

SUPPLEMENT

TO THE

NEW ZEALAND GAZETTE

OF

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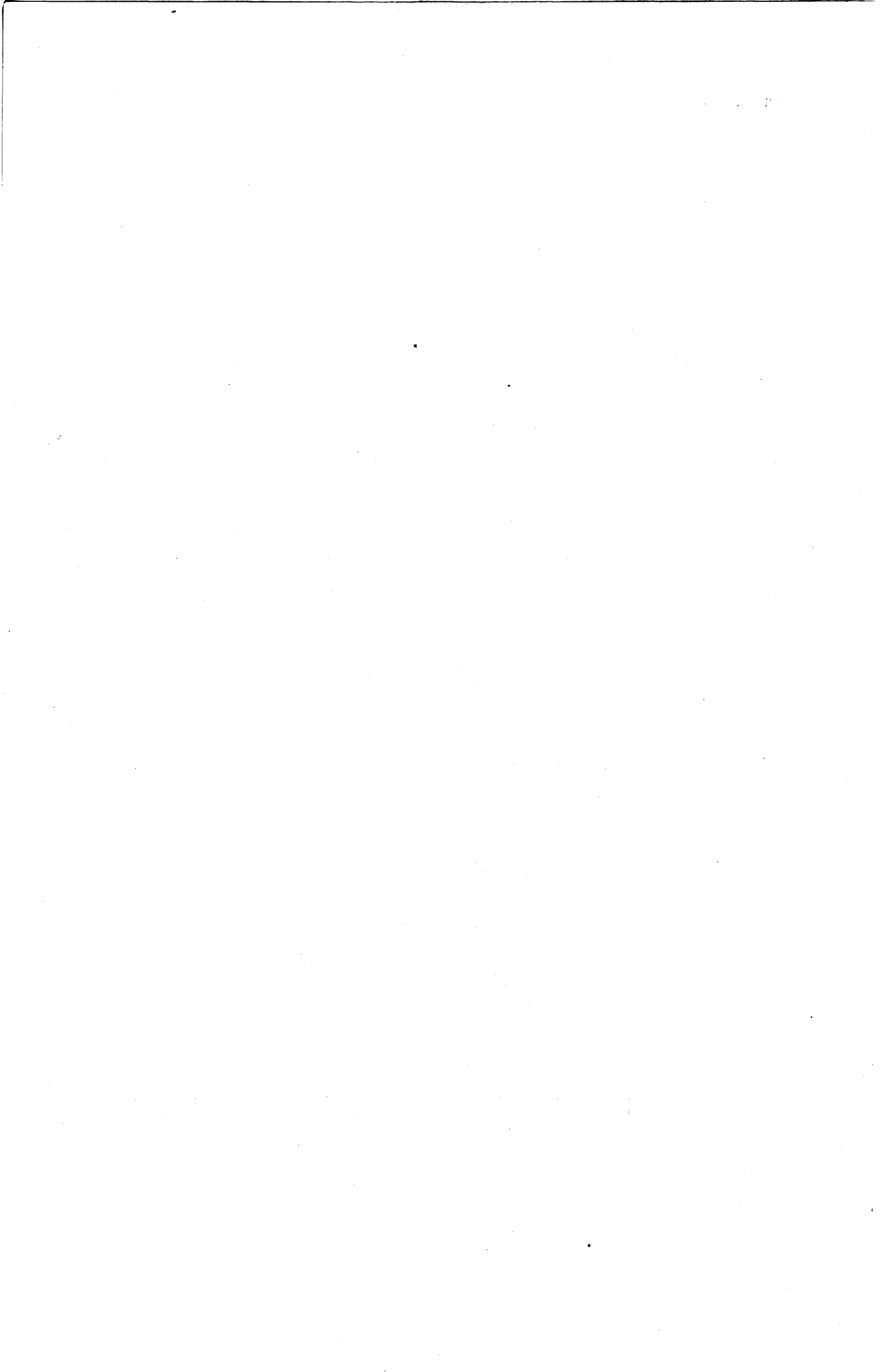
REGULATIONS

MADE BY THE

PUBLIC SERVICE COMMISSIONER

UNDER THE

AUTHORITY OF THE PUBLIC SERVICE ACT, 1912.



