the relative telegrams. Disposal of fees.

For further conditions and charges see Guide.

SPECIAL MESSENGER SERVICE.

289. During the hours the telegraph-office is open for business, upon request being made to the exchange, a special messenger must be placed at the disposal of any subscriber, under the conditions and at the fees shown in the Guide. Special messenger placed at disposal of subscribers.

290. Nine p.m. is the latest hour at which the call for a messenger for express delivery or special messenger service may be attended to. When, however, the telegraph-office closes before 9 p.m. the hour of closing is to be substituted. Either service must be commenced but need not necessarily be terminated by that time. Calls not attended to after 9 p.m.

291. Payment of fees may, at the option of subscribers, be made either at the time of the service being performed, or included in the account rendered for rental of a telephone connection at the end of three or six months, as the case may be. If more than the actual fee is received, the surplus must be returned by post, not by messenger. Receipts for payment made at any time must be given free of charge. (Also see Rule T. 272.) Payment of fees.

292. When the special messenger service is required by a Government officer payment must be made. These services are not to be performed free of charge, nor may a franking officer's signature be accepted as requiring that course. Service not performed free.

TELEGRAPH ACCOUNTS.

Statement of telegraph business.

293. Each station must prepare in duplicate, on Form Acct. 210, a statement of telegraph business transacted, one copy to be retained for twelve months as a local record, and the other to accompany the messages to the Clearing-room. A "nil" return must be furnished when there are no entries to be made for the period for which it is rendered. The statement must be signed by the Officer in Charge, or in his absence by his deputy.

Accounting daily by chief and first and second grade sub-offices.

294. Chief offices and sub-offices of the first and second grade will account daily, posting the statement (Form Acct. 210) and relative messages to "The Accountant, Clearing-room, General Post Office, Wellington," on the third day following the date of the transactions. A summary on Form Acct. 210, showing the particulars of each day's business and the totals for the full accounting period, must be enclosed with the accounts for the last day of each period. A line of the summary and the daily statement respectively can be prepared simultaneously each day by means of the manifolding process. At other sub-offices the usual accounting periods will be observed, namely: From the 1st to the 7th, 8th to 15th, 16th to 23rd, and 24th to last day of every month, inclusive, and the accounts posted to the Clearing-room by the first mail after the close of the period for which they are furnished.

Periodically at other offices.

Telegrams and accounts for Clearing-room.

295. The various documents must not be fastened together in any way, or rolled up. They must be sent under one cover, but in separate divisions as follows:—

Enclosed in Form 210.

Enclosed in Form Acct. 210:—

- Forwarded messages prepaid in cash.
- Received "collects."
- Received messages on which carriage has been paid out.
- Forwarded cables.
- Received cables.
- Forwarded MOTs.
- Forwarded SBTs.
- Papers in connection with refunds.

In separate divisions.

In Separate Divisions:—

- Forwarded Bureau communication forms.
- Received Bureau communication forms.
- Forwarded OTs (including UOTs).
- Forwarded PTs.
- Transmits.

(Transmits of telegrams originating at non-accounting railway-telegraph offices are to be kept separate by the first Post and Telegraph Office handling them).

Received OTs (including UOTs).

Forwarded GVMs.

Forwarded ORTs.

Received GVMs and SBTs.

Received ORTs.

Unscheduled received PTs.

Press schedules with relative telegrams enclosed.

296. Forwarded telegrams must be sorted in numerical sequence; top copies of received telegrams, also transmits, daily according to number, and arranged in alphabetical order of forwarding offices without regard to districts. When a telegram is withdrawn for any purpose from its place a docket (Form Acct. 64) must be substituted, showing, in addition to the necessary particulars, the cause of removal. Telegrams and copies should be enclosed with the accounts for the period to which they belong, but if any are unavoidably held over they must be specially forwarded to the Clearing-room with an explanatory note attached.

Method of
sorting
telegrams.

Held-over
telegrams.

297. Bureau communication forms are to be sorted as follows at all offices before being despatched to the Clearing-room *at the end of each accounting period* :—

EX forms.

Forwarded EX forms: Into alphabetical order of name of *receiving office*, the transactions for each office being placed in order of *date*, and also of *time* of commencement of conversation. The oldest date and earliest time of each series of transactions to be placed on top.

Received EX forms: Into alphabetical order of name of *forwarding office*, and into *date* and *time* order, as detailed for forwarded forms.

298. Telegraph receipts collected in cash, for which stamps are not affixed to messages, are to be shown on the statement of telegraph business under the heading "Debits." (See Rule T. 20.)

Telegraph
debits and
credits.

Cash paid out for carriage, postage, refunds, delivery fees on bureau communications, &c., must be entered under "Credits." Credit will not be allowed for any payment unless the necessary particulars are duly set forth under this heading.

299. In the Post-office Account rendered to the Chief Postmaster no entry is to be made of any receipts already accounted for by means of stamps affixed to telegrams, deficiency memoranda, or other papers.

Post-office
Account.

Monthly statement from offices not money-order offices.

300. At offices which are not money-order offices, a statement of "carriage" paid out for delivery of telegrams, or bureau communications, must be rendered to the Chief Postmaster on Form Acct. 198 at the end of each month. The particulars entered on this form must agree with the entries under the heading "Credits" on the statements of telegraph business for the four periods.

Franked and cancelled telegrams.

301. When a telegram is sent in as franked or cancelled it must be marked accordingly, and the authority for so treating it attached. In the case of a franked "collect" telegram the frank must be obtained on the envelope in which it is delivered.

Fine for carelessness or delay.

302. The Officer in Charge must see that the statements are accurately compiled and posted with the relative telegrams within the specified period.

Carelessness or delay in furnishing accounts will render the officer in fault liable to a fine of 5s.

DISCIPLINE AND GENERAL.

Adjustment of instrument.

303. Every operator in charge of a circuit must see that the adjustment of his instrument is perfect, and must be in readiness to receive or transmit a telegram at a moment's notice.

Offices to exchange signals.

304. The first morning duty on opening an office is to exchange signals with the transmitting or central office, and, in the case of intermediate offices, with both terminal offices on the line, in order to see that communication is not interrupted. Central offices will exchange signals with other central offices on all wires connected with those offices. The Officers in Charge of central offices will send to the Superintendent of Electric Lines at Wellington each morning, coded ULT, a report of the state of the lines in the district. This report is required to be sent not later than 9.30.

