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**CENTRAL CHANCERY OF THE ORDERS
 OF KNIGHTHOOD,**

St. James's Palace, S.W.1.

27th November, 1951.

The KING has been graciously pleased to award the Imperial Service Medal to the following officers:—

HOME CIVIL SERVICE

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| <p>ABRAHAMS, Barnett, Carpenter, H.M. Stationery Office.</p> <p>ADAMS, Montague John, Sectional Supplies Superintendent, Supplies Department, General Post Office.</p> <p>ALFORD, Alexander, Skilled Labourer, R.N. Torpedo Factory, Greenock.</p> <p>ALLBON, Ernest, Overseer, London Postal Region.</p> <p>ANDERSON, Elizabeth, Supervisor, Post Office, Aberdeen.</p> <p>ANDREWS, Silas Henry, Skilled Labourer, H.M. Dockyard, Devonport.</p> <p>ANNABLE, John, Office Keeper, H.M. Land Registry.</p> <p>ANNEREAU, Sidney Clarence Herbert, Electrical Fitter, R.N. Cordite Factory, Holton Heath.</p> <p>ARMYTAGE, Frederick Thomas, Overseer, Post Office, Cardiff.</p> <p>ASH, Frederick James, Skilled Labourer, H.M. Dockyard, Devonport.</p> <p>AXTEN, Alfred, Postman, London Postal Region.</p> <p>BAGSHAW, Herbert, Postal and Telegraph Officer, Leiston Sub Office, Saxmundham.</p> <p>BAKER, Harry, Skilled Labourer, R.N. Armament Depot, Priddy's Hard.</p> <p>BALLEJO, Jose, Skilled Labourer, H.M. Dockyard, Gibraltar.</p> <p>BALZAN, Ruggiero Calcedonio Luigi Guglielmo, Fitter, H.M. Dockyard, Malta.</p> <p>BANTIN, Albert Edgar, Mechanic, Factories Department, General Post Office.</p> | <p>BARKER, Ethel Ruddock, Overseer, London Postal Region.</p> <p>BARNES, Frederick James, Technician, Class II (B), Leicester Telephone Area.</p> <p>BARNETT, James Samuel, Estimator, Royal Ordnance Factory, Nottingham.</p> <p>BARNETT, William, Skilled Labourer, War Office, Aldershot.</p> <p>BATH, Harry Albert, Joiner, H.M. Dockyard, Chatham.</p> <p>BAXTER, Edwin, Leading Storeman, Air Ministry.</p> <p>BEAZLEY, Alfred John, Instrument Maker, Factories Department, General Post Office.</p> <p>BECKETT, Alfred Charles, Assistant Inspector, London Postal Region.</p> <p>BELL, Henry, Postman, Edinburgh.</p> <p>BIGNELL, Edwin Augustus William, D.C.M., Overseer, Post Office, Bristol.</p> <p>BLACKBURN, Annie, Telephonist, Post Office, Manchester.</p> <p>BLACKMORE, Jesse William, Postman, Cardiff.</p> <p>BLOCK, Edward, Cleaner, Post Office, Liverpool.</p> <p>BLOXHAM, Sydney Carlton, Storeman I, Royal Ordnance Factory, Woolwich.</p> <p>BOTTLE, Stephen George Wickins, Skilled Labourer, Command Ordnance Depot, War Office, Portsmouth.</p> <p>BOYLE, Harry Baptiste, Skilled Labourer, Engineering Laboratory, Admiralty, West Drayton.</p> <p>BOYLE, William Hugh, Assistant Superintendent (Radio), General Post Office.</p> <p>BRADLEY, Albert James, Technician, Class I, Bournemouth Telephone Area.</p> <p>BRAGG, Lilian Violet, Overseer, London Postal Region.</p> <p>BREEZE, Lawton, Postman, Higher Grade, Cardiff.</p> <p>BRIMMING, Albert Henry, Skilled Labourer, H.M. Dockyard, Devonport.</p> <p>BROWN, Albert Percy Charles, Postman, Higher Grade, Swansea.</p> |
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- BROWN, Hugh, Postman, Dumfries.
- BROWN, William, Skilled Labourer, R.N. Armament Depot, Upnor.
- BRUCE, Albert Edward, Smith, H.M. Dockyard, Chatham.
- BRYAN, Charles William, Postman, Keighley.
- BUCKSEY, Percy, Skilled Labourer, R.N. Armament Depot, Priddy's Hard.
- BUCKTON, Edward, Postman, Newcastle-on-Tyne.
- BULLEY, Albert Edwin, Technical Officer, London Telecommunications Region.
- BUNKER, Ernest, Chief Stoker, H.M. Dockyard, Devonport.
- BURNHAM, George, Senior Messenger, Ministry of Supply.
- BURT, Percival George, Storeman "A", Technical Stores Sub-Depot, War Office, Weedon.
- BUSHNELL, Augustine Vincent, Supervisory Attendant, Class II, Tate Gallery.
- BUTLER, Alfred, Postman, Higher Grade, London Postal Region.
- BUTLER, James Archibald St. George, Technical Officer, Manchester Telephone Area.
- CARNE, Joseph, Postman, Penzance.
- CARTER, Ernest, M.M., Overseer, Post Office, Birmingham.
- CARVER, Charles James, Postal and Telegraph Officer, Littlehampton.
