



SUPPLEMENT

TO THE

NEW ZEALAND GAZETTE

OF

THURSDAY, JUNE 26, 1919.

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REGULATIONS

UNDER THE

POST AND TELEGRAPH DEPARTMENT ACT, 1918

CLASSIFICATION AND REGULATION OF DEPARTMENT.

*Regulations under the Post and Telegraph Department Act, 1918.—
Classification and Regulation of Department.*

LIVERPOOL, Governor-General.

By his Deputy,
ROBERT STOUT.

ORDER IN COUNCIL.

At the Government House at Wellington, this first day of July, 1919

Present :

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL.

IN pursuance and exercise of the power and authority conferred by the Post and Telegraph Department Act, 1918 (hereinafter termed "the said Act"), His Excellency the Governor-General of the Dominion of New Zealand, acting by and with the advice and consent of the Executive Council of the said Dominion, doth hereby make the regulations set forth in the Schedule hereto for the purpose of classification and regulation of the Post and Telegraph Department, and doth order that such regulations shall take effect as from the first day of April, one thousand nine hundred and nineteen.

SCHEDULE.—REGULATIONS.

PART I.—CLASSIFICATION.

CLASSIFICATION OF DEPARTMENT.

1. The Post and Telegraph Department shall, for the purposes of these regulations, be divided into four principal divisions, that is to say,—

- (a.) The Administrative Division.
- (b.) The Clerical Division.
- (c.) The Engineering Division.
- (d.) The General Division.

ADMINISTRATIVE DIVISION.

2. The Administrative Division shall include the officers mentioned in section 5 (1) of the said Act, to be appointed by the Governor-General, and no others.

3. The officers of the Administrative Division shall be paid such emoluments, salaries, and allowances as may be provided in the annual estimates and authorized by Parliament.

CLERICAL, ENGINEERING, AND GENERAL DIVISIONS.

Grading of Officers.

4. The Secretary shall forthwith proceed to classify and grade the officers employed in the Department, excluding those in the Administrative Division, such classification and grading to be within the Clerical, Engineering, and General Divisions, and to be respectively according to the merit of the officers and to the character and importance of the work performed by or to be assigned to each officer; and the Secretary shall regrade such officers at intervals of not more than five years, commencing from the first grading made in accordance with these regulations.

5. The Clerical and Engineering Divisions shall each be divided into one special and seven ordinary classes; and the officers belonging to each class shall, subject to passing any prescribed efficiency test or examination, and subject to any provisions in these regulations relating to good and diligent conduct, be paid the salaries, with annual increments, set forth in the Schedule hereto for that class.

6. The annual increment shall be the difference between the officer's salary as fixed for any year and the salary for the next higher subdivision of his class: Provided that special increments in excess thereof may be granted by the Secretary when the Secretary is satisfied that the officers concerned are of special merit and ability in the performance of their duties.

7. Except in the case of promotion, no annual increment shall accrue to any salary until the officer in receipt of such salary has received the same for a period of twelve months. The right to receive such increment in any year shall depend upon the good and diligent conduct of the officer concerned, and if in the opinion of the Secretary 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

8. Notwithstanding anything hereinbefore contained the Secretary may from time to time fix the amount of salary to be paid to an officer at any sum within the maximum limits of the class or grade in which such officer is placed, and such amount shall be the salary payable to such officer, without annual increment.

9. The General Division shall include all officers in the Department not included in the Administrative, Clerical, or Engineering Divisions.

10. In the General Division the officers shall be paid in accordance with a fixed amount or scale determined by the Secretary, and as may be provided in the annual estimates and authorized by Parliament.

11. Officers may, at the discretion of the Secretary, be transferred from any division to any other division except the Administrative Division, and shall be graded in such class thereof as the Secretary determines.

12. An officer transferred to the Department from any other Department of the Government service may be classified and graded in such division and class as the Secretary determines, due regard being had to merit and the nature of the duties to be performed by such officer.

INCREASE IN IMPORTANCE OF OFFICE OR WORK

13. If at any time any office or any particular work or division of work has become of greater importance, or the duties incident thereto more onerous or extensive, than at the date of the last grading, or for the purpose of meeting the exigencies of the Department, the Secretary may, if he thinks fit, alter the grading of such office or work and determine the salary appropriate thereto, and shall treat such office or work as vacant or new. The vacancy shall thereafter be filled in accordance with the provisions of the said Act.

CREATION, ABOLITION, OR REDUCTION OF POSITIONS.

14. The Secretary may at any time create any position he deems advisable for the better working of the Department, and fix the grading therefor, or abolish any position which he considers no longer necessary, or reduce the grading of any position where the importance of the duties has diminished or where the exigencies of the Department require such action: Provided that the officer holding any such position deemed no longer necessary or reduced in grading shall be transferred to an equivalent position.

PROMOTION.

15. (1.) No officer other than one of those specified in subclause (2) hereof shall be eligible for promotion in the Clerical Division to any position with a salary exceeding £270 per annum unless he has passed the Controlling Officers' Examination referred to in Part V hereof.

(2.) Any officer who—

(a.) Was in receipt of a salary of over £200 on the 31st March, 1913, or had not less than twelve years' continuous permanent service and was on that date engaged in clerical duties:

(b.) Prior to the 1st April, 1919, had passed the Post and Telegraph Senior Technical Examination with 50 per centum of marks, the Public Service Senior Examination, the New Zealand University Matriculation Examination, or such other examination as was, prior to the 1st April, 1919, recognized as equivalent to a pass in the Public Service Senior Examination:

shall not be required to pass any further examination for promotion to any position to which is allotted a salary exceeding £270 per annum.

16. No officer graded in Class VII shall be eligible for advancement beyond a salary of £165 per annum until he has passed the Competency Examination referred to in Part V hereof, nor to advancement beyond a salary of £180 or £220 until he has satisfied the Promotion Board of his efficiency in the performance of his duties.

17. (1.) Every officer shall, on promotion, be placed at the bottom of the class to which he is promoted, but he shall be entitled to not less than the same salary as that which he received immediately before such promotion.

(2.) Officers promoted in the same financial year to any class may, if the Secretary so decides, retain the same relative seniority as they had before such transfer.

(3.) Officers already in the service may on promotion to a cadetship receive a commencing salary of £80 per annum.

PART II.—ALLOWANCES.

BICYCLE ALLOWANCE.

18. An allowance not exceeding £6 per annum (to be fixed by the Secretary) may be made for the use by an officer of his own bicycle on official business.

CAMP ALLOWANCE.

19. (1.) Camp allowance shall be paid as follows :—

- (a.) To any foreman in charge of a party in camp, 4s. per diem.
- (b.) To any married man either on the permanent or temporary staff, 2s. 6d. per diem.
- (c.) To any single permanent man, 1s. per diem.

Provided that a higher rate may be paid in special cases, but only on the authority of the Secretary.

(2.) The cost of conveyance of food and firing to the camp, and from camp to camp, shall be paid, but only when in the opinion of the Engineer in charge of the camp the circumstances appear to warrant such payment.

COMPUTATION OF INTEREST AND COMPILATION OF SAVINGS-BANK BALANCE.

