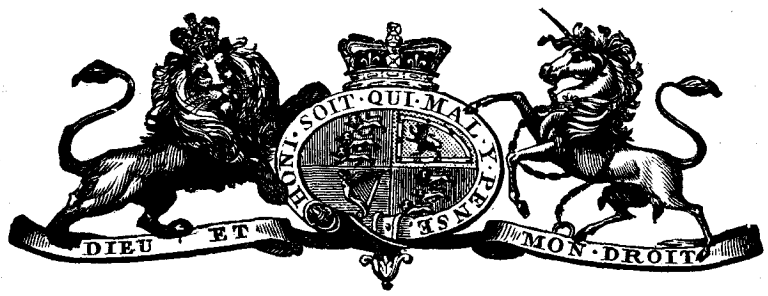

SUPPLEMENT

TO THE

NEW ZEALAND GAZETTE

OF

THURSDAY, JULY 25, 1907.

Published by Authority.

WELLINGTON, TUESDAY, JULY 30, 1907.

Regulations for the Classification and Regulation of the Post and Telegraph Department.

PLUNKET, Governor.

ORDER IN COUNCIL.

At the Government House, at Wellington, this twenty-ninth day of July, 1907.

Present:
His Excellency the Governor in Council.

WHEREAS by Orders in Council dated the twenty-second day of January, one thousand eight hundred and ninety-one, the twenty-fifth day of March, one thousand eight hundred and ninety-one, the twenty-sixth day of February, one thousand eight hundred and ninety-five, the twenty-first day of March, one thousand eight hundred and ninety-five, the twentieth day of August, one thousand nine hundred, the thirty-first day of March, one thousand nine hundred and four, the twentieth day of December, one thousand nine hundred and four, the twenty-fifth day of February, one thousand nine hundred and five, the tenth day of April, one thousand nine hundred and five, and the seventeenth day of February, one thousand nine hundred and six, and (excepting the Order in Council of the twenty-sixth day of February, one thousand eight hundred and ninety-five) published in the *New Zealand Gazette* of the twenty-fourth day of January, one thousand eight hundred and ninety-one, the sixteenth day of April, one thousand eight hundred and ninety-one, the twenty-eighth day of March, one thousand eight hundred and ninety-five, the twentieth day of August, one thousand nine hundred, the seventh day of April, one thousand nine hundred and four, the twelfth day of January, one thousand nine hundred and five, the ninth day of March, one thousand nine hundred and five, the twentieth day of April, one thousand nine hundred and five, and the first day of March, one thousand nine hundred

and six, respectively, regulations were made under the authority of "The Post and Telegraph Classification and Regulation Act, 1890" "The Post and Telegraph Classification and Regulation Act Amendment Act, 1891," "The Post and Telegraph Department Act, 1894," "The Electric Lines Act, 1884," and "The Post Office Act, 1900" (hereinafter termed "the said Acts"), for the purposes of the classification and regulation of the Post and Telegraph Department of the Civil Service, and it is expedient to revoke such regulations, and to make others in lieu thereof:

Now, therefore, His Excellency the Governor of the Colony of New Zealand, in pursuance and exercise of the authority vested in him by the said Acts and by "The Post and Telegraph Department Act, 1902," and "The Post Office Act Amendment Act, 1906" (hereinafter included in the term "the said Acts"), and of all other authorities in that behalf enabling him, and acting by and with the advice and consent of the Executive Council of the said colony, doth hereby revoke the regulations as aforesaid, and, in pursuance of the authority conferred upon him by the said Acts, doth hereby make the regulations set forth in the Schedule hereto for the purposes hereinbefore mentioned, and doth order that such regulations shall have effect on and after the date of the publication thereof in the *New Zealand Gazette.*

SCHEDULE.

Regulations above referred to.

1. In these regulations, if not inconsistent with the context,—

"Department" means the Post and Telegraph Department as constituted under "The Post and Telegraph Department Act, 1894":

"Minister" means the member of the Executive Council for the time being holding the offices of Postmaster-General and Minister of Telegraphs:

"Secretary" means the Secretary for the time being of the Post and Telegraph Department:

"Superintendent" means the Superintendent of Electric Lines for the time being.