Central offices to report state of lines daily.

Changing date-stamps.

305. All date-stamps must be changed every morning. Immediately after changing the date a clear impression of the stamp must be made in the book provided, and the entry initialled. The duty of altering the date-stamp must not be delegated to messengers. Officers in Charge should daily examine and initial the entries in the stamp-impression book.

Instruments and tables, counters, &c., to be kept clean.

306. The instruments and instrument tables or counters at all offices must be kept clean, and clear of unnecessary forms, papers, &c. The operator working at the circuit and the counter-clerk respectively are responsible for this duty. The distributor, where one is employed, should keep the tables tidy.

Any damage occurring to telegraph apparatus which cannot be fairly attributed to unavoidable accident or to reasonable wear-and-tear will have to be made good at the expense of the officer under whose charge the apparatus was when injured. The relay cover must not be placed on top of the key when sending; nor must pieces of tin, glass, or any other substance be used for a similar purpose.

Damaged telegraph apparatus.

307. Circuit slips (Form Acct. 44) must be kept at all Chief Offices and sub-offices of the first and second grade.

Circuit slips

308. When a telegram is lost, or not duly forwarded, strict inquiry shall be made into the cause of the failure, and the officer or officers responsible sharply dealt with.

Irregularities.

An error-book must be kept in each Chief Post-office, also in the telegraph-offices at Auckland, Christchurch, Dunedin, Napier, and Wellington, in which a record is to be made of each error or irregularity committed at Chief or sub-post-offices. The entries must show the nature of the error, the date of its occurrence, the number of the official record or fine-voucher, the name of the officer at fault, and the notice taken of the matter.

Error-book.

309. Officers in Charge are expected to devote special attention to the training and well-being of cadets placed under their control, and to their acquiring a thorough knowledge of the business of the Department in all its branches. A report should be sent to the Secretary at the close of three months after their appointment on the progress made in telegraphy, &c. by cadets, and also as to their general character and behaviour.

Training of cadets.

Progress reports.

Cadets learning to operate the telegraph instrument are to be treated with every consideration. Anything like hustling or worrying them, through impatience at their slowness, is to be stopped by supervising officers. Officers at corresponding stations must not be too ready with complaints of incompetence or slowness, when it is known that those disadvantages are the result of breaking cadets into their work. This disposition makes it all the more necessary on the part of supervising officers to take care that the young officers whose interests are thus safeguarded do not attempt to play upon the consideration and kindness shown them.

Learners to be treated with every consideration.

Instructions to supervising officers.

310. Officers are enjoined to cultivate a clear and legible style of handwriting, free from flourishes or eccentricities of formation. Good handwriting is merely the result of making the same letter of the proper shape always, and of writing in such a way that each letter of a word, if read apart from

Clear and legible handwriting to be cultivated.

Punctuation and the use of capital letters.

the rest, cannot be misread. Every attention must be given to punctuation and the use of capital letters, both very essential to the production of good copy.

Watching and controlling the development of the handwriting of cadets and juniors.

Too much attention cannot be bestowed upon watching and controlling the development of the handwriting of cadets and other junior officers. The kindly offices of senior officers at this stage would materially conduce to the attainment of a good style of handwriting throughout the Department.

Messengers may under supervision be permitted to practise.

311. When the wires are not being used, trustworthy and deserving messengers may, under the immediate supervision of skilled officers, be permitted to practise for the purpose of qualifying for promotion. They must not, however, be allowed to interfere with or take part in sending or receiving telegrams until proficient.

Bad language.

312. Any officer making use of bad language or of improper expressions on the wires will render himself liable to be severely fined or otherwise more seriously dealt with.

Attendance.

313. The attendance of any or of all the persons employed in any office may be required at any time for official duty. An attendance-book must be kept, and in it should be recorded the actual time of arrival and departure of each officer, any irregularity in attendance, and the amount of fine inflicted therefor. A red line should be drawn across the book at five minutes past the hours at which the various staffs commence duty, and an explanation required from every officer whose name appears below the line. The attendance-book must be daily examined and signed by the Officer in Charge, who must satisfy himself that each officer makes his own entry.

Restrictions and privileges.

314. Officers when not on duty are forbidden to enter a telegraph-office unless permission is obtained from the Officer in Charge, and they must not loiter in the vicinity of the office.

No officer may leave the office during the time he is on duty, nor shall he during such time hold communication or conversation with strangers, beyond what is strictly necessary for the transaction of the business of the Department.

Officers on duty in telegraph-offices after 7 p.m. are permitted to smoke, but are forbidden to read newspapers or books between 9 a.m. and 8 p.m. Newspapers, books, or pamphlets in which telegrams might be misplaced are not to be permitted on instrument or sorting-tables at any time.

Officers' memoranda.

315. Officers of the Department are permitted to send brief memoranda by wire on social or domestic matters. Such memoranda must bear the usual signature of the sender. If,

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however, the scrutinising officer thinks the surname sufficient to identify the sender at transmitting offices and the office of destination, the telegram may be passed with the surname only.

316. Official diaries must be kept at all transmitting offices, in which should be noted the duration and locality of interruptions, extraordinary occurrences, all irregularities, or anything which may cause delay to the business, and full particulars respecting the disposal of work. Official diaries.

Officers in Charge are supplied with forms for reporting particulars of earthquakes, and when occasion calls for their use they should be carefully and fully filled up and posted to the Secretary without delay. Extraordinary occurrences, such as extensive fires, shipwrecks, &c., should be telegraphed to the Secretary by UST. Reporting particulars of earthquakes.

317. Wheatstone circuits are worked under special rules, which are printed separately, and may be had on application to the Storekeeper. Wheatstone circuits.

LINE INTERRUPTIONS.

318. Upon the occurrence of any interruption, Officers in Charge of the offices on the circuit where such interruption exists must thoroughly overhaul and examine the instruments, lightning-guards, and all the connecting-wires in their offices, and advise whichever central office can be communicated with of the result. Instruments, lightning-guards, and office connections to be examined.

319. Officers in Charge at central offices are required to localise faults on wires, in accordance with their instructions. Localising faults.

320. Officers at intermediate offices must promptly and correctly carry out the instructions of the central office when testing, otherwise a misleading test may ensue, causing delay, inconvenience, and expense. Testing: necessity for care at intermediate offices.