20. An allowance may be granted to officers at Chief Post-offices for the work involved in the computation of interest and compilation of Savings-bank balances at the rate of 1d. for each Savings-bank account open for any portion of a calendar year. The total amount payable at any office shall be divided *pro rata* on a salary basis amongst those officers employed on the work. The salary paid shall be regarded as the first factor, and the points allotted as the second factor. The points are to be determined in the following manner: For each of the three quarterly balances ending in March, June, and September one point is to be given; and for the yearly balance, including the final quarter, seven points are to be allotted. To each officer who is detailed for checking interest added to accounts annually, additional points shall be allotted ranging from one-half point to two points (with rests of one-half point) according to the proportion of the work performed. Juniors of special ability who have performed work somewhat on an equality with that of more highly paid officers shall be given extra points up to a maximum of four points in accordance with merit. Extra merit marks up to a maximum of two may also be given to senior officers of special ability. Extra marks shall not be given to officers permanently occupying controlling positions, such as District Accountant or Supervisor, either for computation of interest or special merit. In no case is the additional amount allotted for computation of interest or for special merit, or both, to be a sum which would make the bonus payable to an officer greater than that payable to one who is debarred by this regulation from the allotment of more than the ordinary ten points. In the case of officers drawing salaries of £180 or over, who by reason of lack of experience or other causes are unable to perform duties in connection with the balances of value proportional to their salary, a deduction may be made from the ten points according to circumstances and the merits of the case. The minimum deduction shall be half a point, and the maximum two points.

STAMP RISK.

21. A stamp-risk allowance may be authorized by the Secretary at the rate of £5 per annum for payment at any money-order office under the control of a permanent officer where the total staff employed is not less than two, exclusive of the controlling officer. The amount shall be divided *pro rata* amongst the officers engaged in counter duties. At offices where two or more officers are exclusively and continuously employed in counter duties two or more allowances may be granted for payment at such offices, according to the nature or volume of the work.

TELLER'S RISK.

22. A teller's risk allowance may be authorized by the Secretary at the rate of £10 per annum for payment at offices where the aggregate number of the transactions of money-orders issued, money-orders paid, deposits, and withdrawals exceeds 8,000 for one calendar year. The amount shall be divided *pro rata* amongst the officers

required to perform money-order and savings-bank duties. At offices where two or more tellers are employed exclusively and continuously in the performance of money-order and savings-bank counter duties a separate allowance shall be paid for each of such duties.

EXTRA DUTY : MEAL ALLOWANCE OR TRAM FARE.

23. In any case where an officer is directed to commence duty at least two hours before the ordinary time, or remain on or return to duty at least two hours after the ordinary time, and such additional duty necessitates such officer taking a meal away from home, he shall be granted a meal allowance on the following scale: Officers receiving £400 or over, 2s. 6d.; under £400 a year, 2s. Tram fares to and from residence may be paid when no meal allowance is paid. A meal allowance shall not be granted when overtime pay is given, but when the amount of the meal allowance would exceed the amount of overtime pay the meal allowance may be granted instead of overtime pay: Provided that overtime may be paid for all time in excess of forty-four hours weekly.

OFFICER ACTING IN HIGHER POSITION.

24. (1.) Any officer who, with the knowledge and authority of the Secretary, acts in a higher controlling position at his own station for three consecutive months or for four months in any calendar year may be paid, while so acting, the difference between his salary and the salary of the officer he replaces: Provided that where a junior acts in a position usually filled by an officer classified in a superior grade or class he may be paid an allowance at the rate of £15 per annum.

(2.) In special cases where an officer acts for a shorter period than those mentioned above the Secretary may authorize payment of a suitable amount.

WORKMAN ACTING AS FOREMAN.

25. A workman on the permanent or temporary staff employed in an advanced capacity, and in charge of two men, may be paid an allowance of 6d. per diem extra while so engaged. If the number of men exceeds three the allowance shall be 1s. per diem, but the officer shall not be entitled to also receive the payment referred to under Regulation 24 hereof.

SPECIAL ALLOWANCES.

26. The Secretary may at any time grant an allowance in a lump sum or at an annual rate to an officer—

- (a.) Performing special duties:
- (b.) Stationed at an isolated station or where the cost of living is excessive:
- (c.) In a telegraph-office using a typewriter:
- (d.) In lieu of overtime:
- (e.) Performing duty on a railway travelling post-office or at a public counter:
- (f.) In lieu of official quarters:
- (g.) Using his own vehicle on official business.

OVERTIME.

27. (1.) In these regulations "overtime" means the time in which any official or departmental duty is performed outside the regular hours of duty.

(2.) Payment for overtime, when made, will be made at the following rates:—

	Rate per Hour.	
	s.	d.
To officers drawing salaries exceeding £270..	2	9
To officers drawing salaries exceeding £200 and not exceeding £270	2	6
To officers drawing salaries exceeding £165 and not exceeding £200	2	0
To officers drawing salaries not exceeding £165 ..	1	6
To message-boys	0	8

(3.) No payment shall be made for any overtime performed by an officer in receipt of £450 per annum or over; to the senior controlling

officer in any office or branch ; to any supervising officer performing ordinary staff duty ; nor shall a higher rate than 4s. per hour be paid for any purpose.

(4.) Overtime payments are to be calculated and finally made on the basis of salary paid *at the time of service*.

(5.) Overtime for fractional portions of the first or any hours is to be computed on the following basis : No allowance will be made to officers unless the attendance exceeds fifteen minutes. Attendance up to forty-five minutes will count as half an hour ; over forty-five minutes as one hour.

(6.) Payment will be made at a rate and a half for overtime at all hours on Sundays, or for the attendance of any staff specially appointed for the regular sorting of mails at night.

(7.) Where the duty requires the attendance of any officer twice on the same Sunday a minimum period of two hours will be paid for.

(8.) Subject to the provisions hereinafter contained overtime shall be paid for as follows :—

(a.) To officers called on to perform duties in the receipt, sorting, delivery, and despatch of mails ; in the receipt and despatch of telegrams, or in a telephone exchange ; at post and telegraph offices in charge of an officer on the permanent staff, on Sundays or on departmental holidays ; on other days, in excess of forty-four hours in any week from Monday to Saturday inclusive.

(b.) To a lineman called on to perform work authorized by the Telegraph Engineer on Sunday.

(9.) No payment for overtime for services other than those provided for by these regulations shall be allowed except in cases of extraordinary or exceptional attendance, and then only on the special authority of the Secretary.

(10.) No special allowance will be made to any person for doing any kind of work for which he is paid as for work done in overtime.

(11.) When it is necessary at any office to relieve a number of officers for military or other duty or to meet any emergency, a special duty-sheet should be prepared providing for a minimum daily duty of seven hours per officer. On such occasions, if the duty exceeds forty-four hours for the week, payment may be made in accordance with these regulations.

(12.) Except to tradesmen under award rates, overtime to officers on the temporary staff shall be on the same basis as that paid to permanent officers, but an officer of the temporary staff shall not be so employed if a permanent officer is available.

LODGING-ALLOWANCE.

28. Officers of the Department receiving a salary not exceeding £95 per annum when stationed away from home shall receive lodging-allowance according to the following scales :—

	£		£
When the salary is	52	per annum ..	26 per annum.
"	65	" ..	26 "
"	78	" ..	22 "
"	80	" ..	20 "
"	91	" ..	19 "
"	95	" ..	15 "

TRAVELLING-ALLOWANCES AND TRAVELLING-EXPENSES.

29. (1.) All officers and persons employed in a temporary capacity shall receive travelling-allowance for personal expenses at the following rates :—

	Per Diem.
	£ s. d.
(a.) Officers drawing salaries not exceeding £100 per annum : actual and reasonable expenses.	
(b.) Officers drawing salaries exceeding £100 and not exceeding £270 per annum	0 10 0
(c.) Officers drawing salaries exceeding £270 and not exceeding £500 per annum	0 12 6
(d.) Officers drawing salaries exceeding £500 and not exceeding £600 per annum	0 15 0
(e.) Officers drawing salaries exceeding £600 per annum ..	0 17 6
Provided that while at sea, if the time occupied is more than twenty-four hours, the allowance shall be—	
For the first day of absence from headquarters ..	0 10 0
For subsequent days	0 2 6

(2.) The allowance shall be for each day of twenty-four hours. The day shall be deemed to commence at the hour of departure from headquarters, which for the purposes of this regulation shall be considered to be the office at which the officer ordinarily performs duty.

