

typewritten. The change, in so far as it has been effected, has resulted in the work being done at less cost, in quicker time, and more neatly and legibly than formerly.

The preparation of duplicate cash-statements and other returns by carbon processes is another particular instance where a great deal of unnecessary labour has been obviated.

In the Post and Telegraph Department a combined machine and carbon process is being used to introduce a simpler method of dealing with Post Office Savings-bank acknowledgments, and the rendering of telephone accounts. The new system is now being given a trial in the Christchurch office in connection with savings-bank acknowledgments; and arrangements have been made to inaugurate it, in so far as telephone accounts are concerned, in one of the main centres during the year, with a view to its gradual adoption throughout the Dominion.

The Commissioners can only express their disappointment that some Departments still fail to recognize the necessity for improvement.

Reproductions of forms illustrating multiple schemes in operation in two large Departments appear in Appendix E.

NEW BOOKS AND FORMS.

The important question of new books and forms required by Departments has continued to receive close attention, as the want of system and careful supervision in the past in dealing with these matters has been the cause of a large amount of unnecessary expense. The preparation and printing of matter of no practical value is one direction in which there has been a great waste.

As suggested in the report of last year, it was found most convenient to get each Department to undertake a thorough revision of its books and forms; and to this end a circular was issued requesting the Permanent Heads to set up a committee of officers from within and without Wellington for the purpose of considering all books and forms at present in use, with a view to amendment where necessary. In response to the suggestion the following Departments formed committees, viz.: Agriculture, Friendly Societies, Health and Hospitals, Labour, Land and Income Tax, Marine, Pensions, Printing and Stationery, Public Trust, Public Works, Post and Telegraph, Tourist, Valuation, Lands and Survey, Mines, Justice, Native, Stamps, and Land and Deeds. The following Departments did not set up a committee, for the reason that they thought such a course unnecessary, viz.: Customs, Defence, Education, Immigration, State Advances, State Fire Insurance, Treasury, and Public Service Superannuation.

Reports have, so far, been received from the committees set up by the Public Trust, Native, Pensions, Friendly Societies, Printing and Stationery, Lands and Survey, Stamps, Land and Deeds, Valuation, and Post and Telegraph Departments. These reports show that the Departments which have taken action have made a comprehensive revision of the forms in use in their offices. The results, which of course will appear later, are bound to be of considerable benefit.

As an instance of the extent to which forms may be needlessly multiplied, it was found that in the case of one Department the number of standard forms amounted to 527. The deliberations of the departmental committee resulted in 320 of these forms being recommended for rejection.

STATIONERY.

The new system of control and supply of stationery and office requisites has now been in operation for several months. The Permanent Head of the Stationery Office reports that it has worked very satisfactorily, and that taking into account the extra trouble caused by the inauguration of a new system, which involved taking over the stocks of several large Departments, the work compared very favourably with the work of the previous period. It should be remembered that these satisfactory results have been obtained notwithstanding the exceptional amount of work entailed in supplying the needs of the Defence Department for the Expeditionary Forces and the Electoral Department for the general election. Any trouble that has arisen has been due to the various districts not strictly observing the original instructions with respect to the specified dates for forwarding their requisitions.

Stationery Substores.—During the year the stationery depots which have been established in the Labour, Public Trust, Customs, Marine, and State Advances