321. No officer is allowed to disconnect the wires, or to change the connections at the test-board or instruments, or to use earth, without a direct order from the Superintendent, the District Inspector, or the Officer in Charge of a central office, except in the case of heavy lightning, or when entirely cut off owing to interruption to line, when he will act on his own judgment, and in accordance with the following clauses. Disconnecting or changing wires.

Intermediate offices may not alter or interfere with "through" wires that are used as telephone circuits after hours and on Sundays, without express instructions from the Superintendent or the Inspector for the district.

322. In the event of probable damage to instruments through a heavy storm of lightning at or near a terminal Precautions in case of lightning.

office, the Officer in Charge will put the line to earth at the test-board, thus cutting his instrument out of circuit. At an intermediate office the Officer in Charge will cut out his office altogether by joining the wire through at the test-board. The central office should, if possible, be advised beforehand of the action about to be taken.

Office faults:
How to determine.

323. When an office is unable to gain the attention of other offices after calling a reasonable time, and finds, upon holding down the key, that the galvanometer shows the usual deflection—more especially if the galvanometer-needle vibrates, showing some one trying to work, but which immediately ceases upon the key being released—the fault will probably be caused by the back contact of key being dirty or oxidized. Should the galvanometer indicate a disconnection, the fault should be tested for by earthing the north side of the test-board and pressing the key. If this does not show the fault, the south side should be earthed; and, if neither operation restores current in the galvanometer, the fault will be a local one, and the office should be immediately cut out, prior to a thorough examination of the connections between the test-board and the instruments, and of the battery and battery-wires.

Lightning-guards to be frequently examined, also test-board and table connections.

324. Frequent examinations of lightning-guards and connections at the test-board and tables must be made. The duty must be attended to at least once weekly. When the galvanometer shows strong earth on the line-wire being disconnected at the test-board, the plates of the lightning-guard should be lifted apart, and the corrugations in each plate carefully examined and rubbed. If the key is then held down and the earth disappears the fault will have been in the lightning-guard; but if earth is still on when the guard-plates are separated, after cutting office out as previously directed, then the earth is on the table, or wires leading to test-board, which must be examined. Care must be taken that all connections are properly screwed up and kept clean.

Line faults.

325. All faults on the lines are to be reported by wire to the District Inspector, when the necessary instructions will be given to the lineman. Should it be impossible to report, owing to communication being totally cut off, if a lineman be attached to the office the Officer in Charge must give him the necessary instructions, and on the removal of the fault a full report must be made, stating the nature and locality of the fault, time of removal, and any other information bearing on the matter.

326. In the event of communication being totally interrupted, central offices on each side of the fault will advise chief offices. Partial interruption owing to bad weather or leakage, causing an undue accumulation of work, must also be advised. In either case the widest public notice is to be given, and telegrams, urgent or ordinary, will only be accepted from the public and transmitted to the furthest point practicable on the distinct understanding that they are taken in at the senders' risk, and that the Department will not be responsible for any delay which may occur. When communication is restored, public notice must again be given, and any telegrams on hand forwarded with the utmost despatch, the best operators being utilised to reduce the accumulation of work. When communication is totally cut off, and will probably not be restored for some time, all telegrams on hand which can be forwarded by train or otherwise must be copied and sent on to the nearest transmitting office by first opportunity, addressed "Urgent telegrams, for immediate delivery or transmission"; the words "Copy sent by train," or otherwise, to be written across such telegrams. Should communication be restored before the copies reach their destination, the telegrams must be transmitted by wire, and the words "Copy by train," or other means, signalled in instructions.

Chief offices to be advised when communication interrupted.

Restoration.

Telegrams forwarded by train.

327. Notification of interruptions must be sent by UST, and given precedence, and the time of the notification stated in the text. The maximum time allowed for such notices to reach LS is thirty minutes. The senders of telegrams should be given the option of paying "urgent" rates or allowing the telegrams to be transmitted in the ordinary course.

Notification.

328. Whenever the diary records abnormal condition of the wires, occasioning an accumulation of telegrams at the offices and delaying the traffic, a brief extract should be transcribed therefrom on the back of the Statement of Telegraph Business for the period affected (Form Acct. 210). In the event of partial or complete line-interruptions the number of the circuit affected and the nature and duration of the interruption are also to be given.

Abnormal conditions to be noted (Form Acct. 210).

329. When a telegram has been delayed in transmission in consequence of an interruption to communication the words "Delayed by interruption of lines" must be stamped or written upon the addressee's copy. A note must be made in the diary when the use of the superscription is necessary, and when the necessity for the time being ceases.

Telegrams to be marked when delayed.

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Interruption of
cable route.

330. On receipt of advice of interruption on the Pacific Cable route, the preamble of cable messages presented for transmission thereby should be altered by substituting the word "Eastern" for "Pacific" in the instructions. If, however, the rate *via* "Eastern" be higher than that *via* "Pacific," the sender must be called upon to pay the difference, otherwise the cable message cannot be accepted.

When the interruption is reported after the transmission has been partially effected, and it appears likely that the cable message will suffer serious delay through the necessity for diversion, the service advice announcing the interruption should always indicate the locality of the fault, thus: when diversion is owing to interruption on New Zealand land-lines, "DIL N.Z."; on the Pacific Cable, "DI Cable"; on the Vancouver Island land-lines, "DIL Vancouver"; on the Canadian land-lines, "DIL Canada." Cable messages must not be diverted to a more expensive route until the senders have been advised of interruption and given the option of paying the increased charges or of cancelling the messages.

Broken
insulators.

331. In cases of summoning to Court for the breaking of insulators, where the evidence is practically the same against a number of persons, and the persons are convicted at one hearing, a reward of £2 2s. is paid for each collection of convictions, and not for each conviction obtained.

Officers to
report damage
to wires, &c.

Mail-cart drivers, letter-carriers, and messengers whilst on duty are expected to keep a watch on the telegraph-lines and to report the particulars of any damage to the wires, insulators, or posts they may observe.

TEMPORARY CLOSING OF OFFICES.

Note.

332. Central offices will exercise discretion in regard to the temporary closing of unimportant offices as to the scope of the service telegram announcing it. In many cases the advice need not be sent beyond a radius of fifty miles.

LINEMEN.

Temporary
closing of a
telegraph office.