2. Every person who desires to enter the service of the Department shall make application in his own handwriting, signed by him, and shall transmit therewith the certificates and information required by these regulations. He shall also indicate which branch of the Department he desires to enter.

3. Forms of application shall be obtainable at any post-office or telegraph-office in the colony.

CLERICAL DIVISION.

Junior Examination.

4. No person shall be entitled to enter the Clerical Division of the Department unless he has obtained a certificate of proficiency as defined by regulations under "The Education Act, 1904."

5. Any person producing such a certificate of proficiency shall be deemed to have passed the examination herein termed the "junior examination."

6. Any person otherwise qualified who is or has been attending any reputable private school shall be eligible for appointment to the Clerical Division upon proving to the satisfaction of the Secretary, or of some person appointed by him in that behalf, that the applicant has passed an examination equivalent in all material respects to that required for a certificate of proficiency in a public school under the control of an Education Board. In all other respects applicants shall conform to the general regulations for the time being in force relative to persons seeking admission to the Clerical Division.

7. Save in the case of persons skilled in electricity, telegraphy, or the like, every person entering the Clerical Division shall enter as a cadet, and shall be of the full age of fifteen years and not more than twenty years, shall be subject to the probation herein directed, and shall be conditionally appointed at the minimum salary allotted to cadets. Experts skilled in electricity or telegraphy, or in literature, science, or art, who have proved their qualifications to the satisfaction

of the Minister, may enter at a higher age than twenty years, and may be appointed to such class as may be determined by the Minister.

8. Every person making application for admission to the Clerical Division shall transmit the following evidence as to his fitness and capacity :—

(1.) A duly authenticated certificate or extract from some official registry or other authentic evidence of his age ;

(2.) A certificate in duplicate, from some minister of religion, public-school teacher, or Justice of the Peace, of the moral character of the applicant ;

(3.) A certificate in duplicate from the proper authority to the effect that such applicant has duly passed the junior examination hereinbefore mentioned ; and

(4.) A certificate from a medical practitioner setting forth, in the form prescribed by the Minister, that the applicant is in good health and free from any bodily infirmity.

9. The names of applicants shall be entered in a register kept by the Secretary at the General Post Office ; and such names shall be kept on the register until appointments have been made, or until such persons have attained the age of twenty years, or until the applicants have failed to renew their applications annually, or have had their names removed at their own request, as the case may be. Applications must be renewed (but without production of certificates) at the beginning of each calendar year, or they will lapse.

10. Appointments of cadets to the Clerical Division shall be made only from the persons whose names are so registered.

11. No person shall be eligible for appointment to the Department if, when the question of his eligibility arises, two or more persons belonging to his family are already officers of the Department. The expression "family" shall be held to include father, mother, and their children.

12. Every cadet receiving an appointment shall be conditionally appointed upon probation ; and at the expiration of three months from the date of such appointment, if the Secretary or Superintendent shall certify as to his fitness and capacity, and recommend him in writing as a suitable person to become an officer of the Department, the Governor may make such appointment absolute ; and if the probationer shall not have complied with these regulations his appointment shall lapse.

13. The Governor may at any time during the period of probation dismiss any cadet from the Department for any reason which may be deemed sufficient.

Senior Examination.

14. No person, other than one of those specified in clause 39, shall be eligible for promotion in the Clerical Division to any class higher than the fifth class unless he has passed a further examination, to be called "the senior examination," in the manner hereinafter mentioned.

15. The senior examination shall be the examination known as the "Civil Service Senior Examination" held under the provisions of "The Civil Service Reform Act, 1886," and the times and places fixed for such examination from time to time, and the subjects prescribed for the same, shall be respectively deemed to be prescribed for the senior examination required by these regulations.

16. An officer shall be deemed to have passed the senior examination if he—

(1.) Has passed the examination for the time being prescribed for the matriculation of students in the New Zealand University ;

(2.) Has obtained a junior or a senior scholarship in the said University ;

(3.) Has passed the Matriculation Examination or any other examination in any public university in the United Kingdom or any of the Australian States which is at least equal to that required to be passed on matriculation in the New Zealand University, and as may be determined by regulations ;

(4.) Has obtained a degree in any such university or in the New Zealand University.