*Regulations made by the Public Service Commissioner under the Authority of the Public Service Act, 1912.*

WHEREAS by section 34 of the Public Service Act, 1912 (hereinafter called "the said Act"), the Commissioner, with the approval of the Governor in Council, is authorized to make regulations for the carrying-out of the provisions of the said Act :

Now, therefore, the Commissioner, in pursuance and exercise of the said authority, and with the approval of the Governor in Council, doth hereby revoke all regulations made under any of the enactments repealed by the said Act and now in force affecting the officers under the said Act, and in lieu thereof doth make the Regulations set forth in the Schedule hereto, and doth order that such Regulations shall have effect from and after the 1st day of April, 1913 :

Provided that special regulations may be made affecting the officers in any Department, and the regulations hereby made shall then be read, in respect of that Department, subject to the provisions of such special regulations.

Part III, Part IV, and Part VI of these regulations shall not apply to the staffs of Government workshops, or to mechanics, artisans, gardeners, farm hands, labourers, messengers, charwomen, and other similar officers, or to prisons officers, lighthouse-keepers, crews of Government steamers, and nurses, attendants, and domestic helpers in mental hospitals and other Government institutions.

Any existing regulations or Departmental rules affecting such officers shall remain in force until revoked by new regulations.

## SCHEDULE.

### GENERAL REGULATIONS.

#### PART I.—INTRODUCTORY.

##### INTERPRETATION.

1. THESE Regulations shall be construed with reference to the terms and interpretations of the said Act.

In addition to the interpretations there given, "Secretary" means the Secretary to the Public Service Commissioner.

##### APPLICATION OF THE REGULATIONS.

2. The Regulations, except where otherwise provided, shall apply to all officers of the Public Service.

##### OFFICERS TO BE ACQUAINTED WITH THE ACT AND THESE REGULATIONS.

3. Officers are required to acquaint themselves with the said Act and these Regulations. Officers at the head of the various branches of each Department should send in requisitions to their Permanent Head for copies for the use of the officers under their control ; and a copy of the said Act and these Regulations shall be kept in each room to which officers of the Public Service commonly have access.

##### COMMUNICATIONS TO THE COMMISSIONER.

4. Except as otherwise provided, all communications intended for the Commissioner relating to the Public Service or the administration thereof, or to any subject or matter referred to in the said Act or these Regulations, should be addressed to the "Secretary to the Public Service Commissioner."

##### APPLICATION OF OFFICERS, HOW TO BE MADE.

5. The application of any officer for promotion, special leave of absence, change of quarters, increase of salary, or in respect to any other matter affecting his position in the service, shall be made by the applicant himself, through the head of his branch or Department ; and if it be made by or through any other person it will be treated as irregular. *The attention of all officers is specially directed to section 6 of the said Act.*

##### COMMUNICATIONS FROM ONE DEPARTMENT TO ANOTHER.

6. All communications from one Department to another shall be addressed by and to the Permanent Heads of the said Departments respectively, or by their direction.

##### LEGIBILITY OF SIGNATURE.

7. *Every officer is expected to write his signature legibly.*

## PART II.—GENERAL DUTIES OF OFFICERS.

## HOURS OF BUSINESS.

8. The hours of attendance to be observed by officers not subject to special regulations or departmental arrangements in that behalf, or not specially exempted by the Commissioner or by the Permanent Head, shall be from 9 o'clock a.m. to 1 o'clock p.m., and from 2 o'clock p.m. to 5 o'clock p.m., except on Saturdays, when the hours of attendance shall be from 9 o'clock a.m. to noon. Where the nature of the work will not, in the public interest, admit of the general observance of this regulation the Permanent Head shall recommend, and the Commissioner will prescribe, the hours of duty.