333. The temporary closing of a telegraph office during absence of the lineman must be advised by service telegram to central offices and the Chief Postmaster of the district only.

Attendance.

334. Linemen when not on line duty must be in attendance daily at the opening of their offices, and at such other

times as may be required of them, so as to avoid the possibility of any delay in starting to repair the line in case of interruption.

335. Linemen will be held responsible for the proper order and maintenance of the batteries at offices within their sections. Responsibility.

336. On receipt of an order from the Superintendent, the District Inspector, or, in the absence of the District Inspector the Officer in Charge, not a moment must be lost in starting the lineman to find out the cause of any interruption or fault on the line, and to repair the same. Expedition.

337. In the event of an office at which a lineman is stationed being cut off from communication, so that the lineman cannot communicate with the Superintendent or the District Inspector, he will then act under the instructions of the Officer in Charge of the nearest office with which he can communicate. In any case, the lineman will be held responsible for effecting the repairs as speedily as possible. Control.

338. When a lineman arrives at any fault or obstruction he must repair the same temporarily, but in a manner sufficiently secure to establish communication without fear of the temporary repairs so effected giving way. He must then proceed onwards until he meets the lineman from the opposite direction, or until he arrives at the next office. On his way back to his own office he will complete the temporary repairs. Repairs.

339. In cases where both or all wires are down in one place the lineman will, where sufficient material is not in hand for the repair of all the wires, put one wire through, if necessary at the expense of the other wire or wires, so as to restore immediate communication. The wire to be given this preference will be the No. 1 wire. As soon as No. 1 is put through as above directed, the repair of the other wires in that place must follow immediately, unless it is known to the lineman that the wires on other parts of his section are down, in which case he will proceed to the place at which the damage exists, and there put the No. 1 wire into working-order. Restoration of communication

340. In all cases where the lineman is out searching for a fault he is to proceed along the line until he arrives at such fault, or meets the lineman from the next office. In the event of his finding nothing wrong with the line, and not meeting the lineman from the next office, he is to proceed along the line, making a faithful examination of it, until he reaches the next office, where he will report his arrival and the result of his examination to the Inspector of his district. Search of line for fault.

341. When the linemen meet on any section of the line and one has discovered the fault for which they were sent out, Co operation of linemen.

and made temporary repairs, both linemen will, if necessary, at once proceed to the scene of the fault for the purpose of effecting permanent repairs. Any lineman disregarding this rule will be severely dealt with.

Failing to
remove fault,
re-examination
of line.

342. In the event of two linemen sent out on the same section to remove a fault meeting without either having discovered it, they must at once retrace their steps, making a more careful and searching examination of the line, so that faults arising from other than ordinary causes may be detected and removed.

Reports to
Inspector.

343. A report by wire, if practicable, of the time of leaving his office must be sent by the lineman to the Inspector of his district whenever he leaves upon a repairing expedition; and upon his return a similar report must be sent, together with an account of the locality of the fault and cause of interruption, giving in a concise manner all particulars, and especially the exact time at which he effected such repairs as would enable communication to be opened.

Diary.

344. A diary will be furnished to each lineman in which, on his return from a repairing expedition, there must be entered a full account of each day's occupation, and of the nature of the interruption that had been found upon the line, where and how it occurred, how and when it was removed, the extra labour, if any, employed, and the exact time at which, supposing no other fault to exist on the same wire at the same time, communication could have been opened.

Items for
diary.

345. The lineman should also enter in his diary the date he cleans or renews the batteries under his charge, the particulars of forage received, and of line tools and material, stating whether the latter is lying at the office or on the line. Material used in repairs or despatched to other offices or sections must also be entered.

Posting up
diary.

346. It will be the duty of the lineman to keep his copy of the journal posted up, so as to avoid delay in forwarding it at the end of the month.

Copy of diary
for Inspector.

347. At the end of each month the lineman is to forward to the District Inspector a copy of his diary for the month.

Material.

348. In order that linemen may be at all times ready and able to execute repairs, they must have a sufficient stock of line material and the necessary tools available. Requisition for the supply of line material and tools should be forwarded to the District Inspector at the end of every month, enclosed in the lineman's journal. No excuse for the absence of a sufficient supply of either will be accepted. In cases where the whole or

a large quantity of the spare stock has been used for repairs a special requisition must be made by wire at once for a further supply.

349. The requisition must state to what office or locality the articles or materials are to be forwarded, so that any material sent for the repair of the line may be delivered at such points as will be most convenient for use, and thus save needless carriage. Requisition for material.

350. In all cases where, in order to effect repairs necessary for restoring communication, assistance is found indispensable in carrying out repairs, or where new poles are absolutely required, linemen are authorised to obtain such assistance or new poles without previously obtaining special authority for the same. They will, however, be held responsible for doing so on reasonable terms, and only when an absolute necessity exists for incurring such expense. Linemen must, when they act upon this rule, report immediately to the District Inspector, by wire or otherwise, the particulars of the case and the amount of the expenditure incurred. Assistance and new poles.

351. Every lineman is required to go over the whole of his section once every four months, or when directed by the District Inspector,—but the District Inspector's authority must first be obtained,—and make a complete examination, repair all defects, and report to the District Inspector the state and condition of the lines and the repairs effected. He must note any alteration to roads, &c., such as are likely to affect the safety of the line, and report the same to the District Inspector. This inspection, however, is not to be made, unless heavy gales have intervened, if the lineman has within four months been out on the line and over the whole of his section for the purpose of inspecting or repairing the line. Periodic inspection of line.

352. During the periodical overhaul particular attention should be paid to the following details:— Details of overhaul.

- (1.) Setting upright any leaning poles ;
- (2.) Remaking all bad or doubtful joints ;
- (3.) Replacing broken insulators, and reporting specially upon the number and locality of the breakages ;
- (4.) Tightening up insulators, nuts, and bolts ;
- (5.) Rebinding the line-wire to the insulators ;
- (6.) Watching for any cases of chafing at the insulators ; a full report should be made on this point, stating the number of poles affected and the general condition of the wire ;
- (7.) Seeing that insulators are free from cobwebs ;

- (8.) Straightening arms where needed ;
- (9.) Seeing that all struts and stays are in order and not likely to suffer damage ;
- (10.) Clearing away branches of trees and undergrowth in proximity to the wires ;
- (11.) Clearing the wires of anything that may have blown against them ;
- (12.) Clearing all grass and herbage for a clear distance of at least 3 ft. in all directions around each pole, so as to render the poles secure from fire ;
- (13.) Seeing that leading-in wires at offices are in perfect order ;
- (14.) Seeing that no posters, circulars, advertisements, &c., are allowed to remain on telegraph-poles. Such disfigurements must be removed by the persons affixing them (if known), who are to be called upon to do so, and informed of the penalty they have incurred, namely, a fine of £20.