17. A register of persons who have passed or are deemed to have passed such senior examination shall be kept by the Secretary, and their names shall be entered therein upon application by the persons who

have so passed such examination, and every such application shall be accompanied by documentary proof thereof, and entry made in the order of application.

NON-CLERICAL DIVISION.

18. No person, except as hereinafter provided, shall be eligible for appointment in the Non-clerical Division who is over thirty-five years of age, and no other person shall be so eligible until he has produced to the Secretary or Superintendent certificates of good health and good moral character, in the same manner and to the like effect as required from persons entering the Clerical Division, and also of having passed the examination hereinafter mentioned.

19. Every person seeking appointment in the Non-clerical Division shall be required to produce a certificate that such person has passed the Fourth Standard examination, as defined by regulations under "The Education Act, 1904," or an examination which, in the opinion of the Minister, is equivalent in all material respects thereto.

20. Applications for appointment in this Division shall be made to the Secretary or Superintendent, and applicants shall produce the requisite evidence that they possess the qualifications necessary for the work of the office.

21. Any person over thirty-five years of age who has been temporarily employed previous to reaching such age, and whose employment has been continuous, shall be eligible for appointment to the Non-clerical Division on production of a certificate that he has passed the Fourth Standard examination or an examination equivalent thereto.

22. Females will be admitted as cadettes, but they will be appointed only to such vacancies as are suitable to females. They will belong to the Non-clerical Division only, but will be required to produce the certificates prescribed for cadets in the Clerical Division. The age for admission for females is between sixteen and twenty-five years. Not more than two persons of the same family shall be employed in the Department at one time (see CLERICAL DIVISION). Not more than one daughter in a family shall be eligible for appointment as a telephone-exchange cadette. Married women are not eligible for appointment, and females must resign when they marry. The Governor, during the period of probation, may at any time dismiss any cadette from the Department for any reason which may be deemed sufficient.

23. The names of applicants in the Non-clerical Division shall be entered in a register kept by the Secretary at the General Post Office, and such names shall be kept on the register and removed therefrom under the same conditions as and not other than those prescribed for registration and removal of names of applicants in the Clerical Division.

24. Appointments in the Non-clerical Division shall be made by the Governor on the recommendation of the Minister.

25. Appointments of telegraph message-boys and night-watchmen shall be made by the Secretary.

26. Officers in the Non-clerical Division and telegraph message-boys shall be eligible for employment, on promotion, in the Clerical Division; but in any such case the provisions applicable in respect of examinations in such division, or the equivalent thereof, shall extend and apply to such officers and message-boys.

TELEGRAPH MESSAGE-BOYS.

27. Telegraph message-boys must be not less than thirteen and not more than sixteen years of age. They must have passed the Fifth Standard, as defined by regulations under "The Education Act, 1904," and produce certificates in writing of sound bodily health and good moral character. An educational certificate from any reputable private school will be accepted upon proof to the satisfaction of the Secretary, or of some person appointed by him in that behalf, that the applicant has passed an examination equivalent in all respects to that required for the said Fifth Standard. Preference will be given to boys who have obtained a certificate of competency in the Sixth Standard, and still further if the certificate be one of proficiency.

28. Message-boys shall be eligible for promotion to any branch of the Non-clerical Division for which they may be qualified, and

shall have the same claim as a non-clerical officer to a cadetship in the Clerical Division, to be determined on the result of examinations. Any boy who may pass either the Senior or the Junior Civil Service Examination shall be given a prior claim to a cadetship.

29. Any boy who may have been in receipt of the maximum pay of his position for two years, and who cannot qualify for promotion to a class in the Non-clerical Division or to a cadetship, will be required to resign.

30. In the event of a greater number of such boys qualifying for promotion than the Department can absorb at the time, they will be placed in a supernumerary class, and receive £5 increases yearly until the pay reaches £56, or until they can be promoted.

31. Every message-boy shall be entitled to a clothing-allowance of £5 after the completion of the first year's service, if favourably reported upon by the head of his office. Application for the allowance must be made through the head of the local office.

GENERAL.

