

An Rúnaidhe,  
(The Secretary).

In uimhír seo:—  
and the following number quoted:—  
109/5/27.

SRÁID MHUIRBHTEANN UACHT,  
(Upper Merrion Street),

BAILE ÁTHA CLIATH.  
(Dublin).

12th June, 1928.

— See also C. 11/58.

Circular No. 23/28.

GOVERNMENT TELEGRAMS.

A Dhúine Uasail,

I am directed by the Minister for Finance to inform you that his attention has been drawn to the fact that in some cases telegrams not entitled to be regarded as on official business or to be sent at public expense have been transmitted without prepayment by officials of Government Departments and certified as "on Government Service". The Minister has accordingly directed that steps should be taken to ensure that the rules on the subject will in future be strictly observed by all officers concerned.

(2) Under existing arrangements accounts in respect of telegrams certified as "on Government Service" are rendered to Departments each month by the Department of Posts and Telegraphs. The responsibility for ensuring that the cost of such telegrams should properly be charged to public funds rests, however, not with the latter Department but with the Departments to which the officers certifying the telegrams are attached. In some Departments the originals of telegrams sent officially are examined at regular intervals, but, in others, no such check is imposed.

(3) The Department of Posts and Telegraphs, when furnishing the accounts for the months of May, June and July of the present year, will forward to all Departments the originals of telegrams for which charges are being made. These telegrams should be carefully examined in each Department and, where any message relates to matters other than official business, appropriate action should at once be taken. After examination, the telegrams should be returned without delay to the Department of Posts and

(4) After the expiration of the period covered by the three accounts referred to in the preceding paragraph, it will rest with Departments to make such further arrangements with the Post Office for the periodic examination of telegrams, either at quarterly or other intervals, as may be necessary to give effect to the direction set forth in paragraph 1 above.

(5) In any Department where a list of officers authorised by the Head of the Department to certify telegrams for despatch without prepayment is not already in existence, such a list should at once be prepared. The number of officers so authorised should be strictly limited and the lists should be confined as far as possible to established staff not below Higher Executive or corresponding rank. Unestablished officers should be permitted to certify only in exceptional circumstances where established officers are not available.

(6) The attached regulations on the subject should be brought to the notice of all members of the staff concerned.

Mise, le meas,

H. P. Noland

GOVERNMENT TELEGRAMS.REGULATIONS.

1. A telegram on Government service must be certified as such by the sender.
2. Only officers whose names appear on the official list approved by the Head of the Department are entitled to send telegrams on Government service without prepayment.
3. The following classes of telegrams, amongst others, even when arising out of matters connected with the service, are not allowed to be sent as on Government service without payment; they must in all cases be paid for as Private Telegrams:-
  - (a) From the sender to a member of his family, advising his detention at the office on official business.
  - (b) Ordering sleeping or other accommodation at hotels or elsewhere for officers travelling on the public service. *See C. 11/58.*
  - (c) Advising an official superior of illness, except in cases of urgency when immediate steps have to be taken to provide for the duties of the sender.
  - (d) Requesting leave of absence.
  - (e) Sent by members of an officer's family, or others on that officer's behalf.
4. A telegram must not be sent when a communication by post will be quick enough. For urgent communications telegrams should be sent when they are cheaper than long distance telephone calls. Similarly a telegram should not be sent where a telephone call would be cheaper.
5. The utmost brevity consistent with clearness must be used in framing telegrams; needlessly long telegrams hinder the transmission of other telegrams.
6. A communication of a private nature must be excluded from a Government Telegram and paid for as a separate message.

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*See also C. 11/58.*