## ATTENDANCE-BOOKS.

9. In every Department attendance-books shall be kept. The Chief Clerk in each Department, or such other officer as may be deputed by the Permanent Head, shall have charge of the attendance-books to be used by himself and the officers under him, and he will be held responsible to the Permanent Head for the proper keeping of the attendance-books and the due observance of the regulation hours. The Commissioner may, in special circumstances, authorize the use of time-recorders in place of attendance-books.

## ATTENDANCE-BOOKS, WHEN ACCESSIBLE.

10. Attendance-books shall be accessible for record and signature before 9 a.m., 1 p.m., 2 p.m., and 5 p.m., every day. At five minutes past 9 a.m. and 2 p.m. a line shall be ruled under the last signature therein by the officer deputed to do so. This regulation may be modified by the Commissioner to suit the special requirements of any Department.

## ENTRIES IN ATTENDANCE-BOOKS.

11. Every officer not specially exempted by the Commissioner shall enter daily in one of these books the times of his arrival and departure.

## CERTAIN OFFICERS NOT REQUIRED TO SIGN ATTENDANCE-BOOKS.

12. Officers of the Administrative Division and officers specially exempted by the Commissioner shall not be required to enter in the attendance-books the times of their arrival at and departure from their offices; but this exemption shall not be held to authorize any officer so exempted from absentsing himself from duty during office hours.

## LATE ARRIVAL OF OFFICERS.

13. Any officer not subject to special regulations in that behalf, or not specially exempted, arriving at his office after 9.5 a.m. or 2.5 p.m. shall report himself to the officer in charge or subcharge, who shall record the time of his arrival in the attendance-book; and, if a satisfactory explanation be not forthcoming, his conduct shall be brought under the notice of the Permanent Head as a breach of the Regulations.

## HABITUAL IRREGULARITY OF ATTENDANCE.

14. If any officer is found to be habitually irregular in the time of his arrival or departure, or to absent himself without leave during office hours, his conduct shall be reported to the Permanent Head, who shall during the first week of January, April, July, and October in each year forward to the Commissioner a return showing the names of officers at fault.

## OFFICERS NOT TO LEAVE THEIR OFFICES.

15. No officer shall be allowed to leave his office during office hours, except on official business or by express permission of the Permanent Head or head of the branch; and the period of such absence, if not on official business, shall be recorded in the attendance-book.

## PENALTY FOR UNAUTHORIZED ABSENCE

16. Except in cases of sudden illness or other emergency, which shall be immediately reported to the Permanent Head, no officer shall be absent without leave from his office or place of business, or from the district to which he is appointed. Where for the above reason an officer cannot attend at his office at the time appointed, he must use his best endeavour to send intimation of his absence and

the reason therefor to the head of his branch at such a time as will enable it to be received within thirty (30) minutes of the time he is due to attend. In cases where an officer's absence is not sanctioned, there shall be deducted from his salary his pay for the period of such absence, in addition to any further penalty which may be deemed necessary.

SUGGESTIONS FOR IMPROVEMENTS INVITED.

17. Officers are invited to submit, through the Head of their Department, suggestions having for their object improvements in the method of working which will tend to increased efficiency or economy.

CARE OF STORES, STATIONERY, AND SUPPLIES.

18. Strict economy shall be exercised in the use of stores, stationery, and other supplies.

MECHANICAL OFFICE-APPLIANCES.

19. Mechanical office-appliances for adding, calculating, tabulating, and listing shall be brought into use wherever practicable and economical.

AVOIDANCE OF UNNECESSARY TRANSCRIPTION.

20. Original documents shall whenever practicable be so designed as to admit of their being used for assembling thereon final results, thereby obviating unnecessary posting and transcription.

CLEANLINESS OF PREMISES.

21. All public premises must be kept scrupulously clean, and must on all occasions present an orderly appearance.

Frequent inspection must be made, and any disregard of this regulation must be reported to the Permanent Head.

OFFICERS MAY BE TRANSFERRED.

22. Any officer may be transferred from one branch of a Department to another by the Permanent Head, and may be required to perform any and every duty assigned to any officer in any class.

OBEDIENCE TO INSTRUCTIONS.