32. A record of all officers in the Department shall be kept by the Secretary, showing therein the divisions in which such officers are respectively included, in accordance with the terms of "The Post and Telegraph Classification and Regulation Act, 1890," and its amendments. In such record the Secretary shall include the following particulars:—

(1.) With regard to the First Division, the Non-clerical Division, and the class of telegraph message-boys, he shall state therein a general description of the several duties of the officers included in those divisions, their date of birth, length of service, salaries, and such other particulars as may be deemed necessary.

(2.) With regard to the Clerical Division, he shall state therein with respect to the officers therein included, in addition to the information as aforesaid, the nature of the work severally performed by such persons;

(3.) From time to time he shall cause entries to be made in such record of deaths, dismissals, resignations, promotions, and reductions;

(4.) In the month of April in each and every year he shall publish, under the authority of the Minister, a list of officers then employed, and the particulars with regard to such persons recorded as aforesaid, which said list shall be called "The Post and Telegraph Departmental List," and shall be *primâ facie* evidence of the several particulars therein set forth. Every such list shall be laid before both Houses of the General Assembly within ten days after the commencement of the first session of such Assembly held next after the said month of April.

33. Where any officer whose name appears in any such list thinks that he has been placed in a class lower than that in which, from the nature of the services he performs, he ought to have been placed, he may, at a time to be yearly appointed by the Minister, appeal to the Minister, and the appeal shall thereupon be referred to the Board of Appeal in conformity with regulations made or to be made under the authority of "The Post and Telegraph Department Act, 1894"; and after receiving the report of the Board of Appeal on such appeal, the Minister may confirm, alter, or amend the said list, which, as confirmed, altered, or amended, shall be final.

34. Any officer who desires to appeal shall do so in conformity with the regulations in the last preceding paragraph hereof mentioned.

35. No annual or other increment shall accrue to any salary until the officer in receipt of such salary has received the same for a full period of twelve calendar months, except in case of promotion, when the increment shall take effect from the day on which such promotion takes effect.

36. But the right to receive such increment in any year shall depend upon the good and diligent conduct of the officer to whose salary such increment is attached, and a certificate thereof to be given by the Secretary or the Superintendent; and if, in the opinion of the Secretary or the Superintendent, the officer is not entitled thereto, he may issue

an order to deprive such officer of such increment, which shall in that case not be paid: Provided that an appeal from the decision of the Secretary or the Superintendent shall lie to the Minister, and his determination thereon shall be final.

37. If, on the commencement of these regulations, any officer is in receipt of a greater salary than the maximum of the class assigned to his work, he shall be transferred as soon as may be convenient to some other branch of the Department in which he can be employed upon duties equivalent to the amount of his salary. If the officer is found unfit for such transference, his salary shall be reduced to the maximum of the class to which his work has been assigned.

38. Notwithstanding anything contained in these regulations, any officer may be transferred from one branch of the Department to another, and required to perform any and every duty assigned to any officer in a class, or any grade in such class.

39. No person who has held office in the Department or in any other branch of the Civil Service of the colony before the passing of "The Post and Telegraph Classification and Regulation Act, 1890," and no officer employed in the Department who has previously passed the Civil Service Senior Examination prescribed by "The Civil Service Act, 1866," or by "The Civil Service Reform Act, 1886," or who is skilled in electricity or telegraphy, or in literature, science, or art, to a degree to satisfy the Minister of his fitness to be exempted from further examination, shall be required to pass any further examination (other than those specified in clauses 50, 51, and 52 hereof) for promotion to the higher classes in any division.

40. The Minister, on the production of satisfactory reasons, may allow any officer to decline offered promotion or appointment; but such officer shall forfeit his right to future promotion: Provided that the Minister, after the lapse of two years, may allow such officer to be considered again for promotion: Provided also that no officer shall be allowed to refuse compliance with any order of the Minister directing his removal from one position to another.

41. Nothing in these regulations shall be deemed to give any officer a right or claim to promotion to any vacant office, and vacancies shall only be filled if the Governor thinks it expedient to fill the same, and without detriment to the efficiency of the Department.

42. Every male officer of twenty-two years of age on the first day of April in any year shall draw a salary of not less than one hundred pounds per annum. Any portion of such salary above the classification scale for the office held shall be regarded as an allowance only, and shall not give the officer receiving it seniority over others in the same class or grade who entered such class or grade before him.