- CHEVERTON, William Henry, Fitter, H.M. Dockyard, Portsmouth.
- CHIDLEY, Arthur Horace, Acting Foreman of Storehouses, H.M. Dockyard, Chatham.
- CHUBB, Thomas Daniel, Engineering Attendant, Ministry of Works.
- CLARK, Alfred, Chief Officer, Class II, Criminal Lunatic Department, Perth.
- CLEMENS, William Thomas, Acting Inspector of Engine Fitters, H.M. Dockyard, Simons-town.
- COLE, Reginald, Postman, Higher Grade, Basingstoke.
- COLES, Henry George, Labourer Chargehand, Air Ministry.
- COLEY, George Henry, Postman, Tamworth.
- COLLIER, Richard, Foreman of Works, H.M. Prison, Manchester.
- COLLINS, John Howard, Shipwright, H.M. Dockyard, Devonport.
- COOK, Thomas James, Engine Fitter, H.M. Dockyard, Chatham.
- COOMBER, Plessy, Supervisor, London Telecommunications Region.
- COOPER, Harry, Postman, London Postal Region.
- CORREY, James Ernest, Skilled Labourer, R.N. Armament Depot, Upnor.
- COX, Frank George Leonard, Assistant Head Postman, London Postal Region.
- CREED, Frederick George, Postman, Bournemouth and Poole.
- CRESDEE, William Alfred, Engine Fitter, H.M. Dockyard, Portsmouth.
- CROSSMAN, Albert Edward, Technician, Class II (B), Taunton Telephone Area.
- CULLEN, Ernest Edward, Inspector of Riggers, H.M. Dockyard, Portsmouth.
- CURGENVEN, George Arthur, Assistant Superintendent, London Postal Region.
- DALGLEISH, Walter Scott, Postman, Edinburgh.
- DALY, Sarah, Telephonist, Post Office, Manchester.
- DAVIES, Vaughan, Postman, Higher Grade, Pontnewydd Sub Office, Newport, Monmouthshire.
- DAVIS, Francis Joseph, Smith, H.M. Dockyard, Portsmouth.
- DEMPSTER, James Alexander, Postal and Telegraph Officer, Oxford.
- DENBY, Alfred, Postman, Higher Grade, Dorking.
- DENTON, Cyril Thomas, Postal and Telegraph Officer, Ashford, Kent.
- DONALD, James Thomson, Technician, Class I, London Telecommunications Region.
- DONOVAN, James Albert Henry, Cleaner, Ministry of Works.
- DONOVAN, Michael, Engine Fitter, H.M. Dockyard, Rosyth.
- DOWSETT, James, Leading Hand, Command Ordnance Depot, War Office, Ashford, Kent.
- DRAKE, William Joseph Long Stokes, Joiner, Royal Aircraft Establishment, Ministry of Supply, South Farnborough.
- DUDLEY, Leopold Victor, Postal and Telegraph Officer, Birmingham.
- DUNMORE, Robert Allen, Ship Fitter, H.M. Dockyard, Chatham.
- EAGLE, Harold Herbert, Technician, Class I, London Telecommunications Region.
- EAGLESHAM, William, Postman, Newcastle-on-Tyne.
- EDGE, James, Technical Officer, Chester Telephone Area.
- ELLIOTT, Joseph Hubert, Postman, Swindon.
- EMONSON, James Arthur, Gardener, Grade I, Royal Botanical Gardens, Kew.
- ENCELL, William Alfred, Postman, Harrogate.
- ESHELBY, Harry, Postman, Sheffield.
- EVES, Charles, Ganger, Grade II, Command Ordnance Depot, War Office, Portsmouth.
- EWING, Sarah, Telephonist, Post Office, Ayr.
- FAULKNER, James Henry, Inspector, Manchester Telephone Area.
- FINCH, Alfred George, Postman, Clare Sub Office, Sudbury.
- FIRMAN, Sargeant Bertie, Inspector, Colchester Telephone Area.
- FLEET, George, Technician, Class II (A), London Telecommunications Region.
- FLEMING, Robert William, Engineer, Class 2, H.M. Prison, Dorchester.
- FORD, Frederick Edward, Leading Hand, Royal Arsenal, War Office, Woolwich.
- FOSS, Georgina Elizabeth, Cleaner, Admiralty.
- FOSTER, Charles Thomas, Technician, Class I, London Telecommunications Region.
- FOSTER, Joseph Frank, Coaling Supervisor, Class II, H.M. Naval Base, Portland.
- FOSTER, Joseph Robert, Postman, Hellfield Sub Office, Skipton.
- FOZARD, Stanley, Postman, Ossett, Wakefield.
- FRENCH, Arthur Stephen, Ship Fitter, H.M. Dockyard, Chatham.
- FRENCH, Richard Weston, Head Porter, London Postal Region.
- GARD, Claude Nicholson, Ship Fitter, H.M. Dockyard, Devonport.
- GARDINER, Henry George, Technician, Class II (A), London Telecommunications Region.
- GIBSON, Robert Morton, Postman, Glasgow.
- GILL, Thomas William, Warehouseman, Supplies Department, General Post Office.
- GISBY, Sydney Hubert, M.M., Technical Officer, Birmingham Telephone Area.
- GLEADLE, Horace Frederick, Skilled Labourer, H.M. Dockyard, Sheerness.
- GOAD, Henry William, Skilled Labourer, H.M. Dockyard, Portsmouth.

