

Departmental Regulations: Special regulations were issued with respect to the efficiency examinations of draughtsmen in the Lands and Survey Department.

Electrical Engineering Cadets: Special regulations were made regarding the training required in connection with the professional cadets in the Electrical Engineering Branch of the Public Works Department.

PUBLIC SERVICE OFFICIAL CIRCULAR.

In view of the decision that whenever practicable due notice would be given to officers of the Service of vacancies in the Administrative, Professional, Clerical (above Class VII), and General Divisions, it was found necessary to issue the Public Service Official Circular more frequently. As a result the circular is being issued twice monthly.

CONFERENCES OF OFFICERS.

The Commissioners are still of the opinion that conferences of officers to review the internal practices of their Departments, and to suggest improvements and amendments in them, are of inestimable value in promoting the efficient and economical working of the Service. Every opportunity is taken to encourage Departments to bring their officers together for this purpose. The wisdom of this policy has been amply proved by the results of the conferences which have taken place.

In the assurance that benefit would result from a round-table conference of the Permanent Heads of the Service, it was the intention of the Commissioners to have arranged early in the year for a meeting of Permanent Heads to discuss such subjects as organization, classification, regulations, and other matters affecting the Service generally in regard to which their advice and assistance would be of value; the idea being to hold similar conferences at regular intervals. However, owing to the war and the consequent depletion of staffs, it was deemed advisable to postpone the conference until a more convenient opportunity. The matter will not be lost sight of.

Post and Telegraph Department.—It became evident during the hearing of cases before the Appeal Board that there was a lack of uniformity in regard to the classification and duties of linemen throughout the Dominion, and a conference of the Telegraph Engineers of the four chief centres was held in Wellington in November, 1914, to suggest a uniform standard in these matters.

New Books and Forms.—The question of the revision of the books and forms in use in Departments was considered by committees convened by Departments for the purpose. Details of their work will be found under the heading "New Books and Forms," on page 17 of this report.

Stores.—During the year a conference was attended in Wellington by representatives of the mental hospitals at the four main centres to consider the drafting of rules for the guidance of officers charged with the custody and issue of stores in mental hospitals. The recommendations of the conference have been considered and adopted.

Carbon-supplies.—A conference consisting of the Chief Clerk Government Printing Office, the Instructor of Mechanical Appliances, and two senior typistes of the Service was held during the year for the purpose of deciding on a uniform carbon paper to be used by Departments. Thorough tests were conducted before a selection was made.

Lands and Survey Department.—The conference convened at the instance of the Commissioners, comprising the Assistant Under-Secretary for Lands, eight officers of the Clerical Division of the Lands Department, the Sub-Inspector Public Service Commissioner's Office, and an officer from the Treasury Department, met in Wellington in May, 1914, and considered the agenda paper set out on pages 26–27 of last year's report, with a view to the standardization of books, forms, and returns, and the adoption of a uniform system of office administration throughout the Dominion.