43. For the purpose of providing for the compensation to be paid to officers of the Department appointed after the passing of "The Post and Telegraph Classification and Regulation Act, 1890," the following provisions shall have effect:—

(1.) Out of the salary of every such officer there shall be deducted the sum of five pounds per centum per annum, which said sum, with all interest which may accrue thereon, shall be paid into a separate fund to the Public Trustee, to be invested at interest on such security as the Public Trust Office Board approves; but no deductions shall be made for the compensation fixed to be paid to officers on leaving the service from any salary not exceeding one hundred pounds per annum.

(2.) The Public Trustee may invest the same along with other sums, but a separate account shall be kept for the amount paid to the credit of each such officer, and no sums to the credit of any officer shall be charged with or attached for debt under the process of any Court, or be deemed an asset in the event of his bankruptcy.

(3.) On such officer ceasing to be in the Civil Service, from whatever cause, except the commission of a crime, the amount to his credit in the Public Trust Office shall be paid to him; or, in case of his or her death, the amount shall be paid in such manner as may be directed by his or her will, and, in the absence of such will, then according to the law for the time being in force regulating the distribution of the estates of persons dying intestate.

(4.) In case any such officer shall be dismissed from or cease to be in the Department on account of the commission of a crime, the amount to the credit of such officer may, after paying to the Public Account any defalcations he or she may have made, be paid to his or her legal representative, in such manner and at such time as the Minister may determine.

FIRST DIVISION.

Vacancies.

44. When a vacancy occurs in the First Division which it is expedient to fill, the Minister shall submit to the Governor the names of three of the senior officers of the Department—including Chief Postmasters, first grade—and shall, with due regard to special qualifications and aptitude, as well as seniority in class or grade, nominate from these the officer he deems best qualified to fill the vacancy; and the Governor, after due consideration of the seniority, merit, and suitability of such officer, and of the special qualifications and aptitude requisite for the discharge of the duties of the office to be filled, may appoint such officer to the vacancy.

Should the Minister consider that there is no officer suitable to fill the vacancy, he may report accordingly, and the Governor shall thereupon act as he may think fit.

CLERICAL DIVISION.

Promotions and Vacancies.

45. Vacancies in the several classes in the Clerical Division, and appointments to new positions therein, shall be filled in the following manner:—

(1.) The undernoted classes and Chief Postmasters and Postmasters grades are grouped together as classes for purposes of promotion and filling vacancies; each group to be regarded as one class—namely, that below the class in which the vacancy occurs.

First Group.—Second Class, and Chief Postmasters, second grade.

Second Group.—Third Class, and Chief Postmasters, third grade.

Third Group.—Fourth Class, and Postmasters, first grade.

Fourth Group.—Fifth Class, first grade, and Postmasters, second grade.

Fifth Group.—Fifth Class, second grade, and Postmasters, third grade.

Sixth Group.—Sixth Class, and Postmasters, fourth grade.

The Secretary shall certify—

That it is necessary to fill the vacancy or to make the new appointment;

That the officer selected is capable of filling the vacancy;

That he has passed the prescribed examination; and

That he is best suited for the appointment.

(2.) In the First Class the Secretary or Superintendent shall, with due regard to special qualifications and aptitude, as well as seniority in class or grade, nominate three of the senior officers in the first group, and from these he shall select the officer he deems best qualified to fill the vacancy; and the Minister, after due consideration of such officer's special qualifications and fitness for the position, may recommend him for appointment accordingly. The expression "senior officers" shall mean the officers who have been longest in either of the classes or grades of which the group is composed.

(3.) In any other class than the first the senior officers of the group next below that in which the vacancy occurs shall be eligible to fill such vacancy, and shall be nominated in the same manner as if filling a vacancy in the First Class.

(4.) If it shall be found that no officer in the class next below that in which the vacancy occurs is eligible for promotion to the vacancy by reason of merit and suitability, or if the Minister considers the vacancy to be one requiring special experience or special knowledge, then such vacancy shall be filled up from any class in such division in which a person qualified by merit and suitability, or special experience or special knowledge, as the case may be, can be found.

(5.) In all cases coming within the last preceding subsection, the Minister shall certify that the officer selected is entitled to the vacant office; and upon such certificate the Governor may, subject to the

provisions of these regulations, appoint the officer so certified to the vacant office.