In all cases where practicable the repairs are to be of a permanent character, and must not be left for future completion.

Special work.

353. Works which may be considered of a special character, such as extensive alterations, or removal of sections of the line, clearing of undergrowth—which, in districts where the line passes almost entirely through bush, necessitates the employment of much extra labour—are to be reported to the District Inspector, who will direct as to the manner in which they shall be carried out.

Straining up wires.

354. In straining up the wires, where there is only one wire the sag may be allowed to be somewhat greater than where there are two or more wires. In the latter case the greatest care should be taken to strain up the wires equally, so that the same horizontal distance may exist between them in the whole stretch from pole to pole.

Jointing wires, instructions for.

355. The form of joint to be made in permanent repairs is the "Britannia joint." It is made by slightly bending up the ends of the two wires, laying them side by side, and binding them tightly together with binding-wire, and well soldering the whole. The joint must not be less than 3½ in. in length, and the bent ends, after the soldering has been completed, must be cut close off to prevent wind-contact. Both the line-wire and the binding-wire must be well scraped with a knife or other instrument before making any joint. Should a lineman, from bad weather, want of material for making a

fire, or any other cause, be unable to solder any joint, he will, on return to the office, report to the District Inspector, and on his next visit, or as soon as practicable, the unfinished joint must be soldered. Should it be found on inspection that this rule has been evaded severe punishment will be inflicted for every joint that is made in a manner different from the one herein described. For soldering the joints the lineman should use Baker's fluid, or a flux made of chloride of zinc by dissolving some pieces of zinc in hydrochloric acid until all bubbles cease, and then diluting it with water in the proportion of two of acid to one of water. In no case is pure acid to be used for soldering. After the operation of soldering has been completed the lineman will wipe the joint and the wire for a length of 3 in. on each side of the joint with a wet cloth, so as to remove all surplus soldering-solution.

356. All spare coils of wire left on the line for the purpose of repair must be securely attached with wire to a pole, and not allowed to lie on the ground. Spare poles must be fastened with wire to the standing telegraph-poles, and not allowed to lie and rot upon the ground; and, in cases where a supply of poles is left for repairs, they must be neatly stacked in a heap out of the way of traffic, and cleared round so as to be protected from fire. Poles which have been taken down on account of dry-rot must not be placed near sound poles, nor may new poles be erected in the same holes where dry-rot poles were erected, dry-rot being communicable to the sound poles.

Spare wire and poles on line for repair: How to be dealt with.

357. Linemen must report to their District Inspector any supply of old poles or material that may be left along the line or at their offices which is of no further service to the Department, so that the same may be disposed of to the best advantage; but linemen must on no account sell or dispose of any such material without receiving instructions from the Superintendent or the District Inspector.

Old poles or useless material.

358. Great care must be taken of all line-material, tools, and of the equipments belonging to the lineman's horse. Where linemen are in charge of carts and harness the same must be kept well washed and oiled. A supply of castor and neatsfoot oil and brushes must be kept for the above purpose. As the efficient and rapid repair of the line depends in a great measure upon the good condition of these articles, any negligence or breach of this rule apparent on inspection will be visited with a severe fine.

Line-material, tools, carts, harness, &c.

359. Linemen will be held solely responsible for the condition in every respect of the horses supplied them for their

Horses to be well cared for.

exclusive use on line duty. These horses are to be well cared for in every respect, and kept ready for instant use at all times on the shortest notice. On no account may linemen lend their horses to any one, or use them for private purposes. By so doing they will render themselves liable to severe fine or dismissal. When not working the line-horses should receive only two feeds of oats per day, and should be exercised by the lineman daily for one hour, between 9 a.m. and 5 p.m.

Horse-feed.

360. Linemen must keep at least one month's horse-feed on hand; and at offices difficult of access by road three or six months' stock must be laid in at the approach of winter. It must be kept locked up, and the key must remain in the lineman's possession, who is responsible for all horse-feed.

Duties.

361. When linemen are not employed at line-work, batteries, &c., their services may be utilised by the Postmaster or Officer in Charge for any official duties that may be necessary.

Delivery of telegrams and other work.

362. Officers in Charge at offices where linemen are stationed and where no messengers have been appointed will utilise the services of the linemen in delivering telegrams within the limits of free delivery, and not leave the office themselves under any circumstances during office-hours, except when the linemen are absent on line duty. A lineman refusing to deliver telegrams when requested to do so, or to perform any other duty consistently with his other duties, will, upon being reported, be liable to a heavy fine, and on repetition of the offence to instant dismissal.

Leave of absence.

363. Linemen applying for leave of absence must forward their applications through their District Inspector. This rule is applicable to all linemen, no matter what other official position they may hold; but when linemen are in charge of combined offices notice must also be sent to the Secretary.

Knowledge of section.

364. Linemen are expected to make themselves acquainted with the numbers and positions of all the wires leaving each office on their section, and also at every part of the section.

MESSENGERS.

Letter-carriers, post-office and telegraph messengers.

365. Fatherless boys are to be given preference over boys whose parents are alive in the making of appointments to the position of telegraph messenger. Such boys must of course be qualified. Otherwise in the selection of telegraph messengers, preference should always be given to youths who have passed the Sixth Standard at a public school. For the office of letter-carrier or post-office messenger, preference should be given to telegraph messengers.

366. Messengers when on duty must always use the bags Equipment. provided for the conveyance of telegrams. When a messenger wearing his bag is seen by officers of the Department to loiter or misbehave himself in the streets, the Officer in Charge must be informed. Messengers must be provided with a small supply of Form A and despatch-notice forms, also with a pencil. Each messenger, before completing duty for the day, must hand his bag to the despatch clerk or other responsible officer, whose duty it will be to examine it, in order to see that no telegram has been overlooked.