23. Every officer shall obey promptly and with readiness all instructions that may be given to him by the officer under whose immediate control or supervision he is placed. If any officer should think that he has ground of complaint arising out of such instructions, or from any other cause whatsoever, he may report the same to the head of his branch, who shall forward such report to the Permanent Head for his decision; but the officer shall nevertheless carry out until they are countermanded any instructions which may have been given to him.

FEES OR REMUNERATION NOT TO BE RECEIVED.

24. No fee, reward, or remuneration of any kind whatsoever, beyond his salary, shall be received and kept for his own use by any officer for the performance of any service for the Government unless specially authorized by the Commissioner. All fees received by officers attending in their official character, under a subpoena or order to give evidence or to produce papers in any Court, shall be paid by such officers into the Public Account; and such officers shall account for all fees received by them for the performance of such duty, and shall transmit to the head of their branch an account and vouchers of all the necessary expenses, if any, incurred by them in the performance of such duty.

PRIVATE EMPLOYMENT OF OFFICERS.

25. The attention of officers is specially drawn to the provisions of section 59 of the said Act forbidding the private employment of officers. Nothing contained in this section shall, however, be deemed to prevent an officer from becoming a member or shareholder only of any incorporated company, or of any company or society of persons registered under any Act.

26. Whenever any officer is required in the course of his duty to perform any services for any person or corporation, the fact shall be reported to the Permanent Head, who shall decide what payment shall be made by such person or corporation. Such amount shall be collected by the officer and paid by him into the Public Account.

## OFFICERS NOT TO BE MEMBERS OF LOCAL BODIES.

27. No officer shall accept or continue to hold the office of Mayor, President, Chairman, or member of the Council or Board of any local authority or Board of Education.

## ADDRESSES AND TESTIMONIALS.

28. No address or testimonial shall be accepted by any officer in respect of his official duties without the sanction, in writing, of the Permanent Head.

## SUBSCRIPTION LISTS.

29. The circulation of any subscription list among officers or employees, or the solicitation by any officer or employee of monetary assistance on behalf of any individual or of any charitable or other institution, or for any purpose whatsoever, from any other officer or employee is forbidden except under the circumstances embodied in the following clause:—

Subscriptions may be collected for the purpose of making a presentation to an officer or employee on the occasion of his marriage or of his retirement from the Service, or on his transfer after lengthened service. Subscriptions may also be collected, in any case of hardship, on behalf of the widow and family of a deceased officer or employee, or on behalf of an officer or employee who has been incapacitated for duty for a prolonged period owing to ill health or to injuries of a severe character. In every such case, however, the sanction of the Permanent Head shall be obtained before any collection is made; and unless specially sanctioned by the Commissioner the collection shall be limited to the particular Department or branch in which such officer or employee worked, and any officer or employee who expresses a disinclination to contribute shall not be constrained to do so.

## INFORMATION NOT TO BE GIVEN.

30. No information out of the strict course of official duty shall be given, directly or indirectly, or otherwise used by any officer without the express direction or permission of a Responsible Minister.

## COMMUNICATIONS TO THE PUBLIC PRESS.

31. Communications to the Press on matters affecting any Department of the Public Service shall be made only by the officer authorized to do so.

## OFFICERS IN THE PUBLIC SERVICE NOT TO TAKE ACTIVE PART IN POLITICS.

32. In order that officers may be enabled to render loyal and efficient service to Government, they must not take any active part in political affairs otherwise than by recording their votes at elections.

## USE OF PUBLIC BUILDINGS FOR PURPOSES OF RESIDENCE.

33. When any officer occupies for the purpose of residence the whole or part of a building belonging to the Dominion the Permanent Head shall report the fact, with a statement of the amount of rent, if any, paid therefor, to the Commissioner. Officers who are supplied with quarters are required to reside in them, and pay such rental therefor as may be deemed equitable, provided that in special cases the payment of rent may be waived by the Commissioner.

Officers who rent Government buildings are prohibited from subletting any portion of them without the consent, in writing, of the Permanent Head of their Department.

## PUBLIC PROPERTY IN CARE OF OFFICERS.

34. All officers will be held responsible for the careful use and preservation of all Government property in their possession, custody, or care. Officers in charge of public buildings shall, in the event of repairs being required, direct attention thereto.