(3.) For any portion of a day the rate shall be one twenty-fourth of the full daily rate for each hour's absence.

(4.) In computing the time of absence a fraction of an hour, if less than half an hour, shall not be taken into account, but half an hour or more shall be reckoned as one hour.

(5.) When an officer leaves and returns to headquarters the same day actual and reasonable expenses only shall be paid.

(6.) An officer travelling by train may claim, in lieu of the ordinary travelling-allowance, an allowance of £1 for the day of departure or return, provided he has incurred the cost of a sleeping-berth on the train, a receipt for which must be produced. Such allowance shall cover a period of twenty-four hours from the time of departure or return, or the whole period occupied in travelling if such period is less than twenty-four hours.

(7.) Any officer specially authorized by the Secretary shall be entitled to claim the cost of a deck-cabin in addition to the allowance provided herein.

(8.) Officers called upon to perform relieving duty which necessitates their absence at night from home shall be paid allowances at the following rates:—

	Per Diem.
	£ s. d.
(a.) To officers drawing salaries exceeding £165 and not exceeding £270	0 10 0
(b.) To officers drawing salaries exceeding £270 and not exceeding £500	0 12 6
(c.) To officers drawing salaries exceeding £500	0 15 0

Other officers drawing salaries not exceeding £165 when appointed to relieving duty will be paid actual expenses only during the period of such relieving duty; claims for such actual expenses to be supported by vouchers, and to be subject to revision by the Secretary. Officers entitled to lodging-allowance, when appointed to relieving duty involving separate payment for such duty, will not be entitled to claim lodging-allowance for a longer time than one week after the relieving duty commences.

(9.) Officers are not entitled to draw travelling-allowance for any time during which they perform relieving duty, except as follows: When in performing relieving duty an officer is not required to stay more than three nights in the place where such duty is performed he may be paid travelling-allowance instead of relieving-allowance. But travelling-allowance may be paid for the day occupied in travelling to or from headquarters, provided that the time occupied exceeds six hours on each occasion.

(10.) In any special case the Secretary may authorize payment of an allowance at a higher rate.

(11.) Whenever the Secretary is satisfied that a lower travelling-allowance than the scale should suffice he may direct accordingly.

(12.) Payment for the use of a vehicle owned by an officer (motor-car, &c.) for journeys on the public service is allowable only where a public conveyance is not available, or available only at a greater cost, or where it is proved to the satisfaction of the Secretary that other means of transit would be detrimental to the public interest on the grounds of urgency or otherwise.

(13.) In all cases the least expensive means of conveyance available must be used, but if Government transit is available it must be utilized.

(14.) The cost of transport by land or sea will be paid by the Government. Wherever possible orders shall be issued for railway, steamer, or coach fares. If paid by the officer travelling, the cost will be refunded to him on production of vouchers, but no voucher for such expenses will be required for sums of 5s. and under, and vouchers for railway fares will not be required if the railway travelled upon and the extent of the journey is stated. The reason why an order was not issued is to be shown on the claim.

(15.) All vouchers for travelling allowances or expenses must be made out in detail on the proper form, signed and certified by the claimant, and certified as correct by the authorized officer.

(16.) The nature of the duty on which the officer is travelling and the amount of his salary shall be stated on the voucher.

(17.) No officer shall leave his headquarters without the authority of his immediate controlling officer.

(18.) When an officer temporarily stationed at any place and receiving a travelling-allowance has to visit any other place, and thereby necessarily incurs extra personal expenses, he may be permitted to draw such additional allowance for the visit as the Secretary directs.

TRAM FARES.

30. The fare of any officer required to travel on official business by tram may be paid by the Department: Provided that the tram, railway, or boat fares of an officer required to perform duty at a distance from his home may be paid where the Secretary is satisfied that a more suitable arrangement cannot be made.

PART III.—DISMISSALS, REMOVALS, ETC.

31. The following is the procedure which will be adopted in any case of inefficiency or misconduct:—

(1.) The officer may be first suspended by his controlling officer and the charge or charges reduced to writing, a copy being supplied to the officer.

(2.) The officer will be called on to admit or deny in writing the charge or charges so made, and be informed that he may, if he so desires, add any explanation of his conduct.

(3.) The statement of the charge or charges, and the admission, denial, or explanation of the officer, are to be forwarded to the Secretary along with the local controlling officer's report on the case. If the suspended officer does not in writing admit the truth of the charges made against him the Secretary shall inquire as to the truth of such charges; or if the Secretary is of opinion that it is desirable that any such charges should be inquired into by some person or persons specially appointed for the purpose, he may thereupon appoint one or more persons to inquire as to the truth of such charges. The Secretary or any person or persons so appointed shall examine upon oath any witnesses whose evidence may be necessary or material, and shall, after fully hearing the case, express his or their opinion thereon.

(4.) If any such charges are admitted as aforesaid, or are found by the Secretary or by the person or persons appointed as aforesaid to be proved, the Secretary may, according to the nature of the offence, reduce such officer to a lower class or grade, or to a lower salary, or fine him, or deprive him of his leave of absence during such time as the Secretary thinks fit, or may dismiss such officer from the Department; and, unless the Secretary otherwise orders, such officer shall forfeit all salary or wages except such as may have been due before his suspension.

(5.) If such charges are found by the Secretary or by the person or persons appointed as aforesaid not to be proved, the suspension shall be immediately removed, and the officer shall be paid salary in full for the period of his suspension from duty.

PROCEDURE AT INQUIRIES.

32. (1.) At any inquiry held under Regulation 31 hereof as to the truth of any charge made against an officer the officer shall be entitled to be represented by counsel or agent.

(2.) On any such inquiry the Secretary, or person or persons appointed as aforesaid, shall direct himself or themselves by the best evidence he or they can procure or that is laid before him or them, and may receive or reject as he or they think fit any evidence that may be tendered.

(3.) The Secretary shall keep a complete record of all such inquiries, including the depositions of all witnesses who gave evidence thereat, and such record and depositions shall be available for subsequent reference.

(4.) Whenever a complaint is made against an officer either as to his conduct or as to his work he shall be informed of the action taken in respect to such complaint, and if an inquiry is held the decision after such inquiry shall be made known to him.

(5.) No officer shall be compelled to answer any question tending to incriminate him.

IMPROPER CONDUCT OF OFFICERS.

33. If any officer is convicted by any Court of any offence involving improper conduct on the part of such officer, the officer in charge of the branch in which the officer is employed shall immediately suspend the officer and report the circumstances by telegraph.

INSOBRIETY.

34. If an officer in charge or subcharge observes at any time that any one under his supervision is unfit to perform his duties by reason of indulgence in intoxicating liquor or drugs, he shall suspend him from duty and immediately report the matter.

INTOXICATING LIQUOR.

35. Any officer found introducing or causing to be introduced intoxicating liquors into official premises or railway travelling post-offices shall be deemed to be guilty of misconduct.

COMPLAINTS.

36. Any officer who has cause to complain of the conduct of another officer or member of the public must make his complaint to the head of the branch within two days of the date on which such conduct is alleged to have occurred. Such complaint, if of a serious nature, shall be immediately forwarded to the Secretary.

PART IV.—APPEAL BOARD, AND PROCEDURE OF APPEAL.

