When these modern processes are in full working-order, and the machines under the control of thoroughly efficient operators, a very large increase should be shown on the already substantial saving effected. Reproductions of forms illustrating multiple schemes and other processes in operation in various Departments, as well as illustrations of the forms, &c., in use prior to the introduction of such methods, appear in Appendix I.

The following is a typical instance of the minor savings which assist towards the aggregate of £15,800:—

Assembling of Statistics from Scattered Returns.

1912. 30,000 Returns.	1913. Over 30,000 Returns.
Four permanent clerks employed.	One permanent clerk employed.
Five temporary clerks employed.	Two temporary machinists employed.
Time occupied, 131 days.	Time occupied, 28 days.
Cost of temporary assistance, £41 10s.	Cost of temporary assistance, £4 7s. 6d.

Cost of compilation, one-tenth of the previous year.

A difficulty is still being experienced in securing machines adapted to special phases of work, owing to the fact that they have to be built according to specifications, and that the manufacturers in some cases require six months in which to complete each order. The inconvenience that has been caused by this shortage has, however, been minimized to a large extent by a system of exchange of machines between Departments.

Quite apart from the actual monetary consideration, in many cases the introduction of machine processes has enabled the work of Departments to be carried on with greater facility, and with an appreciable diminution in the amount of overtime in offices where hitherto a great amount of it has been necessary to keep pace with the work. Evidence of this will also be found in Appendix H.

New Books and Forms.

It was stated in the First Report that steps had been taken whereby all new books and forms should be submitted to the Commissioners before being brought into use. During the past year the practice has been continued, with satisfactory results.

In cases where it has been considered that forms or books could be improved upon they have been resubmitted to the Departments concerned. Numerous changes have been made as the outcome, and in a number of cases it has been found that forms and books requisitioned for were superfluous. In view of the experience gained, it becomes a question for further consideration whether it should not be arranged for the whole of the reprinting of books and forms to be referred for approval before new supplies are obtained, but probably the best way to deal with the matter will be for each Department during the ensuing twelve months to carry out a thorough revision of its books and forms. If this is done in an intelligent manner it is considered that thousands of pounds per annum will be saved. One case—not an isolated one—may be mentioned as illustrating alterations carried out, in which an original submission from a Department was so reconstructed that one form was made to serve the purpose of three.

It has been noticed from time to time that books in many cases are far too large for ordinary requirements. Where it is necessary to use books for accounting and statistical purposes their size should be kept within reasonable limits. These large books are a feature which has been handed down from bygone days, and one which has been found particularly common in Government offices.

Economies.

In my First Report I estimated that economies amounting to £47,000 per annum could be effected, but it was indicated that it would be some time before the full effect of altered arrangements could be seen. In estimating economies no special mention was made of the saving likely to be effected when Departments could be inspected more thoroughly and surplus officers marked for removal. It is somewhat difficult to