

been forwarded to the Commissioners. Appended are the names of officers whose suggestions have been adopted, together with brief particulars of their schemes,—

J. H. Carrad, Justice Department, Wellington, suggested the use of money-order forms for the transmission of moneys to and from places where there is no branch of the bank.

G. A. Read, Government Printing Office, Wellington, suggested improvements in methods and materials in use in the Photographic Branch of the Printing Office.

W. M. Miller, Department of Agriculture, Industries, and Commerce, Invercargill, suggested an amendment of the "Journal" receipt-form.

S. Roberts, Post and Telegraph Department, Wellington, suggested a simplification in the scheduling of authorities in regard to non-permanent officers.

J. Stalker, Lands and Survey Department, Wellington, suggested the circulation of opinions of Crown Law Officers.

J. McIndoe, Justice Department, Waihi, suggested improvements in the method of accounting for gold revenue.

T. J. Rowse, Valuation Department, Wellington, suggested an improved procedure in regard to subdivisions of assessments and values.

R. B. Morris, Chief Postmaster, Christchurch, submitted a suggestion for the purging of electoral rolls and enrolment of electors by letter-carriers and Postmasters.

A. J. Rossiter, Receiver of Land Revenue, New Plymouth, suggested a new system of paying land-revenue receipts into the bank.

R. W. Wills, Labour Department, Wellington, suggested an improved form of advice to claimants of money payable.

D. Rutherford, Post and Telegraph Department, Wellington, suggested a simpler method for dealing with Post Office Savings-bank acknowledgments and the rendering of telephone accounts.

INSTRUCTION-BOOKS.

In the First Report the Commissioners pointed out the need of proper instruction-books setting out in reasonable detail the duties of officers. The Commissioners regard this matter as of paramount importance, but regret to state that, with the exception of a few Departments, practically no desire has been shown by responsible officers to comply with the expressed wishes of the Commissioners. Definite instructions are the more necessary, as the policy of the Commissioners has been that, wherever practicable, interchanges of officers should take place to enable such officers to qualify for the higher positions in the Service. To ensure the full effect of this policy it is essential that the various duties of officers should be clearly defined.

SENDING OFFICERS BEYOND NEW ZEALAND.

Owing to the unusual conditions existing, few departmental officers have been sent abroad for the purpose of inquiring into practices followed in similar concerns in other countries. Mr. C. E. Adams, Government Astronomer, proceeded to the United States of America during the year for the purpose of entering on a course of further study in astronomical matters at the Lick Observatory.

It is hoped, when normal conditions obtain, to again extend the proposal outlined in the First Report—viz., that every facility should be afforded officers to take advantage of the opportunities in this direction.

RETIREMENTS OF PRINCIPAL OFFICERS.

The Commissioners record with regret the retirement of Mr. G. Hogben, C.M.G., Director of Education, who has been head of the Education Department since March, 1899.

Mr. Hogben has had a distinguished career, and his wide knowledge and outstanding ability render his retirement a distinct loss to the Public Service. Prior to his appointment to the Public Service Mr. Hogben occupied the following important positions: Mathematical Master, Aldenham School, England, and at Boys' High School, Christchurch, New Zealand; Inspector of Schools for North Canterbury; and Headmaster of the Timaru High School.