

referred to it by the Board, or matters of special importance or difficulty which occur in the daily work of each Division.

A General Committee, comprising representatives from all the Divisions, is also in process of formation. This Committee will consider and discuss questions of a general nature affecting the Divisions as a whole.

The Board desires to express its appreciation of the ready and effective co-operation of officers in this proposal.

INSTRUCTION-BOOKS.

The absence of instruction-books for the use of the staff was referred to in the last annual report, and it was then indicated that a commencement would shortly be made with the work of preparation.

Owing to special hindrances which have operated during the past year this important work has made but little progress.

The work of compilation has, however, now been put in hand. In view of the magnitude of the task the Board considered it essential that the interest and assistance of all officers should be secured, and that the experience of the members of the staff of every grade should be drawn upon.

All officers have been acquainted with the scope and purpose of the books, and have been invited to freely co-operate in their preparation.

Arrangements have also been made for an experienced officer from each Division to be specially associated in the preparation of the book relating to his Division.

The preparation and issue of the books will involve a considerable expenditure of time and money, but, in view of the rapid growth of business, it is essential that the practice of the Office should be standardized, and that information should be accessible to all officers in a concise and intelligible form.

The books, when completed, will practically become text-books, illustrative of the organization and work of the Office in all its phases.

The first book, comprising notes on the acquisition of the right to administer deceased persons' estates, has been completed and issued. The next book to be put in hand will be that dealing with general correspondence.

Pending the issue of the standard instruction-books the duties of specially important officers have been defined in detail, and statements of the duties have been compiled and issued. The statements have proved of great value whenever a change of officers has become necessary.

OFFICE AGENCIES.

During the year additional Agencies of the Office have been opened at Raetihi and Kohukohu.

The Agencies at Dannevirke and Taihape have been terminated, and District Offices established under the charge of permanent District Managers, as referred to on page 13 of this report.

Similar action will be taken shortly regarding the Agencies at Hamilton, Palmerston North, Blenheim, Ashburton, and Timaru.

The Board desires to express its sincere appreciation of the loyal and valuable services rendered by the Agents of the Office throughout the Dominion.

ESTATES ADMINISTRATION.

APPOINTMENT OF ADVISERS.

The Board will require to take into serious consideration almost immediately the important question of securing the services of experts in the principal centres who are qualified to act as Advisers to the Local Deputy Public Trustees and District Managers in respect to businesses forming part of estates under administration.