367. Messengers must be regular in their attendance, Attendance and behaviour. cleanly and decently clad, and their demeanour at all times respectful and obedient. The important nature of their duties, and the penalties which will be inflicted for any gross or wilful neglect of duty, must be impressed upon them. A weekly Weekly inspection of overcoats, &c. inspection of messengers' overcoats, bags, and leggings must be made, and their condition reported upon. A messenger losing or improperly damaging any of these articles will be called upon to make good the cost of new ones, or of any necessary repairs.

At offices where messengers are supplied with uniform, straw hats may be worn as part of the uniform during the summer months. These will not be supplied by the Department.

368. A book of instructions is issued for the guidance of Instructions. telegraph messengers, who must acquaint themselves with the duties required of them, and observe all rules laid down for their guidance.

369. Any telegraph messenger in receipt of £26 a year or Clothing-allowance. less, if favourably reported upon on completing his first year's service, will be paid the sum of £5 by way of allowance for clothing. Only one payment will be made—namely, that in respect of the first year's service. Temporary service will qualify messengers for the receipt of clothing-allowance, provided they hold permanent appointments at the time of application. Intermittent service will not count, but only the period of service immediately prior to permanent appointment.

370. Telegraph messengers should apply for clothing- And when to apply for. allowance at the same time as for their first increase of salary at the expiration of twelve months' service. The recommendation and certificate of conduct will suit for both. The claim for clothing-allowance should be accompanied by a voucher, for the signature of the Secretary. No claims for clothing-allowance are to be made simply by means of a voucher. The certificate of conduct is to be sent separately.

Relieving-
allowance.

371. Telegraph messengers who are appointed to temporarily relieve letter-carriers or post-office messengers are made an allowance of the difference between their own salaries and the minimum salaries of a letter-carrier or post-office messenger respectively for the period during which they so act. This rule does not apply in any other case than that of a telegraph messenger relieving a letter-carrier or post-office messenger.

Must not
redeliver
telegrams from
the public.

372. Telegraph messengers must not deliver telegrams handed them by the public for redelivery to another person without the authority of their superior officers.

CLEANSING, REPAIRING, AND MAINTAINING BATTERIES.

DANIELL BATTERY.

Cleaning.

373. This battery requires cleansing about every three months. Linemen will attend to this duty. Where there is no lineman the messengers must, as far as possible, do what is necessary; but the Officer in Charge will be held responsible for the condition of his office batteries.

Setting up
new or re-
setting old
batteries.

In setting up a new battery, or in resetting up an old one, the first thing to be attended to is to see that the copper element is well down in its place at the bottom of the glass cell, and that the top of the zinc element is placed about three-quarters of an inch below the top of the cell. Water should be poured into the cell until it reaches to within half an inch of the top of the zinc. When all the cells are in the places where they are ultimately to remain, and when all motion has ceased in the water—and not before—crystals of sulphate of copper are to be dropped into the earthenware or gutta-percha tube in which is placed the copper strap. An ounce of sulphate is quite sufficient to put into each cell at a time, either to start it or to renew its power. If the battery is in constant use an addition of sulphate once a week or once in every ten days may be made. It is a mistake to fill up the earthenware or gutta-percha cells with sulphate of copper, for when there is an excess of sulphate it crystallizes on the copper element, and so reduces the size of the efficient or power-giving surface, and consequently reduces the power of the battery instead of increasing it. It will, on the contrary, be found that the batteries will work better and give more constant and regular current by adding the sulphate a little at a time as required. The batteries so treated will last longer without requiring to be taken apart and cleansed.

Sulphate.

Local batteries of this type require the addition of sulphate

more often than line batteries, but do not require a larger quantity of sulphate at any one time than the latter.

Batteries, when once charged, should not be disturbed or Movement. shaken, nor should the metals or elements be disturbed, for the reason that moving them causes the sulphate-of-copper solution (which should occupy only the lower part of the cell) to rise up until it touches the zinc, whereby the latter is uselessly eaten away.

One principal cause of trouble and weakened currents from Examination. batteries is the binding-screws or terminals on the battery-boxes getting wetted with sulphate-solution, and corroding. These should be examined at least weekly, and scraped or filed clear and bright where they hold the wire. This defect may, however, be greatly avoided by the exercise of a little care when filling up the batteries, and seeing that the solution is not splashed upon the terminals.

When a battery requires cleansing, and no spare cells are Cleaning cells. at hand to take the place of those to be cleaned, it is advisable to draw or pour off carefully (without disturbing or mixing up the fluid contents of the cell) one-half of the fluid, which, when diluted with an equal amount of water, may be used in the new cells.

Where there are many ^{*} cells in a battery it is advisable to Periodic cleaning. clean a certain number—say, ten—periodically, every week, fortnight, or month, according to the number, so that each section of ten cells may be in action for about three months.

When new zincs are required to be riveted to old coppers Riveting zincs to old coppers. care must be taken that the copper straps attached to each are clean, dry, and bright before riveting them together. Improved contact will result from soldering the connections, which should be done when practicable.

In case of a battery-wire breaking, it is preferable to replace Broken wires. it altogether by a new length; but where no spare wire is at hand the two ends of the broken wire may be joined, the gutta-percha being pared off the two ends for about an inch and a half, the wire then well scraped bright with a knife-edge, filed, or scoured with emery-paper, and then twisted up tightly together in the form of a bell-hanger's joint. Twisting wires loosely for any connections must not be allowed: they must be held firmly by pliers or other means, twisted as tightly as possible, and soldered immediately.

THE BICHROMATE BATTERY.

374. Each cell consists of a glass or stoneware jar, either Description. of a quart size or of the same size and pattern as that used for

the UK form of Daniell's battery. Inside this jar is placed a porous pot. The zinc is placed in the porous pot; and the negative plate, which is of carbon, is placed in the outer jar. The zinc is cast on to a stout copper wire, and both are well amalgamated.

Connection of cells.

Each plate is surmounted by a terminal, and any number of cells may be connected together in series.

Potash and sulphuric acid.

In the outer jar are placed 3 oz. of bichromate of potash and 4 oz. (measures are supplied for this purpose) of sulphuric acid.

Preparation of contents of porous pot.

In the porous pot are placed 2 oz. or two measures of mercury. Both the porous pot and the outer jar are then filled up to within 2 in. of the top with water. As the mixing of water with sulphuric acid produces great heat—sufficient, in fact, to fracture a glass jar—a better plan than placing first the sulphuric acid and then the water in the jar is to prepare a solution of sulphuric acid in an earthen vessel, and to pour this solution into the jar. The strength used is about one part sulphuric acid to nine parts water. The acid is placed in the earthen vessel first and the water then poured in; sulphuric acid should never be poured into water.