- GODFREE, Arthur, Boilermaker, H.M. Dockyard, Devonport.
- GRAHAM, Bertha, Postal and Telegraph Officer, Newcastle-on-Tyne.
- GRAY, Alfred James, Technician, Class II (A), Reading Telephone Area.
- GRIFFITHS, William, Postman, Cradley Heath Sub Office, Dudley.
- GRIMWOOD, John Henry, 1st Class Departmental Examiner, Inspectorate of Armaments, Ministry of Supply, Woolwich.
- GROOM, John Sydney, Foreman, Ministry of Works.
- GWILLIM, George, Postman, Birmingham.
- HAINES, Constance Mabel, Telephonist, London Telecommunications Region.
- HAMMOND, Harry, Skilled Labourer, H.M. Dockyard, Portsmouth.
- HANCOCK, George, Engine Fitter, H.M. Dockyard, Devonport.
- HARDING, Frederick John, Sorting Clerk and Telegraphist, Oxford.
- HARMAN, Hubert John, Postman, Eastbourne.
- HARRIS, Frederick, Office Keeper, War Office, South Aldershot.
- HARRIS, Roland Hornby, Postman, Welford-on-Avon Sub Office, Stratford-on-Avon.
- HARRISON, Frederick Joseph Victor, Postman, Higher Grade, Bath.
- HARVEY, Alfred George, Painter, H.M. Dockyard, Portsmouth.
- HARVEY, George Edward Victor, Chief Inspector, London Postal Region.
- HAYWARD, Henry William, Postman, Higher Grade, London Postal Region.
- HEARN, John, D.C.M., Postman, Dartford.
- HENDERSON, Annie Collie, Postal and Telegraph Officer, Kelso.
- HENDRY, Agnes Robertson, Assistant Supervisor, London Telecommunications Region.
- HERROD, John Laming, Assistant Superintendent, Post Office, Sheffield.
- HIGGINS, Albert Frank, Assistant Inspector, London Postal Region.
- HIGGINS, Herbert Sidney, Skilled Labourer, H.M. Dockyard, Portsmouth.
- HIND, Fred, Postman, Cottingham Sorting Office, Hull.
- HOBSON, Victor, Postman, Newcastle-on-Tyne.
- HODGKINSON, Arthur, Assistant Inspector, Post Office, Blackburn and Accrington.
- HODSON, Albert Augustus, Technician, Class I, Peterborough Telephone Area.
- HOGG, Frederick, Technician, Class II (A), Birmingham Telephone Area.
- HOLMES, Arthur Thomas, Electrical Fitter, H.M. Dockyard, Chatham.
- HONEY, Harold James, Postman, Winchester.
- HORSFALL, Percy Alfred, Postman, Godalming.
- HOUGH, William, Postman, Preston.
- HOWES, Ernest Sinclair, Shipwright, H.M. Dockyard, Portsmouth.
- HOWLETT, Henry George Large, Skilled Labourer, H.M. Dockyard, Chatham.
- JAMES, George Arthur, Non-Technical Class, Grade III, Royal Small Arms Factory, Ministry of Supply, Enfield.
- JEFFERY, George Henry, Fitter, H.M. Dockyard, Portsmouth.
- JOHNSON, William James, Postman, London Postal Region.
- JOHNSTON, Helen Winifred, Assistant Supervisor, Liverpool Telephone Area.