## BORROWING OR LENDING MONEY.

35. Any monetary transaction between officers, either as principals or agents, whereby any interest or other return in money or kind is charged or payable, or the borrowing of money by senior officers from their subordinates, is forbidden.

## ACCOUNTS AND PUBLIC MONEYS.

36. In the matter of accounts and the collection and payment of public moneys, officers must conform strictly to the provisions of law and to such regulations and directions as may from time to time be issued by order of the Treasury.

37. A copy of the Public Revenues Act and of the Treasury Regulations shall be kept in every office for the use of officers receiving and paying public moneys.

## OFFICERS NOT TO INCUR LIABILITY ON BEHALF OF THE GOVERNMENT, OR TO ALTER GENERAL CONDITIONS, ETC., OF CONTRACTS.

38. No officer shall be authorized to incur or shall attempt to incur any liability, or shall have authority to make or shall attempt to make any contract, on behalf of the Crown, or of the Government, or of any Department of the Public Service, without proper authority. The general conditions and forms of specifications of contracts, which may from time to time be prescribed for any Department, shall be strictly adhered to by the professional and other officers of such Department, unless in any special circumstances an alteration therein has been made, and approved, in writing, by the proper authority.

## PART III.—DUTIES OF PERMANENT HEADS AND CONTROLLING OFFICERS.

## RESPONSIBILITY OF PERMANENT HEAD.

39. The Permanent Head shall be responsible for the discipline, efficiency, and economical administration of the Department, and the officer in charge of a branch shall be responsible to the Permanent Head for the proper management of such branch.

Special attention is drawn to the necessity for—

- (a.) Promoting efficiency and economy in the methods of working by the application of modern office methods and otherwise, in the number of officers employed, and in dealing with all Government property. Extravagance or waste of any description whatever must not be allowed.
- (b.) Watching closely the volume of work performed, and reporting to the Commissioner any falling-off therein, whether temporary or otherwise;
- (c.) Encouraging officers to submit suggestions for increasing the efficiency of a Department or branch, or for diminishing the work and its cost; and
- (d.) Forwarding the original papers concerning all such suggestions to the Commissioner.

## UNDERSTUDIES AND CHANGES OF DUTIES.

40. Heads of Departments shall, wherever practicable, keep specially in view the question of providing an understudy for each position. The duties of officers are to be frequently changed, provided that the safe working of a Department is not affected thereby. During the first week in December in each year returns are to be forwarded to the Commissioner, in a simple form, showing the extent to which this regulation has been observed.

## VARIETY OF EXPERIENCE ESSENTIAL.

41. Cadets and junior officers are to be afforded every possible opportunity of gaining a complete knowledge of the Department in which they are employed, and are to be encouraged to learn the use of typewriters, adding-machines, and other office appliances, even if not actually engaged upon them in their daily work. They should not on any account be kept for a lengthened period in any one position or upon circumscribed duties; and if a change of duty is not available in a branch of a Department, arrangements must be made for a transfer to another branch of a Department. The progress of every cadet must be carefully watched.

During the first week in December in each year each Permanent Head will report to the Commissioner upon the effect of this regulation.

## ANNUAL REPORT ON INDIVIDUAL OFFICERS.

42. On the 31st of January in every year the Permanent Head of each Department shall furnish to the Commissioner a report upon

the conduct, diligence, and general efficiency of every officer under his control.

43. The Commissioner may at any time during the period of probation dismiss any cadet for any reason which may be deemed sufficient.

#### IMPROPER CONDUCT OF OFFICERS.

44. If any officer is convicted by any Court of any offence arising from improper conduct of such officer, the officer in charge of the branch in which the officer is employed shall immediately report the circumstances to the Permanent Head, who shall forward such report to the Commissioner to be dealt with under section 52 of the Act.

#### INSOBRIETY.

45. If an officer in charge or subcharge observes at any time that any one under his supervision is unfit to perform his duties properly by reason of over-indulgence in intoxicating liquor or drugs he shall suspend him from duty, and immediately report the matter to the Permanent Head of his Department.

