

TRAINING OF RECORD CLERKS.

There is a great need for junior officers to receive special training in the duties of Record Clerk. As recommended in our previous report, it would be of advantage if beginners were attached to one of the larger departmental offices to enable them to receive the much-needed training.

LIST SHOWING THE ACTUAL SAVING RESULTING FROM THE INTRODUCTION OF SERIES RECORD SYSTEM IN NINE OF THE LARGER GOVERNMENT OFFICES IN WELLINGTON.

	£
Customs	50
Internal Affairs	200
Labour	135
Lands	200
Marine	50
Post and Telegraph	600
Public Works	545
Treasury	135
Tourist	200
	£2,115

APPENDIX D.

EXTRACTS FROM DEPARTMENTS' REPORTS AS TO THE EXTENT TO WHICH THE SUGGESTIONS MADE IN THE COMMISSIONER'S FIRST REPORT HAVE BEEN ADOPTED.

DEPARTMENT OF AGRICULTURE, INDUSTRIES, AND COMMERCE.

No report received from this Department.

DEPARTMENT OF TRADE AND CUSTOMS.

1. A book of instructions has been prepared, and will be issued at an early date. Under the Customs Act, 1913, which comes into force on the 1st April next, extensive regulations will have to be issued. These will include a considerable portion of the matter that has been issued in previous instruction-books. Until these regulations are prescribed it is not considered desirable to proceed with the printing of the new Compendium of Instructions.

2. (a.) The following books and forms have been so altered that duplicates may be prepared by carbon processes:—

Licenses to manufacture hop-beer.

Books of miscellaneous receipt-forms.

Certificates of Registration of Chinese under Immigration Restriction Act.

Memoranda for forwarding Entries (Trade Statistics).

Shipping Reports.

Accounts of overtime.

The other books and forms are being altered as stocks in hand run out.

(b.) The card-index system recommended by the Commissioner has been adopted in this office, and will at an early date be instituted in the various local offices throughout the Department.

(c.) It has been decided to have the accounts of goods in the bonded warehouses kept on cards in lieu of books. The cards are at present being printed.

(d.) Owing to the greatly increased work in this office, on account of the revision of the Customs Law Act, the proposed revision of the tariff, and other causes, it has been impossible to hold a conference of officers, but the local office has, as hitherto, been freely consulted as to any alterations that are required for the better working of the Department. Officers passing through Wellington are asked for suggestions and comments on proposed alterations, new forms, and practices.

3. The question of centralizing in Wellington the statistical work of this Department has been under the consideration of this office during the last two years. The new system, under a scheme suggested by the Commissioner, has been inaugurated from the commencement of this year, but it is yet too early to report as to its efficiency or economy.

4. At Auckland and Wellington Inspectors have been appointed. In addition to the assistance these officers will render to the Sub-Collectors, it will be part of their duty to inspect and supervise the work of all the outside officers, thus ensuring uniformity in office methods and practices. It is hoped that at an early date Inspectors will be appointed at Christchurch and Dunedin. The more important part of the work of the various officers is inspected annually by the Permanent Head.