And other directions.

The zinc and its copper rod are then amalgamated afresh by dipping it into mercury covered with diluted sulphuric acid, and rubbing the mercury over the metals until they are quite bright. The terminals and contacts between the different cells are then made bright and clean. The battery will soon be ready for work.

Explanation of results.

The sulphuric acid passes into the zinc cell when the plates are connected, attacks the zinc, and forms sulphate of zinc, while the hydrogen reduces the bichromate of potash to a lower form called the dichromate. The mercury keeps the zinc perfectly amalgamated, so that no local action takes place. There is secondary action in the battery when the solutions become saturated, which results in the formation of beautiful dark-violet crystals of "chrome-alum" on the carbon plate. This is a double salt, a sulphate of chromium and potassium.

Secondary action.

The secondary action just referred to is only to be prevented by the occasional withdrawal of some of the liquid, and its replacement by fresh sulphuric acid and water, an operation which should be performed immediately the deposition of crystals is detected. The crystals themselves should of course be removed.

Appearance of solution.

As long as the bichromate-solution remains an *orange* colour little need be done; but, if it turns *blue*, fresh bichromate

of potash should be added; if the colour remains orange, and yet the battery fails, some fresh sulphuric acid must be added. At the same time half of the solution in the porous pot should be replaced with water. The colour of the bichromate-solution can be ascertained by dipping a strip of white paper into it, but the better plan is to insert an open glass tube to a depth of an inch or two, and then to stop up the end with the forefinger. The tube can then be withdrawn for examination. The zinc should remain bright and clear with mercury, and uncoated with any deposit. It should always be covered with the solution.

If the battery does little work it will last three or four months without being touched, but if it be worked constantly it must be examined about once a month. Examination.

If the solution becomes blue, notwithstanding the presence of a sufficiency of bichromate of potash, and the zinc becomes dirty and coated with deposit, the battery must be entirely cleaned. In doing this great care should be taken not to waste the mercury either in the pot or on the zinc. The best plan is to insert the pot and its zinc undisturbed in an open jar, and place them under a water-tap. The whole of the solution in the pot, together with the deposit, will then be washed away, but the mercury will remain behind. The carbon and the outer jar simply need washing in water. The battery can then be charged as before. Crystals that remain in the cells unchanged in colour can be used again, but all others must be rejected. The zinc can be used as long as any portion remains. In a good working battery the zinc should be consumed gradually from the top downwards. If it is not so consumed it will probably be found that insufficient mercury and imperfect amalgamation are the cause, and this should be set right without delay. Cleaning.

BICHROMATE LOCALS.

375. After a lengthened test of the capabilities of the bichromate battery as a local, it has been found that one bichromate cell carefully attended to is equal to all the requirements of a ten-cell Daniell local. Care must be taken, however, to set it up as follows, viz: 3 oz. of bichromate of potash in a solution of sulphuric acid and water, one of acid in twelve of water in the outer cell, and in the porous cell plain water and 2 oz. of quicksilver. For further information see foregoing instructions relating to management of bichromate batteries. Draw off at the end of each week out of the outer cell half a Capacity and directions for use.

pint of the liquid, and replace it by that quantity of fresh sulphuric acid and water mixed as above, and in the inner cell (the porous pot) renew the fresh water altogether. The local thus attended to will stand good for one month at the very least, when it must be taken down and a new one put in its place.

Weekly overhaul.

Officers in Charge must be careful to see that the local is *regularly* attended to at the close of each week. The quicksilver in the old porous cell is to be well washed and saved, in order that it may be retorted at some future time.

THE LECLANCHE BATTERY.

Charging Battery.

Directions for charging.

376. The porous pot contains a plate of carbon surrounded by peroxide of manganese. The outer or glass jar is simply filled with water, and sal ammoniac added. The *modus operandi* is as follows: First fill the porous pot with plain water at one of the little holes like funnels in the pitch top; and when water is seen coming out of the other little hole the pot is full. It sometimes accidentally happens in manufacture that the pitch fills up one of the little holes. This can be remedied by pushing any sharp pointed instrument, such as a nail, down the hole. After filling the porous pot, place it in the glass jar, and fill the glass jar around the pot for 1 in. from the bottom with the powdered sal ammoniac. Then fill up the glass jar within 2½ in. of the top with water free from iron. The zinc must be placed in the glass jar when filling with water. The cell remains charged about six or eight months. It is only necessary in the interval to add occasionally, as the deterioration in the signals shows it to be necessary, about a tablespoonful of sal ammoniac to the liquid in the glass jar outside the porous pot, and to keep the liquid in the glass jar up to the level of 2½ in. below the shoulder of the jar.

377. TELEGRAPH ALPHABET AND CODE OF SIGNALS.

ALPHABET.

A	--	J	-----	S	---
B	----	K	-----	T	—
C	-----	L	-----	U	----
D	----	M	----	V	-----
E	.	N	---	W	-----
F	-----	O	-----	X	-----
G	----	P	----	Y	-----
H	-----	Q	-----	Z	-----
I	--	R	----		

1	-----	6	-----
2	-----	7	-----
3	-----	8	-----
4	-----	9	-----
5	-----	0	-----

The following code may be used for figures *in repetitions only* :—

1	---	7	-----
2	---	8	-----
3	---	9	-----
4	---	0	-----
5	---		

Bar ---

PUNCTUATION.

Full-stop	-----
Comma	-----
Note of interrogation [?]	-----
Note of exclamation [!]	-----
Apostrophe [']	-----
*Underline	-----
*Parenthesis [()]	-----
Hyphen	-----
*Inverted commas [“ ”]	-----
New line	-----
*Roman numerals	-----
Bar of division or shilling-mark (oblique stroke, as in (2/3))	-----
Bar of division or fraction-mark (horizontal stroke, as in §)	-----

NOTE.—The signals marked * are sent before and after the words so marked. The underline is counted as one word; the parenthesis and inverted commas as two words; Roman numerals as three words.

RULES FOR SPACING.

- The length of a dot being taken as unit,--
- A dash is equal in length to two dots.
- The space between the elements of a letter is equal to one dot.
- The space between letters is equal to one dash.
- The space between words is equal to two dashes.