37 (1.) In this part of these regulations "the Board" means the Post and Telegraph Appeal Board.

(2.) The elective members of the Board shall be elected by ballots to be taken on the 25th day of June, 1919, and on the same day in every third year thereafter. Such members shall hold office until their successors come into office.

(3.) As soon as possible after the 1st April, 1919, and thereafter at the same period in every third year, there shall be prepared by the Secretary two separate alphabetical lists of officers in the Department on the preceding 31st March, viz. :—

(a.) The officers in the Postal Branch of the Department.

(b.) The officers in the Telegraph Branch of the Department.

Such lists shall be called the "electoral lists." They shall be retained by the Secretary, and shall be open to inspection.

(4.) Only officers whose names are on any such list shall be entitled to vote: Provided that the validity of any election shall not be questioned on the ground that a name wrongly appears on a list or has been omitted therefrom.

(5.) In the case of an officer employed at a combined post and telegraph office, and performing combined duties, the officer must elect on or before the first Monday in June with which branch he will vote, and his name shall be placed on the electoral list of that branch accordingly. If any officer does not make such election he shall be placed on such list as the Returning Officer thinks fit.

(6.) The Returning Officer for the election shall be the Chief Clerk of the Department, Wellington, or the person for the time being performing the duties of such Chief Clerk. There shall be two scrutineers—namely, the Assistant Postmaster, Wellington, and the Assistant Superintendent of the Telegraph Office, Wellington, or the person or persons performing the duties of either or both of those officers.

(7.) Candidates for election shall be nominated in writing by not less than three officers entitled to vote, and nominations must reach the Returning Officer at Wellington on or before the first Wednesday of June in each election year. The consent of the candidate to nomination must appear on the face of the nomination-paper and be signed by him.

(8.) Should there be only one nomination for either branch, the officer nominated shall be declared duly elected.

(9.) Should there be more than one nomination for either branch, the Returning Officer shall cause ballot-papers to be printed and

supplied to every officer of that branch entitled to vote, in the form or to the effect following:—

Election for Member of Post and Telegraph Appeal Board.

Postal Branch [or Telegraph Branch, as the case may be].

BROWN, JAMES.
HUNTER, CHARLES.
JONES, JOHN.
MORGAN, EDWARD.
ROBINSON, GEORGE.
SMITH, WILLIAM.

NOTES.—The voter may vote for only one candidate. The voter is to strike out, by drawing a line through the name with pen and ink or with pencil, the name of every candidate for whom he or she does not intend to vote.

The voter must take care not to leave uncanceled the names of more than one candidate, otherwise the vote will be invalid. The ballot-paper is to be folded up so that the contents cannot be seen, and is to be transmitted to the Returning Officer.

(10.) The ballot-paper shall contain a list of all the persons nominated (and of no other person), each person's name being inserted once only, and the list being arranged alphabetically in the order of the candidates' surnames. Each paper shall have a number corresponding with that on the list of voters. Such number shall be written by the Returning Officer on the left-hand bottom corner of the paper, and shall be covered by the corner being folded and gummed down before the paper is sent to the voter.

(11.) All ballot-papers shall be submitted by post to the Returning Officer at Wellington, in envelopes which will be provided for the purpose, and must reach him not later than 5 o'clock p.m. on the second day after the day of the election.

(12.) No officer shall in any case be compelled to record his vote, but the ballot-paper must be sent to the Returning Officer in any case in which a vote is not exercised.

(13.) Immediately after the last day fixed for the receipt at Wellington of ballot-papers the Returning Officer shall, in the presence of the scrutineers, proceed to ascertain the total number of votes recorded for each candidate, and the Returning Officer shall cause the result to be published in the Department's Official Circular, and shall declare as duly elected the candidate who obtains the highest number of votes in each case. The voting-papers shall, after being counted, be enclosed in a sealed packet and be retained by the Returning Officer. They shall not be opened unless a scrutiny be demanded, when such scrutiny shall be conducted by the Returning Officer and the two scrutineers. The papers will remain in the Returning Officer's custody for two months, and shall then be destroyed. If a scrutiny is demanded, application therefor must be made in writing to the Returning Officer within fourteen days after publication of the result aforesaid.

(14.) Whenever there is an equality of votes at an election and the addition of one vote will entitle any of the candidates to be elected, the Returning Officer shall himself record such additional vote.

(15.) If either of the elective members of the Board dies or, by notice in writing addressed to the Secretary of the Department, resigns his office, or ceases to be an officer of the Department, then and in any such case his seat shall become vacant, and a successor shall be elected, who shall hold office for the residue of the period during which his predecessor would have held the same if he had remained a member of the Board.

(16.) When a vacancy has occurred as aforesaid the Secretary of the Department shall forthwith direct the Returning Officer to hold an extraordinary election to elect a successor.

(17.) The Returning Officer shall, within seven days after receiving such direction, appoint a day for holding the election, and publish notice thereof in the Department's Official Circular. Such day of election shall not be earlier than twenty days nor later than thirty days after such notice has appeared.

(18.) The electoral list to be used at an extraordinary election shall be the same list as is used at an ordinary election, but the latter shall be revised and corrected so as to include only those officers in the Department one month before the day on which the extraordinary election is to be held. Candidates must be nominated in the same manner as is required for an ordinary election, and nominations must be received by the Returning Officer not later than ten days before the day of election.

(19.) The election shall be carried out in the same manner as is provided for an ordinary election.

(20.) The preceding provisions shall apply separately to the election of a member of the Board by the officers of the Postal Branch and by the officers of the Telegraph Branch respectively.

PROCEDURE FOR APPEALS.

38. The Governor-General shall from time to time appoint one of the persons appointed under paragraph (a) of section 15 (2) of the said Act to be Chairman of the Board.

39. The Board shall keep a minute-book in which the official proceedings of the Board shall be recorded.

40. The minutes of each meeting shall be confirmed at the next subsequent meeting of the Board, and when confirmed shall be signed by the Chairman.

41. The minute-book shall be in the custody of the Chairman, and shall be at all times open to inspection by the Secretary of the Department.

42. The Board shall meet at such time or times and in such place or places as may be fixed by the Secretary of the Department.

43. In case of an appeal under the said Act the appellant shall, within thirty days after the decision appealed against has been notified to him, forward to the Secretary, in duplicate, his case on appeal, setting out concisely the grounds of his dissatisfaction with that decision.

44. The Secretary shall, as soon as may be convenient, forward the appeal, together with his answer thereto, to the Chairman of the Board of Appeal. If in such answer the Secretary consents to the appeal being allowed, the Board may decide accordingly without calling for the attendance of the appellant.

45. If in any case the Secretary is of opinion that no ground of appeal exists he shall forward the notice of appeal to the Board with an intimation to that effect, setting out his reason or reasons for such opinion, and if the Board concurs in such opinion the appellant shall be notified accordingly. If in any such case the Board considers there is a ground of appeal, then the matter shall be referred to the Solicitor-General for an opinion.

46. The Chairman shall, as soon as practicable after the receipt of an appeal, forward to the appellant the answer of the Secretary, and a notification of the time and place fixed for the hearing of the appeal, which time shall be, if practicable, at least ten days after the day such notice is posted to the appellant. If the appellant or his representative fails to appear at the hearing the Board may determine the appeal in his absence on such evidence as is available. If he appears, the evidence shall be taken in his presence or in the presence of his representative or both.

47. An appellant shall be entitled to be present at the hearing of his appeal.

48. The Board of Appeal may, at the request of the appellant, allow any person to appear before them on his behalf.

49. A record of all evidence taken on any appeal shall be kept by the Board, and a copy thereof forwarded to the Secretary.