- JONES, Thomas, Postman, Llangunllo Sorting Office, Llandrindod Wells.
- JOYNER, Ernest, Driller, H.M. Dockyard, Sheerness.
- KEEFE, Albert George, Postman, Higher Grade, Croydon.
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- KERLEY, George, Postman, London Postal Region.
- KIDD, William John, Laboratory Attendant, Ministry of Supply.
- KILLICK, Daisy Emily, Telephonist, London Telecommunications Region.
- KNEESHAW, Fred, Postman, Market Weighton Sub Office, York.
- LAMEY, Charles, Shipwright, H.M. Dockyard, Devonport.
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- LAUNDER, Henry Ewart, Plumber, H.M. Dockyard, Devonport.
- LEEVEES, Arthur, Postman, London Postal Region.
- LEWENDON, Charlie, Mechanical Transport Driver, Air Ministry.
- LIGHTFOOT, Albert Shaw, Chief Officer, Class I, H.M. Borstal Institution, Borstal.
- LINFORD, Charles, Postman, Nottingham.
- LITTLE, Charles Henry, Technician, Class I, London Telecommunications Region.
- LONGCLUES, Charles William, Postman, Higher Grade, London Postal Region.
- LOVELOCK, Sidney, Checker, Central Ammunition Depot, War Office, Bramley.
- LUMLEY, Charles Bernard, Overseer, London Postal Region.
- LYMPANY, Henry James Tucker, Skilled Labourer, R.N. Armament Depot, Bull Point.
- MCCALLA, William Francis, Chief Inspector, London Postal Region.
- MCCANN, James, Turner, R.N. Torpedo Factory, Greenock.
- MCCULLOUGH, Thomas James, Assistant Superintendent, Post Office, Belfast.
- MCLEOD, William Oscar Hobden, Electrical Fitter, H.M. Dockyard, Portsmouth.
- MAJOR, Joseph Henry, Postman, Crewe.
- MALONE, Thomas, Postman, London Postal Region.
- MANSELL, Gwendoline Mary, Assistant Supervisor, London Telecommunications Region.
- MARTIN, Edward James, Labourer, London Telecommunications Region.
- MARTIN, Henry Sidney, Coast Preventive Man, Board of Customs and Excise.
- MARTIN, Maxwell Edwin, Technical Officer, Cambridge Telephone Area.
- MAWSON, George Joseph, Liftman, London Postal Region.
- MAY, Albert Edward Victor, Skilled Labourer, R.N. Armament Depot, Bull Point.
- MAY, John Charles, Technician, Class II (B), Tunbridge Wells Telephone Area.
- MELHUISE, William Frederick, Senior Artificer, Royal Mint.
- MILLER, Albert Henry George, Assistant Inspector, London Postal Region.
- MILLIGAN, Charles, Postman, Hawick.
- MILLS, Alfred Edward, Assistant Supervisor, London Telecommunications Region.
- MITCHELL, Thomas Benedict, Head Postman, Glasgow.
- MONK, William Herbert Henry, Painter, Royal Victoria Yard, Deptford.
- MOORE, Alan John, Shipwright, H.M. Dockyard, Portsmouth.