#### COMPLAINTS.

46. Whenever a complaint is made against an officer either as to his conduct or as to his work he shall be informed of the action taken in respect to such complaint, and, if an inquiry is held, the decision after such inquiry shall be made known to him.

47. No officer shall be compelled to answer any question tending to incriminate him.

#### RESIGNATION OR DEATH OF OFFICER.

48. On the resignation or death of any officer, the officer in charge shall immediately report the fact to the Permanent Head, who shall forward the report to the Commissioner.

### PART IV.—LEAVE OF ABSENCE.

#### LEAVE OF ABSENCE FOR RECREATION.

49. Every officer in the Public Service, and every temporary employee if circumstances should arise necessitating the retention of such employee in the Service for more than a year, may be granted by the Permanent Head leave of absence for recreation on the following scale:—

- (a.) When an officer has served for ten years or upwards, not exceeding three weeks in each year.
- (b.) When he has served less than ten years, not exceeding two weeks in each year.
- (c.) Officers who generally work more than six days a week, not exceeding four weeks in each year—to be taken in two periods of two weeks each, if desired.

The granting of any such leave of absence shall be subject to the express conditions—

- (a.) That the behaviour of the officer has been in every way satisfactory;
- (b.) That the total sick or special leave during the previous twelve months has not exceeded fourteen days; and
- (c.) That his official duties have been satisfactorily performed.

All the days of absence in excess of the number of days allowed for sick or special leave shall be deducted from the annual leave of absence granted for recreation; but in special cases the Commissioner may, on the recommendation of the Permanent Head, grant further leave.

50. If for any cause the Permanent Head thinks leave of absence ought not to be granted he may refuse the same, subject to the right of appeal to the Commissioner.

51. An officer failing to avail himself of the annual leave provided for will not on that account be entitled to a more lengthened leave in any subsequent year, unless under special circumstances approved by the Permanent Head.



ANNUAL-LEAVE SCHEDULE.

52. Immediately after the 1st December in each year the Chief Clerk, or such officer as may be deputed by the Permanent Head, shall prepare a schedule in duplicate showing a list of officers entitled to leave of absence under these Regulations for the ensuing calendar year; the total length of absence of each officer during the twelve months preceding the 1st December; and such other particulars as may be necessary. Officers should be required to indicate the time of the year in which they desire to take their annual leave, and in the event of more officers than can be spared asking for leave at or about the same time the responsible officer will advise the Permanent Head of the times at which, in his opinion, leave can conveniently be granted in each case. As far as possible, the leave of the staff should be spread over the year where it is not convenient to make any other arrangement.

Unless an officer applies for special leave, it will not be necessary for him to make a written application.

It shall be the duty of the responsible officer who draws up the leave schedule to bring under the notice of the Permanent Head any case in which the conduct of the officer during the preceding year has been such as to warrant the annual leave being withheld or reduced. Special attention must be called to any case in which there has been irregularity of attendance during the hours of business. If the Permanent Head is satisfied that the leave entered in the schedule is due under these Regulations, he will approve the schedule and return it to the responsible officer as his authority to grant the leave at the most convenient dates. A duplicate copy must be kept as a record in the Head Office, and entries made therein as the leave is granted.

SHORT LEAVE OF ABSENCE.

53. The Permanent Head, or such officer as may be authorized by him, may, in case of pressing necessity, grant any permanent or temporary officer leave of absence not exceeding three working-days. A monthly schedule of such leave shall be furnished to the Permanent Head at the beginning of each month, and the leave granted shall be shown in the annual-leave schedule.

FURLOUGH.

54. The Commissioner may grant to any officer of at least ten years' continuous service twelve months' leave of absence, and to any officer of lesser period of service any time not exceeding six months' leave of absence, in each case on half-salary. Any annual increment becoming due during such absence shall be deferred until the officer resumes duty.

SICK-LEAVE.