50. The Department shall be represented by the Secretary, or by a senior officer of the Department nominated by the Secretary.

51. (1.) Where the evidence of witnesses employed in remote localities is required, and where arrangements cannot conveniently be made for their attendance in person, or where they would be subjected to undue expense in travelling to appear before the Board of Appeal, the Chairman may appoint a competent person or persons to take the evidence of such witnesses concerning the matter of appeal.

(2.) The scale of allowances which may be paid to any witness summoned by the Board in respect of his travelling-expenses and maintenance during his absence from his usual place of residence shall be the same as that allowed under the regulation for travelling-allowances.

52. The elected members of the Board and the officer appointed as Secretary to the Board may be paid such travelling-allowances as the Secretary of the Department thinks fit.

53. If any officer interviews or communicates with any member of the Board, either directly or indirectly, in reference to any appeal which such officer has made, or may be about to make, such appeal shall not be considered by the Board.

54. The Chairman of the Board shall, as soon as possible after the appeal has been considered, forward the decision of the Board, together with all papers in connection with the appeal, to the Secretary, who shall keep them as records of his office.

55. The Board shall notify the appellant of the result of the appeal.

56. Where in the opinion of the Secretary the decision of the Board in favour of an appellant may properly be applied in the case of any other officer or officers, the Secretary may extend to such officer or officers the same advantage as has been granted to the appellant.

57. If the Board adjudges any appeal to be frivolous, the Board may, in addition to ordering the appellant to pay the costs of the appeal, order him to pay a fine not exceeding £10, and the amount of the fine shall be deducted from the salary or wages payable to the appellant.

PART V.—ADMISSION TO THE SERVICE, AND QUALIFICATIONS FOR PROMOTION.

PROBATION.

58. Every officer shall in the first instance be appointed on probation only, and may be continued in such probationary position for a period of two years. At any time during the period of probation or after it has expired the Secretary may confirm or annul such appointment.

Controlling officers are to report to the Secretary on the suitability of probationary officers at the end of one month's service, and thereafter quarterly. No officer shall be retained on probation after the receipt by the Secretary of two adverse reports unless he is of opinion that a further trial is necessary.

59. Every person desirous of appointment to the Department on probation shall forward to the Secretary an application on the proper form and in his own handwriting, stating his full name and address, the date and place of his birth, and the particular appointment or class of appointment he desires to obtain. He must produce—

- (a.) A Registrar's certificate of age: Provided that in the case of a candidate for whom it is impossible to obtain a Registrar's certificate of age the Secretary shall decide what other documentary evidence of age and identity may be accepted instead of such certificate:
- (b.) A certificate of education:
- (c.) A satisfactory testimonial from last employer (if any) as to ability and character:
- (d.) Testimonials as to character from two well-known persons:
- (e.) Where subject to military training, a certificate from the proper officer of the district in which he resides that he has performed or is performing the required military services.
- (f.) If a male applicant over twenty years of age, evidence of compliance with the Military Service Act, 1916.
- (g.) A statement of the periods and places of employment since leaving school.

60. If the certificates required by these regulations are not forwarded or are not considered satisfactory the application will not be recorded on the list of persons eligible for employment: Provided that returned soldiers of good character shall not be deemed ineligible because of their inability to comply with any of the regulations regarding age or education.

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

62. Except in special cases to be approved by the Secretary, a parent and child shall not be employed in the same office.

63. No person whose employment necessitates the payment of a lodging-allowance shall be eligible for first appointment to any position in the Department if a suitable local applicant is available.

64. Every application for employment shall be recorded in the office of the Secretary of the Department. All applications made during any year will lapse on the 30th June unless they are renewed before the 31st July following, when they shall continue to rank as on the date when they were first recorded.

MESSAGE-GIRLS AND MESSAGE-BOYS.

65. No person who has not attained the age of fourteen shall be eligible for appointment as message-boy or message-girl. Preference will be given to boys and girls who have obtained a certificate of proficiency in the Sixth Standard as defined by regulation under the Education Act, 1914. An educational certificate of 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 material respects to that required for the said Sixth Standard.

66. A message-boy or a message-girl who has complied with the regulations regarding promotion shall be eligible for a higher position in the service only if his or her service and conduct have been in every way satisfactory.

67. Any message-boy or message-girl who has completed three years' service and who has reached seventeen years of age may be required to resign if not qualified for a higher position in the Department.

68. No person not already in the service shall be entitled to enter as a cadet unless he has passed the Public Service Entrance Examination prescribed under the Public Service Act, 1912.

APPOINTMENT OF POSTMISTRESSES.

69. In making appointments of Postmistresses preference shall, where possible, be given in the following order:—

- (a.) Widows of deceased officers of the Department.
- (b.) Widows of deceased soldiers.
- (c.) Widows (with children) dependent on their own earnings.
- (d.) Other widows.
- (e.) Other applicants.

EMPLOYMENT OF MARRIED WOMEN.

70. The marriage of a female officer must be specially reported to the Secretary, and unless he otherwise decides she must at once resign her appointment. If in any special case it should be considered desirable to employ a married woman in the service such employment may be sanctioned upon the special certificate of the Secretary.

EXAMINATIONS FOR APPOINTMENT AND PROMOTION.

71. Subject to the provisions of section 14 of the said Act, no person shall be appointed to the Engineering Division—

- (1.) As an Engineering Cadet unless he is not more than twenty-five years of age and has passed the Engineering Preliminary Examination of the University of New Zealand, which must include a pass in physical science, with electricity and magnetism as a selected subject therein:
- (2.) As a Technical Clerk until he has passed in—
 - (a.) The Engineering Preliminary Examination of the University of New Zealand as for Engineering Cadets:
 - (b.) The Senior Technical Examination, or City and Guilds of London Institute Final Examination in Telegraphy, first- or second-class certificate:
 - (c.) The Telephone Exchange Clerks' Technical Examination, or City and Guilds of London Institute Final Examination, Telephony, first- or second-class certificate:
 - (d.) Morse operating, 25 words per minute:
- (3.) As an Assistant Engineer until he has passed as a Technical Clerk, and in—
 - (a.) Properties of telegraph and telephone materials; telegraph and telephone apparatus; testing of materials and apparatus:
 - (b.) Telegraph and telephone engineering as applied to overhead, underground, and submarine plant:
 - (c.) Electric light and power—direct current; gas and oil engines:

- (4.) As a Telegraph Engineer until he has qualified as an Assistant Engineer, and has passed in the B.Sc. Degree of the University of New Zealand, or B.E. (Electrical) Degree of the University of New Zealand, or all three subjects (f), (g), and (h), as follows:—

(f.) Advanced telegraph engineering, or A.M.I.E.E. Examination, taking telegraphy as a selected subject:

(g.) Advanced telephone engineering, or A.M.I.E.E. Examination, taking telephony as a selected subject:

(h.) Advanced electrical engineering, or A.M.I.E.E. Examination, taking electric lighting and power as a selected subject:

Provided that any officer who on the 1st April, 1919, had partially qualified for the position known as Technical Clerk under the Public Service Commissioner's Regulations shall be considered eligible for the position of Technical Clerk if during a period of two years from the above-mentioned date he completes the qualifications required for that position, and if at the time of his selection he is under thirty-five years of age; but any officer so partially qualified must submit to the Secretary on or before the 31st August, 1919, a statement of his qualifications and of his intention to qualify.

72. Subject to the provisions of section 14 of the said Act, no person shall be appointed—

(1.) To the Clerical Division, as a cadet, until he has passed the Entrance Examination:

(2.) As a shorthand-writer, typist, or machinist, until he has passed the Junior Examination for shorthand-writers and others.

