

The direct effect of the introduction of the machine will quite probably be to render unnecessary temporary clerical assistance which has been obtained each year during the past five years. This assistance usually costs annually about £30.

This Department has the use of the adding and listing machine of the Valuation Department, and it was used last year in adding the long tables of our annual report. The Department is awaiting the landing of the new combined typing and adding machines. One of these will be very useful in connection with scheduling the vouchers, as it will type the schedule and at the same time add and type the total. One of these machines will save the whole time that an officer would take in adding the schedule, and should, roughly, save £25 a year.

The amount saved by the use of the Valuation Department's machine during the past year can be roughly estimated at £10.

DEPARTMENT OF IMMIGRATION.

There is now a cyclostyle installed in this office. The machine is used for running off notices to immigrants and to applicants for same, also in connection with farm boys. It is a most useful machine, and a valuable labour-saving device to this Department. If done away with its loss would occasion an addition to the staff.

The economy that has been effected during the four months the machine has been in use is £20.

The estimated economy likely to arise during the year ending 31/3/15 is £60.

DEPARTMENT OF LABOUR.

This office, in conjunction with the Government Statistician, purchased an adding and listing machine about two years ago, and this machine is used by the Department in doing statistical work during the months of April, May, and June yearly.

LAND AND INCOME TAX DEPARTMENTS.

The machines introduced into this office comprise two combined typing and adding machines, and one adding and listing machine.

The work done during the year with the combined typing and adding machines was the writing of the land-tax and the income-tax accounts, credit slips, and tax-registers, as well as the addition of the tax at one operation; the writing and adding of the Cash-book and the classification of the payments of tax through the Receiver. With the adding and listing machine all taxable amounts were added and the accounts balanced for the main debit; the Post Office statements and receipts have been classified and balanced; the day-books have been added and checked; and practically all additions in the office are now done with it.

The economy effected by the use of the machines has resulted in an annual direct saving in respect of the tax accounts and registers of approximately £500, and land-tax valuation tickets £360, a total of £860; while the indirect saving arising from the greater amount of time available for revision and examination of assessments and other work can be set down approximately at £1,880 per annum.

These figures can therefore be increased for the year 1914–15, as the volume of work will be greater, and the estimated direct saving may be put down at £960, while the indirect saving should not be less than the £1,880 already mentioned.

In addition to the foregoing amount of £2,840, I am of opinion that when the contemplated changes are in full working-order there will be a further saving effected of £1,090, making a total of £3,930 per annum.

LANDS AND SURVEY DEPARTMENT.

The following machines have been introduced: Auckland (office of the Receiver of Land Revenue)—One adding and listing machine, one combined typing and adding machine. Wellington (office of the Receiver of Land Revenue)—One adding and listing machine, one combined typing and adding machine.

(1.) *Work undertaken.*—On the adding and listing machine: Checking Journal additions; checking Cash-book additions; dissection and analysing of Revenue Cash-book; compiling Monthly Return of Revenue from weekly analysis-sheet; daily banking; other miscellaneous additions. On the combined typing and adding machine: Preparation (in duplicate) of Revenue, Local Bodies, and Deposit Cash-books; preparation of rent-notices with receipt forms and Journal by compound process. Preparation of half-yearly schedules of "thirds," &c., for local bodies; general typewriting for Receiver's office.

(2.) *Economy effected.*—Auckland office: (a.) Staff has been reduced by transfer of one officer (salary, £130) without loss of efficiency. (b.) Assistance previously given by a highly paid officer (the only one available) for about two months twice a year in writing rent-notices dispensed with, as against which must be set the cost of extra typiste's services (during last November and December) for about seven weeks in typing the notices, receipts, and Journal on the combined typing and adding machine. (c.) Almost complete abolition of overtime during rebate period, resulting in reduction of tea-money allowances previously paid. This, however, is only a small item.

Wellington office: (a.) The services of one clerk at a salary of £200 per annum have been rendered available for other duties. (b.) A general saving of time and labour has been effected by the use of the typewriter and the taking of carbon copies whenever possible, as against the former method of copying cash-books in manuscript and vouchers by press copy. (c.) By the