(6.) Any officer so promoted shall receive the minimum salary of the class to which he is promoted, except in the case of an officer who may be transferred or promoted from the Sixth Class to the Fifth Class, or to the class of Postmasters, fourth grade, or from the Non-clerical Division, who at the time was in receipt of a higher salary than the minimum salary of the class to which he has been transferred or promoted. Such officer shall continue to receive such first-mentioned salary until he shall be entitled to a further increment.

(7.) Officers shall be placed at the bottom of the class to which they are promoted. But if any officer in any of the grouped classes is transferred to another class within the same group, his place in his new class shall be next above that of the officer who entered the group next after him. Officers transferred in the same financial year to any grouped class shall retain the same relative positions as they had before such transfer.

46. Cadets shall have been in receipt of the maximum salary for one year before they shall be entitled to be promoted to the Sixth Class. Such promotion shall be subject to a report from the head of his office certifying that the cadet's conduct is satisfactory in all respects, that he has passed the required examinations, and has earned promotion.

47. Cadets or officers in the Sixth Class who may pass the Senior Examination (excluding the Matriculation Examination) shall be granted a double increment: Provided that the conduct of such officer has been satisfactory, and he is otherwise favourably reported upon for promotion.

48. Cadets passing a satisfactory examination in shorthand-writing at the rate of 100 words per minute shall be granted six months' seniority.

49. Promotion or transfer from the Sixth Class to the Postmasters, fourth grade, may be made without regard to the minimum salary of the grade; and special consideration may be given any officer in the Sixth Class who may have broken down in health, or in operating, provided that his conduct has been satisfactory, and he is in other respects favourably reported upon as fitted to be placed in charge of a combined post and telegraph office.

50. Before being promoted out of the class of cadets all officers shall pass one or more of the following examinations as indicated:—

For Postal cadets: (1.) The sorting test, being the assortment of five hundred letters, or articles resembling letters in shape and in the mode of the addresses thereon inscribed, for their proper distribution by means of the post throughout New Zealand. The assortment shall be made in a maximum time of twenty minutes, and with a maximum of mistakes of three per centum.

(2.) An examination in rules and regulations as contained in the book of Rules and Regulations for the Guidance of Officers (General and Postal), edition 1906 or any amendment thereof; in money-order, postal-note, and Savings-Bank rules; in discipline; and in the Post and Telegraph Guide of the current issue.

For Telegraph cadets: (1.) An examination in rules and regulations as contained in the book of Rules and Regulations for the Guidance of Officers (Telegraph Branch), edition 1904 or any amendment thereof, and in the Post and Telegraph Guide of the current issue; in money-order and Savings-Bank rules as applied to telegrams; in telegraph accounts; and in discipline.

(2.) An examination in sending and receiving on the Morse telegraph instrument at a minimum rate per minute of twenty-five words sent and twenty-three words received, ten minutes each way, with a maximum of one per centum of mistakes.

(3.) A technical examination in the simpler uses of electricity as applied to telegraphy, and in the use and management of telegraphic apparatus.

51. Officers in the Sixth Class will require to pass tests of efficiency before such officers may receive increments beyond (*a*) one hundred and fifty pounds, and (*b*) one hundred and eighty pounds. The scope of such tests shall be as follows:—

(1.) Before receiving salary beyond one hundred and fifty pounds per annum, an examination (to be called the First Examination) as under:—

For Postal officers: (1.) Examination in Postal Rules and Regulations. Officers continuously employed five years prior to the examination in postal duties will be examined principally in postal work, but will be required to show reasonable knowledge of the work of other branches. (2.) The efficiency test in this Examination will consist principally of practical work.

For Telegraph officers: (1.) Examination in operating, sending, and receiving, fifteen minutes each, at the rate of twenty-five words a minute. Not more than one per centum of errors will be allowed. (2.) In Telegraph Rules and Regulations, in which officers will be required to show some practical knowledge of coding and charging telegrams. (3.) A simple examination in magnetism and electricity as applied to telegraphy, theoretical and practical.

Telegraph counter clerks, despatch clerks, &c., will be required to pass a practical examination in their duties.