55. Where sick-leave is applied for for more than three months the application must be referred to the Commissioner.

Sick-leave when granted by the Permanent Head shall be granted in accordance with the following schedule; but a report of all leave granted under this regulation shall be submitted monthly for the approval of the Commissioner :—

Length of Service.	Period for which Leave may be granted.		
	On Full Pay.	On Half-pay.	
	Months.	Months.	
Under five years . .	1	2	In exceptional cases the Commissioner may take any special circumstances into consideration, and may vary the scale of payments.
Over five years and under ten	2	1	
Over ten years . .	3	..	

Pay during sick-leave shall not be granted where an officer receives compensation under the Workers' Compensation Act.

Where in case of illness any officer who has received leave of absence for three months is not so far recovered as to be able to resume his duties, further extensions of leave may be provisionally granted by the Commissioner in accordance with the following schedule; provided that on each extension of leave the applicant shall be subjected to an examination by a medical practitioner approved by the Commissioner :—

Length of Service.	Period for which Leave may be granted.			
	On Half-pay.	On Third-pay.	Without Pay.	
	Months.	Months.	Months.	
Under five years . .	1	6	8	In exceptional cases special circumstances may be taken into consideration— <i>e.g.</i> , where an officer in discharge of his duty sustains injuries of such a nature as to incapacitate him for all duty, this scale may be varied.
Over five years and under ten	3	6	6	
Over ten years . .	6	3	6	

If any officer is absent from duty on account of illness, and such absence has extended beyond three months, he shall not be permitted to return to duty until some medical practitioner approved by the Commissioner has certified that he is fit to resume work.

When extended leave is granted other than on full pay the rate paid for Sundays and holidays shall be the same as that allowed for the period of leave.

Sick-leave allowed under this regulation may be granted in one or more periods, but the aggregate amount of leave provided for in the schedules is intended to cover a period of three years, dating from the first absence on sick-leave.

The second or any subsequent triennial period will commence on the date of the first absence on sick-leave following the date upon which the previous triennial period expired; and for the three years thus commencing the full amount of leave provided in the schedules according to length of service may again be allowed.

#### LEAVE OF ABSENCE FOR MILITARY PURPOSES.

56. Subject to departmental convenience, the Permanent Head may grant to officers who are members of the Defence Force leave of absence for the purpose of attending camps and courses of military instruction. Leave of absence granted in pursuance of this regulation shall not be deducted from the officer's annual leave.

#### LEAVE OF ABSENCE TO TEMPORARY EMPLOYEES.

57. Temporary employees shall be treated in the same manner as permanent officers as regards public holidays and leave of absence for the purpose of attending camps and courses of military instruction.

#### LEAVE FOR OFFICERS ATTENDING UNIVERSITY LECTURES.

58. Officers who are students at any college of the New Zealand University may be granted leave, not exceeding five hours weekly during the session of the college, for the purpose of attending lectures which are given in official working-hours. Such leave may be granted by the Permanent Head of the Department in which the officer is employed, and shall not be granted if doing so will materially interfere with the working of the office. Any leave so granted must be made up by the officer at such hours as the Permanent Head shall direct.

59. The Commissioner may allow special leave in addition to the above where the circumstances appear to him to warrant it. In every case where leave is granted for the above purpose, the Permanent Head shall satisfy himself that the officer duly attended the said lectures.

#### LEAVE TO ATTEND EXAMINATIONS.

60. No deduction shall be made from annual leave in respect of leave granted for the purpose of attending examinations referred to in these regulations.

#### SICK-LEAVE FOR TEMPORARY EMPLOYEES.

61. The Permanent Head may, on satisfactory evidence that the leave is necessary on account of sickness or ill health, grant to any person temporarily employed leave of absence on full pay for a period not exceeding one week.

#### PENALTY FOR IMPOSITION.

62. Any person practising imposition under the plea of sickness shall be subject to instant dismissal, disratment in rank, or reduction in salary, as the Commissioner may determine.