- MORGAN, Annie, Sorting Clerk and Telegraphist, Aberdeen.
- MORTIMER, Alfred, Skilled Labourer, H.M. Dockyard, Portsmouth.
- MURRAY, Joseph, Postman, Glasgow.
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- NEWSTEAD, Agatha, Postal and Telegraph Officer, Leeds.
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- NORRIS, Ernest Charles, Technician, Class I, Brighton Telephone Area.
- O'GORMAN, Manus, Postman, London Postal Region.
- OSLER, Nellie, Supervisor, Post Office, Hastings.
- PAGE, Edward Christopher James, Supervisor, Central Ammunition Depot, War Office, Bramley.
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- PELLEGRINI, Enrico, Shipwright, H.M. Dockyard, Portsmouth.
- PENGELLY, Samuel Jones, Acting Leading Measurer and Recorder, H.M. Dockyard, Devonport.
- PERRIS, Thomas, Storeman, Air Ministry.
- PERRY, Clara, Postal and Telegraph Officer, London Postal Region.
- PERRY, Frederick, D.C.M., Postman, Upavon Sub Office, Marlborough.
- PETERS, George Saunders, Postman, Higher Grade, Post Office, Blackpool.
- PHILPOTT, William, Head Messenger, Military College of Science, War Office, Shrivenham, Wiltshire.
- POLKINGHORNE, Herbert, Ship Fitter, H.M. Dockyard, Devonport.
- POLLARD, Richard Nicholls, Postman, Penzance.
- POOR, William Thomas Edwin, Iron Caulker, H.M. Dockyard, Portsmouth.
- POTTINGER, Herbert Arthur, Sewage Bed Attendant, Ministry of Works.
- PRICE, Bernard Bellamy, Inspector, Post Office, Birmingham.
- PURKISS, William Hull, Mechanical Transport Driver, Royal Aircraft Establishment, Ministry of Supply, Farnborough.
- PURVEUR, John Albert, Technician, Class I, Gloucester Telephone Area.
- REDMAN, Dorothy Elsie, Postal and Telegraph Officer, East Grinstead.
- REED, William Henry, Electrical Fitter, H.M. Dockyard, Portsmouth.
- REES, Richard, Smith, H.M. Dockyard, Sheerness.
- RICH, John Sampson, Skilled Labourer, H.M. Dockyard, Devonport.
- RICENS, Sidney, Laboratory Worker "A", Armament Research Establishment, Ministry of Supply, Fort Halstead.
- RIGGS, Frederick Herbert, Skilled Labourer, H.M. Dockyard, Devonport.
- RISBRIDGER, Gilbert William, Head Postman, Reigate and Redhill.
- ROBBINS, Albert, Postman, Rickmansworth Sub Office, Watford.
- ROBERTS, Emily Gladys, Telephonist, Post Office, Swansea.
- ROBERTS, Ernest Oliver George, Shipwright, H.M. Dockyard, Devonport.
- RODGERS, Jeremiah, Postman, Sheffield.
- ROGERS, Albert, Painter, Royal Victoria Yard, Deptford.
- ROOKS, James Morris, Shipwright, H.M. Dockyard, Portsmouth.
- RUSSELL, David Ireland, Shipwright, H.M. Dockyard, Devonport.
- RYAN, Albert, Technician, Class II(A), Manchester Telephone Area.
- SALES, Harry, Skilled Labourer, R.N. Armament Depot, Upnor.
- SANDERS, William George, Postman, London Postal Region.
- SARGEANT, Herbert Frederick, Sorter, London Postal Region.
- SARLL, Herbert Edwin, Assistant Superintendent, London Postal Region.
- SEARLE, Walter, Skilled Labourer, R.N. Armament Depot, Priddy's Hard.
- SHIELDS, Archibald William, Messenger, Royal Arsenal, Woolwich.
- SHIRES, Frederick William, Labourer, H.M. Dockyard, Portsmouth.
- SILLS, George William, Leading Hand, Ministry of Works.
- SIMMONDS, William James George, Driller, H.M. Dockyard, Devonport.
- SIMONS, Joseph Thomas, Technician, Class I, London Telecommunications Region.
- SINCLAIR, Herbert Stewart, Postman, Oswestry.
- SIRACUSA, Joseph Francis Lawrence, Boilermaker, H.M. Dockyard, Malta.
- SKENTELBERY, William Henry, Shipwright, H.M. Dockyard, Devonport.
- SMITH, Amy, Overseer, Post Office, Liverpool.
- SMITH, George Cyril, Postal and Telegraph Officer, Ipswich.
- SMITH, John, Technician, Class I, Scotland West Telephone Area.
- STANLAKE, John Mercer, Research and Experimental Mechanic, Grade I, Armament Research Establishment, Ministry of Supply, Fort Halstead.
- STEVENS, Dorice Susannah, B.E.M., Chief Supervisor, Post Office, York.
- STEWART, Charles Hay, Higher Grade Draughtsman, Ordnance Survey Department.
- ST. JOHN, Alfred George, Technician, Class I, London Telecommunications Region.
- STOCKER, John William Lawrence, Chieftman of Electrical Fitters, H.M. Dockyard, Sheerness.
- STOREY, Thomas Edgar, Engraver, Royal Mint.
- STRINGER, Frank, Leading Draughtsman, Ministry of Supply, Fort Halstead.
- STURGESS, Charles, Technician, Class I, London Telecommunications Region.
- SYMONS, William George, Permanent Charge-man of Iron Caulkers, H.M. Dockyard, Devonport.
- TAPP, William Frank, Chargehand Wheeler, War Office, Portsmouth.
- TAYLOR, Robert Hector, Skilled Labourer, H.M. Dockyard, Devonport.
- TEBBUTT, William David, Skilled Labourer, H.M. Dockyard, Devonport.
- THOMAS, Daniel Morgan, Postman, Lower Cwmtwrch Sub Office, Swansea.
- THOMAS, Mary Brown, Assistant Supervisor, London Telecommunications Region.
- THOMSON, Andrew Harry, Skilled Labourer, Peterhead Harbour of Refuge, Admiralty.
- THOMSON, Christina Mitchell, Supervisor, Edinburgh Telephone Area.
- THORNTON, James William, Overseer, London Postal Region.