73. The Entrance Examination shall be—

(a.) The Public Service Entrance Examination, or any examination the Secretary deems its equivalent; or

(b.) An examination in postal or telegraph work of a lower standard, but otherwise similar to the Competency Examination hereinafter prescribed.

74. (1.) The Junior Examination shall be—

(a.) For shorthand-writers, a test at the rate of eighty words a minute for ten minutes:

(b.) For typists, a test at the rate of forty words a minute for ten minutes:

(c.) For machinists, a test in the manipulation of calculating-machines.

(2.) Before advancement beyond a salary of £143 per annum shorthand-writers, typists, and machinists shall pass the Senior Examination, which shall be of a higher standard but otherwise similar to the Junior Examination.

75. The Competency Examination shall be—

A. For officers engaged in a mail-room or a parcels-office:—

(1.) The sorting test, being the assortment of an actual clearance of approximately 500 letters in accordance with the circulation list of the office to which the officer is attached; such test to be made under the close supervision of a controlling officer, who shall certify—

(a.) As to the manner in which the work has been performed:

(b.) As to the time taken in the test:

(c.) The number of letters handled, and the number of errors disclosed.

The standard of assortment shall be the sorting of 500 letters in fifteen minutes with a maximum of mistakes of 3 per centum.

(2.) An examination in the rules and regulations of the Department and in the portions of the Post and Telegraph Guide of the current issue applicable to mail-room and parcels-post duties; also a general knowledge of such regulations as are common to all branches of the service. Cadets solely employed in postal duties shall be required to pass this examination.

B. For Telegraphists :—

- (1.) An examination in the rules and regulations of the Department and in the current Post and Telegraph Guide relating to the telegraph section of the service; also an examination in sending and receiving on the Morse instrument over a length of line (actual working-conditions) at a minimum rate of 125 letters sent and 125 letters received per minute, ten minutes each way, with a maximum of mistakes of 1 per centum in words. The matter for the test will be supplied by the Head Office.
- (2.) A technical examination in the adjusting of Morse instruments, a knowledge of the test-board, the setting-up and maintaining of batteries, and of testing for local and line faults likely to require attention at any office where a technically qualified officer is not stationed, together with questions on the underlying theory of the above.

Officers solely employed in telegraph duties at combined offices shall be required to pass the telegraph examinations.

C. For officers at sub post and telegraph office :—

- (1.) An examination similar to that already prescribed for officers employed in the mail-room or parcels branch, except that 25 per cent. of the questions shall be based on an elementary knowledge of money-order and savings-bank work, and 25 per centum on telegraph work.
- (2.) At offices where the limited circulation makes the sorting test unsuitable five additional questions shall be added to the examination-paper in lieu thereof, and the candidate granted an extra half-hour for the examination.

D. For officers engaged exclusively on money-order and savings-bank duties :—

An examination in the rules and regulations of the Department and the Post and Telegraph Guide of the current issue relating to this branch of the service; the examination to include a knowledge of the methods of the computation of savings-bank interest and balancing of savings-bank ledger accounts.

E. For officers engaged exclusively in a telephone exchange :—

- (1.) An examination in the rules, duties, and regulations of the Department and the Post and Telegraph Guide as far as they relate to telephone exchanges and exchange accounts.
- (2.) An examination in switchboard-operating, cord-testing, shutter-adjustments, minor faults on switchboard, and simple testing at main frame, and any faults likely to require attention where a technically qualified officer is not stationed.

F. For officers employed in the Head Office :—

An examination in the rules and regulations of the Department and the Post and Telegraph Guide of the current issue relating to the duties of the branch of the Head Office in which the officer is employed, and a knowledge of the sections of the Post and Telegraph Act relating thereto.

G. For other officers in Clerical Division :—

The scope of the examination for any small group specially examined shall follow the general lines set out for the larger groups mentioned above—that is to say, a paper on the rules and regulations affecting their duties and an examination in the work upon which they are engaged.

H. For officers in the General Division :—

For the General Division there shall be special examinations for officers desirous of being appointed to positions graded higher than the rank and file. Such examinations shall test the officer's knowledge in the rules and regulations and duties appertaining to the position sought, the practical work thereof, together with such elementary technical knowledge as is essential to the performance of the higher duties.

76. (1.) The Controlling Officers' Examination shall be an examination of the capacity of an officer to deal with matters which arise for the decision of a senior officer in the conduct of the business of the Department, as regards his management of the office, and his relations with the staff, the public, and with his controlling officer.

The objects sought shall be to test his fitness for control and his ability to deal readily with matters which call for an application of the rules and regulations to cases not specifically set out therein.

(2.) The answers to the questions shall be fully expressed, and upon the manner in which this is done it shall be decided whether or not the officer's qualifications in the English language are sufficient to enable him to hold a controlling position to which is allotted a salary in excess of £270 per annum. The style and general composition of the replies shall be an essential factor in awarding a pass.

(3.) There shall be a general paper (in one or more sections) to be taken by all officers of every branch of the service; and in addition a special paper (in one or more sections) dealing with the work of that branch of the service in which the officer seeks promotion.

(4.) The special papers shall relate to the work and duties of—

- (a.) General postal :
- (b.) Telegraph :
- (c.) Combined offices :
- (d.) Accounting and money-order and savings-bank :
- (e.) Telephone :
- (f.) Telegraph Engineers :
- (g.) Head Office :
- (h.) Such other general groups as may be defined from time to time.

(5.) The scope of the special paper shall include a thorough knowledge of—

- (a.) Post and Telegraph Act as far as it relates to the particular section of the service :
- (b.) The regulations as far as they relate to the particular section of the service :
- (c.) Management and methods of work, including theory and practice, especially in technical matters.
- (6.) A special syllabus shall be drawn up when necessary.

GENERAL.

77. The passing of any examination shall give no claim for promotion.

78. Departmental examinations, excepting those for Assistant Engineer and Telegraph Engineer, shall be held twice yearly, at least a month's notice of the dates fixed being given in the Post and Telegraph Official Circular. The names of officers who have passed the required standard of examination shall be entered in a record kept in the Head Office for that purpose.

79. The questions set in any examination-paper shall not go beyond the reasonable requirements, either in theory or practice, of the duties to be performed by the class for which the officer seeks to qualify. Each paper shall indicate the maximum marks obtainable, and the marks' value of each question shall also be shown thereon.

80. No paper set shall contain more questions than a candidate may reasonably be expected to answer in a period of three hours.

81. Where it is found necessary that this limit be exceeded, the paper may be set in more than one section, each subject to the three-hours limit.

82. The percentage of marks required to pass any departmental examination shall be 66.

83. It shall be optional for any officer of the Clerical, Engineering, or General Division to take, in addition to the special examination appertaining to his duties, the special examination set for any other section of the service.

84. Before the transfer of an officer of the General Division to the Clerical or Engineering Division he shall be required to pass the examination prescribed for admission to the section of the division to which he is to be transferred.

85. The following shall be the limits of age and educational qualifications required for positions in the General and Clerical Divisions :—

Position.	Age.	Examination.
Message-boy or message-girl ..	14 and over ..	Proficiency in Standard VI. Preference is to be given to those who have passed a higher educational test if otherwise suitable.
Messenger, postman, chauffeur, tradesman, lineman, distributor, exchange clerk, sorter and the like--		
Juniors	16-20 ..	Ditto.
Seniors	21-45 ..	"
Junior clerk and telegraphist ..	16-20 ..	Proficiency and Entrance Examination.
Switchboard attendant ..	18-25 ..	Proficiency.
Assistant (female) ..	16-25 ..	"
Postmistress or counterwoman ..	20 and over ..	"
Shorthand-writer	16 and over ..	Proficiency and Junior Examination.
Telegraphist and clerk ..	20-45 ..	Proficiency and Entrance Examination.
Engineering cadet	16-25 ..	Engineering Preliminary, taking physical science with magnetism and electricity.

