

## PREFACE

---

It is intended to present in a concise and condensed form, the various instructions which have from time to time been given by the Court and the General Manager, for the guidance of the officers.

As new instructions are issued they are to be recorded in this book. A catchword on the margin of the circular will show the form in which they are to be registered in the index.

Each Officer will be furnished with a copy having his name on the title page, and he must be prepared at any time to produce it to the Inspector or Assistant Inspector, or such other officer as may be deputed by the Court, or the General Manager, to visit the Branches and Agencies of the Bank. The Accountant, or, at Branches where there is no Accountant, the Manager, will see that the officers make themselves familiar with the contents.

This book is the property of the Bank, and must be returned by the officer holding it should he leave the service.

The various Managers and Agents are held responsible for the carrying out of any instructions given in circulars whether issued by the Court or the General Manager.

The Accountant, or, at Branches where there is no Accountant, the Manager, must see that the circulars are initialled by each officer as evidence of his having read them, and of having written up his Instruction Book therefrom. Advice of same to be sent to the Superintendent of Branches.

In this Book, wherever the Accountant's name is mentioned, in connection with certain duties, the duties therein referred to, will devolve upon the Managers at those Branches where there is no regularly appointed Accountant.