SPECIAL SIGNALS.

Break-signal	---	Understand	-----
Correction	-----	Wait	-----
End of message	-----		

To break the continuity in telegrams, as for instance between the address and the text, or between letters or groups of figures which are separated by a space but not by a full stop, the break-signal -- -- must be used.

In calling a station give its call-signal three times followed by the code call of the calling station once, and repeat till answered, thus: Calling Dunedin from Wellington:

To get part or the remainder of a message repeated give ----- and the last word received properly.

To signify all is understood, give the signal -----

To signify "Wait" give the wait signal -----

If for any time, say five minutes, give -----

To signify that an error has been made in sending give the correction or rub-out signal ----- repeat the last word correctly sent, and proceed.

To signify the end of a message give the signal ----- This signal is used between the end of a message and the signature, and also follows the signature. This signal must be sent twice when a telegram is unsigned.

Initial letters must be separated by the break signal: thus, "J. W. Smith" would be sent -----

Fractions are sent thus: 93 $\frac{1}{2}$ ----- leaving the space of two dashes between the whole numbers and the fraction.

When reproducing such expressions as 9/-, 3-10, 54-58, &c., telegraph officers must use the hyphen-signal ----- to denote the horizontal stroke.

When a station cannot read send A B C to enable him to adjust his instrument.

378. SCHEDULE OF PENALTIES FOR NEGLIGENCE OR BREACH OF TELEGRAPH REGULATIONS.

	£	s.	d.
Abbreviating telegrams, or instructions on same	0	1	0
Acknowledge receipt of a message, Neglect to ...	0	1	0
Bureau connection, Careless recording	0	1	0
Checking officers, Neglect to see that telegrams have been properly timed and initialled	0	5	0
Circuit return, Failure to complete	0	2	0
Coding, Careless	0	1	0
Correction of a telegram, Delaying	0	1	0

	£	s.	d.
Counting of telegrams, Careless	0	1	0
Date-stamping telegrams, Neglect or carelessness in ...	0	0	6
Delivery of a telegram, Delaying	0	1	0
Disconnecting wires or changing office-connections without authority	0	5	0
Earthing line in order to work with a distant office without informing the offices cut of circuit thereby ..	0	5	0
Earthing line, to take undue possession of circuit ...	0	10	0
Earth peg, Neglecting to remove	0	5	0
Figures and doubtful words, Neglecting to repeat or to obtain repetition of	0	1	0
Improper, insolent, or insulting language, Making use of, on line	0	5	0
Initial a telegram as examined, Omitting to	0	5	0
Inattention to station-call	0	2	6
Instrument-room, Entering, while off duty	0	2	6
Interruptions of communication, Neglecting in cases of, to post telegrams to the office most convenient for telegraphing them	0	2	6
Messengers loitering while on duty	0	0	6
Messengers neglecting to complete their delivery statements	0	0	3
MTs, WTs, and mail-notices, Neglecting to post on the board	0	1	0
Midnight cable messages, Inattention to	0	5	0
Neglect or delay in forwarding a telegram, a fine of not less than the value of the same, up to	0	5	0
Name of office, Omitting to write, on telegrams	0	0	6
Quarrelling on the wire, or otherwise obstructing work, or not exercising due patience when working with cadets	0	5	0
Repetition, Failure to obtain correct	0	1	0
Sending telegrams, Carelessness when	0	1	0
Service telegrams, Inattention to	0	2	6
Smoking in office before prescribed hours	0	2	6
Stop an office, Neglecting to	0	1	0
Time a telegram as sent, Omitting to	0	1	0
Time, Neglecting to acknowledge, at 9 a.m.	0	2	6
Time on telegrams, Omitting to write "a.m." or "p.m." after, or writing "a.m." for "p.m.," and <i>vice versa</i> ...	0	0	6
Time sent or received, Neglect or failure to complete ...	0	2	6
Transmit telegrams, Refusing to	0	10	0
Undue possession of circuit, Taking	0	2	6
Urgent, Sending as, and so giving preference to an ST without sufficient cause	0	2	6
Urgent telegram, Failure to mark or stamp an	0	0	6
Urgent telegram, Receiving an, without at once acquainting the distributor or Officer in Charge	0	1	0
"Wait," Giving, on being offered anything of the code "Urgent"	0	2	0
Words signalled, Neglecting to count number of	0	1	0
Wrongly addressing an envelope containing a telegram ...	0	1	0
Other offences, or a frequent commission of those enumerated, will be specially dealt with.			

Chief Postmasters and Officers in Charge must not impose fines, except for late attendance, without the authority of the Secretary, to whom a brief statement of each case and recommendation should be submitted. The synopsis should be sufficiently complete to render a further review of the whole of the papers unnecessary.

SPECIMENS OF HANDWRITING.

379. In the following pages are shown examples of handwriting approved by the Department. For additional approved specimens refer to Vere Foster's Copybook No. 17, Civil Service Series, and "The Times" Copybook No. 14.

The Secretary directs the attention of supervising officers to the necessity of exercising a careful oversight of the handwriting of junior officers. While the general standard of handwriting has improved considerably during the last few years, there are some branches of the service in which the importance of good handwriting is not sufficiently appreciated by controlling officers. It should be made clear to cadets and those expecting promotion from one class to another that the quality of the handwriting of the officer concerned will have much to do with his prospect of advancement.

The newspaper list for the current year is being issued. It is observed that there is still some laxity displayed in keeping this list up to date and in advising the Secretary of changes in the particulars which should appear in it - a newspaper not registered has been returned in the list -

The most common way of employing animal power is in drawing or carrying a load, and it is clear that if this load be increased the speed with which it is carried must be diminished.

Hence it is an important question to decide at what

In theory no experience that we poor non-flying mortals can enjoy is more fascinating, more ideally charming, more poetically sublime, than a trip heavenwards in that curious, unnatural, yet extremely simple apparatus - a balloon. To soar aloft, rising up and down without rocking or vibration! To glide o'er the country, above the tree-tops and houses perfectly noiselessly, perfectly at ease!

Te Puke is one of the brightest examples of special settlements in New Zealand

Most of the original settlers were men of means and immediately on arrival had splendid houses erected the land fenced and brought under cultivation, and now there is hardly an acre of land that is not producing payable crops.

ALEX. WILLIS,
Clerk of the Executive Council.