Provided that a message-boy or message-girl may be promoted to a higher position before attaining the age fixed as the minimum for that position, and that competent tradesmen may be employed without being required to comply with this regulation.

PART VI.—TEMPORARY EMPLOYMENT.

86. The Secretary may, at any time he considers necessary for the prompt despatch of official business, employ in a temporary capacity any person whom he considers suitable for the class of work to be carried out, and may pay such person at a rate commensurate with the duties performed. Every person so employed shall find such guarantee of fidelity as may be required :

Provided that workmen may be engaged for temporary work and dispensed with—

- (a.) In the Construction Branch of the Department, by the Engineer in charge of the work :
- (b.) In any other branch of the Department, by such district officer as may be authorized by the Secretary.

PART VII.—LEAVE OF ABSENCE.

LEAVE OF ABSENCE FOR RECREATION.

87. (1.) Every officer in the Department, and every temporary employee if circumstances should arise necessitating the retention of such employee in the service for more than a year, may be granted annual leave of absence for recreation on the following scale :—

- (a.) When an officer has served for ten years or upwards, twenty-one working-days :
- (b.) When he has served less than ten years, fourteen working-days :
- (c.) Message-boys and message-girls, eight working-days, after one year's complete service :

in addition to the public holidays which may be observed by the Government service. In the case of those officers who by reason of the nature of their duties are prevented from taking such statutory or public holidays on the dates fixed therefor, the same may be added to the total of the annual leave provided under (a), (b), and (c) : Provided that when overtime is paid for any duty performed on such statutory or public holiday a day shall not be added to the leave of the officer except for duty performed on Christmas Day or Good Friday.

(2.) Any officer may, with the authority of the Secretary obtained at least a month before the first period of leave is due, accumulate the leave of absence due to him for a period of two years only, but the Secretary may for sufficient reason defer the leave due to any officer until a subsequent year.

FURLOUGH.

88. The Secretary may grant to any officer of at least ten years' continuous service twelve months' leave of absence, and to any officer of lesser period of service six months' leave of absence, in each case on half-salary.

SICK AND SPECIAL LEAVE.

89. (1.) In case of sickness or accident an officer is required to at once report to his immediate controlling officer his inability to present himself for duty. Where the absence extends over two days a medical certificate showing the nature of the sickness or accident and the period of indisposition must be furnished: Provided, however, that any controlling officer if he thinks fit may require a medical certificate to be supplied forthwith.

(2.) During an officer's absence from duty through sickness, accident, or other pressing necessity the Secretary may grant such extended leave of absence and on such terms as he thinks fit: Provided that payment of salary shall not be made to any officer who without the permission of his district controlling officer leaves his headquarters.

(3.) Officers injured while in the performance of their duty may be paid salary on the special authority of the Secretary for the period of their incapacity.

(4.) This regulation applies equally to members of the permanent and temporary staffs.

90. The Secretary may allow officers special leave to enable them to attend University lectures where the circumstances appear to him to warrant it. In every case where leave is granted for the above purpose the Secretary shall satisfy himself that the officer duly attends the said lectures, and may in any case direct that the time be made up at a suitable opportunity.

LEAVE OF ABSENCE FOR MILITARY PURPOSES.

91. The Secretary may grant to officers and to temporary employees who are members of the Defence Force leave of absence for the purpose of attending *compulsory* camps and courses of military instruction. Leave of absence granted in pursuance of this regulation shall not be deducted from the annual leave provided.

ILL HEALTH RESULTING FROM MISCONDUCT.

92. No leave on account of illness shall be granted with pay if in the opinion of the Secretary the sickness or ill health has been caused by the misconduct or neglect of the officer. In order to satisfy himself on that point the Secretary may send a medical practitioner to attend on and examine such officer at his residence; and if the report of the medical practitioner is, in the opinion of the Secretary, not favourable to the officer concerned, the amount of the fee payable shall be deducted from any money which is or becomes payable to the said officer by the Government. The same practice may be followed where an officer is suspected of absenting himself from duty without sufficient cause. In any disputed case a third medical adviser may be engaged as referee.

SPECIAL LEAVE ON RETIREMENT.

93. Special leave of absence will be granted to officers retiring from the Department, on the following conditions, provided that the sick-leave in the twelve months preceding retirement has not exceeded three months:—

- (a.) Officers retiring on superannuation or compensation in lieu of superannuation, three months.
- (b.) Officers of ten years' service and under twenty years' service retiring for their own purposes, one month.
- (c.) Officers of at least twenty years' service retiring for their own purposes, six weeks.
- (d.) Officers dispensed with through no fault of their own before reaching the retiring-age or on completion of the necessary period of service: If under five years' continuous service, one month; if five years and under ten years, two months; if ten years or over, three months.
- (e.) Women resigning to be married: Over five years' service, one month; over ten years' service, two months; over fifteen years' service, three months.

94. In cases where, with the authority of the Secretary, the annual leave due to any officer has accumulated, such leave may be granted to the officer, if retiring, immediately prior to the special leave referred to above.

95. Wherever in the opinion of the Minister the circumstances appear to warrant an extension of the above scale such an extension shall be made, but not exceeding double the period mentioned above.

96. Where an officer is retiring on superannuation or compensation after completing forty years' service he may, at the discretion of the Minister, be granted six months' leave on full pay or an equivalent payment in lieu thereof: Provided that the sick-leave taken by him during his service has not exceeded six months, or that he has not at any time been granted furlough on full or half pay.

HOLIDAYS.

97. (1.) The following days, or any days specially authorized by the Governor-General in Council instead thereof, shall be observed as holidays in the Department, namely Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, and the King's Birthday.

(2.) Officers who cannot be granted such holidays shall be paid overtime at rate and a half for all time worked.

PART VIII.—GENERAL.

RENT FOR OFFICIAL QUARTERS

98. Officers who are supplied with quarters are required to reside in them, unless specially exempted by the Secretary, and pay such rental therefor as may be deemed equitable: Provided that in special cases the payment of rent may be waived by the Secretary.

Officers who rent Government buildings are prohibited from subletting any portion of them without the consent, in writing, of the Secretary.

ACCIDENTS.

99. Every accident must be immediately reported to the head of the branch. In every case the senior controlling officer for the time being is fully empowered to call in medical assistance. Every accident must be reported as soon as possible, care being taken to preserve all important facts in connection with the accident for embodiment in the report. At all workshops a stock of first-aid appliances and material must be provided and kept in accessible positions, and such stock shall be regularly examined at intervals of not more than three months to see that it is in a proper and serviceable condition. This must be the special duty of the senior officer, and a record must be kept of the result of such examination.

APPLICATIONS OF OFFICERS: HOW TO BE MADE.

100. (1.) The application of any officer for promotion, special leave of absence, change of quarters, increase of salary, or in respect to any other matter affecting his position in the service, shall be made by the applicant himself to the Secretary, through the head of his branch; and if it is made by or through any other person it will be treated as irregular. The attention of all officers is specially directed to section 17 of the said Act.

(2.) Every letter addressed by an officer to the Secretary is to be forwarded by the local controlling officer within one week. If further delay is necessary for the purpose of making inquiry into any statement made therein a copy of the original letter should be retained by the controlling officer. Under no circumstances should any communication from an officer to the Secretary be suppressed.