(2.) Before receiving salary beyond one hundred and eighty pounds per annum, an examination (to be called the Second Examination) as under:—

For Postal officers: (1.) A test similar to that for the First Examination, but of a more extensive character. Officers employed principally in mail-work must show themselves competent in all the sorting and making-up of mails done at the office in which they are engaged, and in addition must show practical knowledge of handling registered letters and parcels. They must also pass an examination in postal geography. (2.) Money-order and Savings-Bank and counter officers, and those performing clerical work, must pass in the practical working of their branches. (3.) The tenor, and sometimes the text, of Rules will form part of the examination, but literal mistakes in the text will not be taken into account.

For Telegraph officers: (1.) An examination in sending and receiving at twenty-seven words a minute for twenty minutes each way, with a proportion of not more than one per centum of errors. (2.) An examination in magnetism and electricity as applied to telegraphy, theoretical and practical.

The examinations shall not be obligatory until the 1st April, 1908

52. With the object of ascertaining the fitness of officers to fill vacancies in the Clerical Division below the First Class, they may be examined in such technical and departmental subjects as are deemed by the Minister essential for the vacant positions, at such times and places and in such manner as may from time to time be determined by the Minister.

53. One month's notice of the intention to hold such examinations shall be given by notice published in the Post and Telegraph Official Circular, and the names of officers who have passed the required standard of examination shall be entered by the Secretary in a book kept for that purpose, in the order of their merit; and in promoting any officers to vacancies, or from one class or grade to another, effect shall as far as possible be given to the results of such examinations. When a vacancy occurs in a branch in which knowledge of theory or practice in the science of electricity in its relation to telegraphy is requisite, such examination shall be conducted by the Inspectors of Telegraphs, and such other officers as may from time to time be appointed by the Minister; and where knowledge of or capacity in business relating to the Post Office branch is required, the examination shall be held by the Inspector of Post-offices, or the Assistant Inspectors of Post-offices, and such other officer or officers as the Minister may from time to time appoint; or the Minister may appoint any of such officers to conduct all examinations or any such examination under this regulation.

NON-CLERICAL DIVISION.

54. When a vacancy occurs in one of the higher classes in the Non-clerical Division,—

(1.) The Secretary or the Superintendent shall select for appointment any of the senior officers of the classes below that in which the vacancy has occurred who, from seniority and suitability for the position to be filled, appear to be most suitable, and the Minister may recommend the Governor to appoint to the vacancy.

(2.) If the vacancy occurs in the lower classes of the Division, the appointment to the vacancy shall be made as far as possible from within the Division or from the telegraph message-boys' class.

(3.) If there are more vacancies than one to be filled, the like proceedings shall be had and taken as are hereinbefore provided.

(4.) Counter-clerks (Telegraph) who have obtained a certificate of proficiency as defined by regulations under "The Education Act, 1904," shall be promoted to the Sixth Class after having served twelve clear months at the maximum salary of the class of Telegraph Counter-clerks.

(5.) Letter-carriers, second grade, shall serve five years in the Department or class before being eligible for promotion to the first grade, subject also to its being reported that the officer is fully competent, that his conduct in all respects is satisfactory, that his duties have been well performed, and that the promotion is merited.

(6.) Third-grade letter-carriers and second-grade post-office messengers employed at the Chief Post-office at Auckland, Christchurch, Dunedin, or Wellington, who have served for at least four years in the Department and are over twenty-one years of age, shall be eligible for promotion to the next higher grade in their respective classes. Third-grade letter-carriers performing duties at Chief Post-offices other than those at the places hereinbefore named shall be required to serve six years in the grade, or to have been in receipt of the maximum salary for two years, and may then be promoted to the second grade, provided they are favourably reported upon as deserving of promotion. Vacancies in the second grade shall, as far as practicable, be filled by the promotion of third-grade letter-carriers according to seniority, merit, and suitability combined.

(7.) Every officer in the Non-clerical Division shall be eligible for promotion to the Clerical Division; and every officer so promoted shall be selected without special regard to his class, but with due consideration of his seniority combined with his particular fitness for the position to be filled and of his having complied with the provisions applicable in respect of examinations in such division. Any such promoted officer who at the time of his promotion is in receipt of a higher salary than the minimum salary of the class to which he is promoted or transferred shall continue to receive the salary he may have been drawing at the time of his transfer or promotion until entitled to a further increment.