- TILLEY, Ethel Deborah, Supervisor, Post Office, Coventry.
- TONKIN, Franklin, Postman, Camborne and Redruth.
- TOOHILL, Bernard, Postman, Blackpool.
- TRICK, Edmund Arthur James, Supervisor, London Telecommunications Region.
- TURPIN, George James Fernley, Ship Fitter, H.M. Dockyard, Devonport.
- UPWARD, William Ernest, Chargeman of Electrical Fitters, H.M. Naval Base, Portland.
- UTTLEY, Albert, Postman, Huddersfield.
- VENABLES, Percy Richard, Skilled Labourer, H.M. Dockyard, Chatham.
- WALKER, Harry, Shipwright, H.M. Dockyard, Chatham.
- WALLACE, Richard, Shipwright, H.M. Dockyard, Portsmouth.
- WALLACE, Robert, Warehouseman, Grade II, H.M. Stationery Office, Belfast.
- WALPOLE, Ernest Edwin, Postman, Roughton Sub Office, Norwich.
- WALTERS, Wilfred William, Head Dormitory Attendant, Royal Military Academy, Sandhurst.
- WARD, William, Prison Officer, H.M. Prison, Camp Hill.
- WATTERS, Albert, Skilled Labourer, H.M. Dockyard, Devonport.
- WEBBER, Charles Cresswell, Postman, Portishead Sub Office, Bristol.
- WEBBER, Jesse, Technical Grade III, Military Engineering Experimental Establishment, Ministry of Supply, Christchurch.
- WENNELL, Arthur, Assistant Superintendent, London Postal Region.
- WESTCOTT, Arthur George, Leading Stoker, R.N. Hospital, Chatham.
- WHITE, Leonard Francis, Overseer, London Postal Region.
- WHITELOCK, George Charles, Skilled Labourer, R.N. Armament Depot, Upnor.
- WILLS, Edgar John, Postman, Bournemouth and Poole.
- WILSON, Duncan, Skilled Labourer, R.N. Torpedo Factory, Greenock.
- WILSON, William John, Watcher, Board of Customs and Excise.
- WOODHAMS, Albert Edward, D.C.M., Traffic Inspector-Controller, London Postal Region.

COLONIAL SERVICE

- ONYANGO, Chief Warder Clerk, Prison Service, Kenya.

LONDON

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support informed decision-making.

3. The third part of the document focuses on the role of technology in modern data management. It discusses how advanced software solutions can streamline data collection, storage, and analysis, leading to more efficient and accurate results.

4. The fourth part of the document addresses the challenges associated with data security and privacy. It provides guidance on implementing robust security measures to protect sensitive information from unauthorized access and breaches.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation to ensure that data management practices remain effective and aligned with the organization's goals.