OFFICERS NOT TO TAKE ACTIVE PART IN POLITICS.

101. In order that officers may be able to render loyal and efficient service to the Government they must not take any active part in political affairs otherwise than by recording their votes at elections.

PRIVATE EMPLOYMENT: FEES NOT TO BE RECEIVED.

102. (1.) Officers are forbidden to engage in private employment without the consent of the Secretary.

(2.) No officer shall accept or continue to hold the office of Mayor, President, or Chairman of the Council or Board of any local authority or Board of Education. If an officer holds or is appointed to or elected to any office not forbidden by this regulation, and the Secretary is of opinion that the duties of such office interfere with the due and proper discharge of his duty as an officer of the Department, the Secretary may call on him to resign such outside office. Nothing herein contained shall, however, be deemed to prevent an officer from becoming a member or shareholder only of any incorporated company, or of any company or society of persons registered under any Act.

(3.) Whenever any officer is required in the course of his duty to perform any services for any person or corporation the fact shall be reported to the Secretary, who shall decide what payment shall be made by such person or corporation. Such amount shall be collected by the officer and paid by him into the Public Account, unless the Secretary otherwise decides.

(4.) No fee, reward, or remuneration of any kind whatsoever beyond his salary shall be received and kept for his own use by any officer for the performance of any service for the Department unless specially authorized by the Secretary. All fees received by officers attending in their official character under a subpoena or order to give evidence or to produce papers in any Court shall be paid by such officers into the Public Account; and such officers shall account for all fees received by them for the performance of any such duty, and shall transmit to the head of their branch an account and vouchers of all the necessary expenses, if any, incurred by them in the performance of such duty.

REGISTERING ADDRESSES OF OFFICERS.

103. The place of residence of each officer must be registered in a list, and the list kept in a readily accessible place. Any change of residence must be notified to the branch controlling officer, who will be responsible for seeing that the names and addresses are registered.

INFORMATION NOT TO BE GIVEN.

104. No information out of the strict course of official duty shall be given, directly or indirectly, or otherwise used by any officer without the express direction or permission of the Secretary.

COMMUNICATIONS TO THE PUBLIC PRESS.

105. Communications to the Press on matters affecting the Department shall be made only by the officer authorized by the Secretary to do so.

REMAINING IN OR RETURNING TO OFFICE AFTER HOURS: VISITORS.

106. An officer must not remain in or return to the office after working-hours without the permission of his controlling officer. Visitors must not be allowed in any branch of the Department without the permission of the controlling officer. Permission to visit any telegraph-operating room or mail-room is not to be given to any member of the public without the authority of the Secretary or any officer authorized by the Secretary to act on his behalf.

OFFICERS NOT TO VISIT OTHER OFFICES OR BRANCHES.

107. Each officer must confine himself to that part of the office or branch in which he is engaged, and must not visit or work in any other part unless authorized by his controlling officer.

OBEDIENCE TO INSTRUCTIONS.

108. Every officer shall obey promptly and with readiness all instructions that may be given to him by the officer under whose immediate control or supervision he is placed. If any officer should think that he has ground of complaint arising out of such instructions, or from any other cause whatsoever, he may report the same to the head of his branch, who shall forward such report through the proper official channel to the Secretary for his decision; but the officer shall nevertheless, until they are countermanded, carry out any instructions which may have been given to him.

BORROWING MONEY.

109. The borrowing of money by a senior officer from his subordinate is forbidden.

VARIETY OF EXPERIENCE ESSENTIAL.

110. Junior officers are to be afforded every possible opportunity of gaining a complete knowledge of the Department's activities, and are to be encouraged to qualify for higher positions in the service. They should not be kept for an unduly long period in any one position or upon circumscribed duties. The progress of every cadet must be carefully watched.

UNDERSTUDIES AND DUTIES.

111. (1.) Controlling officers shall, wherever practicable, keep specially in view the question of providing an understudy for each position. The duties of officers are to be changed when necessary, provided that the efficiency of the office is not affected thereby.

(2.) Officers are required to observe the hours of attendance assigned to them by the Secretary or specified in the duty-sheet, and shall not leave their duty during working-hours without first obtaining leave from the officer in charge.

DUTY AFTER USUAL HOURS.

112. Officers will be required to perform public duty after the usual hours whenever it is necessary to bring up arrears of work or to meet any temporary pressure of business. Where found essential the staff dealing with such work, or, at the discretion of the officer in charge, the whole staff, may be retained beyond the ordinary official hours. Every officer shall, when required by the officer in charge, remain after the usual hours to complete work considered necessary to be done on the same day.

ATTENDANCE-BOOKS: WHEN ACCESSIBLE.

113. Attendance-books shall be accessible for record and signature by officers arriving at and leaving their duty. At five minutes past the time of commencing business a line shall be ruled under the last signature therein by the officer deputed to do so.

114. Officers below Class II, excepting Chief Postmasters and Superintendents of Telegraph-offices, are required to enter in the attendance-books the times of their arrival and departure.

TRANSFER OF OFFICERS.

Where Cost borne by Officers.

115. Officers who are transferred from one locality to another solely at their own request, or by exchange (except as provided for in the next regulation), or on account of misconduct, must bear the whole cost of their removal, unless otherwise determined by the Secretary prior to removal.

Where Cost borne by Department.

116. When officers are transferred—(a) in the public interest, (b) to meet the convenience of the Department or at its discretion, or in the ordinary course of promotion—the actual and reasonable cost of conveyance of such officers and of their family will be paid by the Department.

Before removal is undertaken the controlling officer shall, where practicable, obtain offers from at least two carriers and submit them to the Secretary, who may authorize the acceptance of the more suitable.

The Secretary may, in lieu of the actual cost of removal, authorize payment of a lump sum to cover the whole cost.

Where exceptional circumstances can be shown to exist a reasonable amount in excess of the amount originally authorized under the preceding regulations may be authorized by the Secretary.

In the case of a new appointment the Secretary may allow such sum as in his opinion is reasonable to cover the cost of conveyance of the officer to his destination.

OFFICERS TO BE ACQUAINTED WITH ACT AND REGULATIONS.

117. Officers are required to acquaint themselves with the provisions of the said Act and of these regulations.

FIRST SCHEDULE.

SCALE SHOWING RATES OF SALARIES AND INCREMENTS OF OFFICERS OF THE CLERICAL AND ENGINEERING DIVISIONS.

Class.	First Sub-division.	Second Sub-division.	Third Sub-division.	Fourth Sub-division.	Fifth Sub-division.	Sixth Sub-division.	Seventh Sub-division.	Eighth Sub-division.	Ninth Sub-division.	Tenth Sub-division.	Eleventh Sub-division.	Twelfth Sub-division.
	£	£	£	£	£	£	£	£	£	£	£	£
Special	650	700	750
I ..	550	600
II ..	475	500
III ..	425	450
IV ..	375	400
V ..	315	330	350
VI ..	240	260	280	300
VII ..	65	80	95	120	140	165	180	200	220	240	260	270

With efficiency bars at £165, £180, and £220.

SECOND SCHEDULE.

SCALE SHOWING RATES OF SALARIES AND INCREMENTS OF SHORTHAND-WRITERS, TYPISTS, AND MACHINISTS.

Class.	First Subdivision.	Second Subdivision.	Third Subdivision.
	£	£	£
Special ..	210	220	..
I ..	190	200	..
II ..	168	180	..
III ..	144	156	..
IV ..	104	120	132
V ..	65	80	95

F. W. FURBY,
Acting Clerk of the Executive Council.

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