(8.) Cadettes passing the Senior Examination as specified in clauses 15 and 16 hereof shall be granted one double increment.

TEMPORARY EMPLOYMENT.

55. The Secretary shall from time to time cause to be enrolled in a register the names of fit and proper persons desirous of employment in any temporary work in the Department, and shall also record the kind of work, either clerical or non-clerical, desired by each of such persons.

56. Whenever in the opinion of the Secretary or the Superintendent temporary assistance of any kind is required, he may nominate any person whose name stands recorded on such register to perform such temporary work if such person is available and willing to be nominated, the persons to be taken in the order in which they are recorded according to the class of work; such nomination to be subject to the approval of the Minister, who may at any time cease to employ any such person.

57. No such person shall be nominated for a longer period than three months at any one time. But this provision shall not apply to persons who may have been temporarily continuously employed since the 1st January, 1891.

LEAVE OF ABSENCE.—HOLIDAYS.

58. The following days in each year shall be observed as holidays:—

(1.) New Year's Day, Christmas Day and the following day, Good Friday, Easter Monday, and the birthdays of His Majesty and the Prince of Wales;

(2.) Whenever any of such days falls upon a Sunday the next following Monday shall be a holiday in lieu of such day:

Provided that any post or telegraph office on the days aforesaid shall, in the discretion of the Minister, be open to the public for a half-hour or any longer time in the morning from the usual time of opening, and for a half-hour or any longer time in the evening to be duly announced; and that, in respect of the Saturday preceding a holiday falling on a

Monday, any delivery of letters by any letter-carrier which on another Saturday would be made once shall be made twice on that day.

59. Nothing herein shall prevent the Minister from requiring the services of any officer during any such holiday in case of emergency, but in that case such officer shall be entitled, in lieu thereof, to a holiday upon such other occasion as shall not interfere with public business, and in such case no overtime shall be payable.

60. The Secretary or the Superintendent may, at such times as may be convenient, grant to every officer in the Clerical Division and to every female officer leave of absence for recreation on the following scale :—

(1.) When an officer has served for fifteen years or upwards, not exceeding four weeks in each year;

(2.) When he has served less than fifteen years and more than ten years, not exceeding three weeks in each year;

(3.) When he has served less than ten years, but has served for one year or more, not exceeding two weeks in each year.

And to every officer in the Non-clerical Division leave of absence for recreation on the following scale :—

(4.) When an officer has served for ten years or upwards, not exceeding three weeks in each year.

(5.) When an officer has served less than ten years, but has served for one year or more, not exceeding two weeks in each year.

61. Telegraph message-boys may be given a week's leave in each year after one year's complete service.

62. No officer shall be entitled to claim such leave as a right; and if for any cause the Secretary or the Superintendent thinks such leave ought not to be granted, he may refuse the same in any case.

63. In cases of illness or other pressing necessity the Minister may grant to any officer such extended leave, not exceeding twelve months, and on such terms as he thinks fit.

64. The Governor may, on the recommendation of the Minister, grant to any officer in the Department of at least ten years' continuous service twelve months' leave of absence, and to any officer of lesser period of service any time not exceeding six months' leave of absence on half salary. During such period of absence no officer shall be entitled to receive any annual increment.

65. Where it has been decided to dispense with the services of any officer, he shall not be entitled to any leave of absence, either at the time or in contemplation of his services being so dispensed with; nor shall any officer who retires from the service upon a superannuation allowance be granted more than three months' leave of absence immediately prior to or in contemplation of such retirement, except in case of physical or mental infirmity, when the Governor may grant such further leave as the circumstances justify.

66. Officers voluntarily retiring shall not be granted more than three months' leave on or immediately prior to retirement.

OFFICIAL QUARTERS.

67. If any officer is allowed to use or occupy for the purpose of residence any house or building belonging to His Majesty, he shall, unless the Minister otherwise directs, pay rent for the same, and the amount of such rent shall from time to time as it becomes due be deducted from the officer's salary as such salary becomes payable, or in such other manner as the Minister determines.

ALEX. WILLIS,
Clerk of the Executive Council.

By Authority: JOHN MACKAY, Government Printer, Wellington.