## ILL HEALTH RESULTING FROM MISCONDUCT.

63. No leave on account of illness shall be granted with pay if the sickness or ill health has been caused by the misconduct of the officer. In order to satisfy himself on that point the Permanent Head may send a medical practitioner to attend on and examine such officer at his residence. A fee not exceeding £1 1s. shall be paid to the medical practitioner for his attendance and report; and if such report is, in the opinion of the Permanent Head, not favourable to the officer concerned, the amount of the fee so paid shall be deducted from any money which is or becomes payable to the said officer by the Government. The same practice may be followed where an officer is suspected of absenting himself from duty without sufficient cause.

## INEFFICIENCY THROUGH ILLNESS.

64. If in the opinion of the Permanent Head any member of the staff is inefficient through repeated illness, such inefficiency shall be reported to the Commissioner, who may take steps to have such person examined under the provisions of the Public Service Superannuation Act, with a view to his retirement from the Public Service as being medically unfit for further duty.

## SPECIAL LEAVE ON RETIREMENT.

65. Special leave of absence will be granted to officers retiring from the Public Service, on the following conditions: Provided that the sick or other leave in the twelve months preceding retirement has not exceeded three months, and that the interval between the ordinary and special leave is at least three months.

- (a.) Officers retiring on superannuation, or compensation in lieu of superannuation, three months.
- (b.) Officers of under ten years' service retiring for their own purposes, other than medical unfitness, no leave.
- (c.) Officers of ten years' service and under twenty years' service retiring for their own purposes, other than medical unfitness, one month.
- (d.) Officers of at least twenty years' service retiring for their own purposes, other than medical unfitness, six weeks.
- (e.) Officers retiring on medical certificate, three months.
- (f.) Officers dispensed with through no fault of their own before reaching the retiring age—
  - If under five years' continuous service, one month.
  - If five years and under ten years, two months.
  - If ten years or over, three months.
- (g.) Women retiring to be married: Over five years' service, one month; over ten years' service, two months; over fifteen years' service, three months.

## HOLIDAYS.

66. The following days, or any days specially authorized by the Governor in Council instead thereof, shall be observed as holidays in the Administrative, Professional, and Clerical Divisions of the Public Service, except in the public branches of the Customs, Post and Telegraph, Tourist and Health Resorts Departments, or in the Prisons, Mental Hospitals, and other Departments to which special regulations apply, namely:—

25th, 26th, and 27th December.

1st and 2nd January.

The Anniversary Day of each provincial district. (This holiday is confined to offices in the particular district.)

Good Friday to Easter Monday (inclusive).

Dominion Day—Fourth Monday in September.

Labour Day—Fourth Monday in October.

17th March—St. Patrick's Day.

23rd April—St. George's Day.

30th November—St. Andrew's Day.

3rd June—King's Birthday.

Officers who cannot be granted such holidays may be granted equivalent time, provided it is taken within fourteen days of the holiday.

## PART V.—THE BOARD OF APPEAL.

## ELECTION OF MEMBERS.

67. As soon as possible after the 1st day of April, 1913, and thereafter at the same period in every third year, there shall be prepared by the Commissioner three separate lists of officers in the Public Service on the preceding 31st day of March, viz. :—

- (a.) The officers in the Postal Branch of the Post and Telegraph Department.
- (b.) The officers of the Telegraph Branch of the Post and Telegraph Department.
- (c.) The remaining officers of the Public Service.

Such lists shall be called the "electoral lists." They shall be retained by the Secretary, and shall be open to inspection.

68. Only officers whose names are on any such lists shall be entitled to vote: Provided that the validity of any election shall not be questioned on the ground that a name wrongly appears on a list or has been omitted therefrom.

69. In the case of an officer employed at a combined post and telegraph office, and performing combined duties, the officer must elect on or before the first Saturday in April with which branch he will vote, and his name shall be placed on the electoral list accordingly. If any officer does not make such election he shall be placed on such list as the Returning Officer thinks fit.

70. The Chief Clerk of the Education Department, Wellington, or if from sickness or other unavoidable cause he is unable to act, then the person for the time being performing his duties, shall be the Returning Officer for the election of the member to act on the Board of Appeal in all appeals affecting officers of the Postal Branch of the Post and Telegraph Department. The same officer shall be the Returning Officer for the election of the member to act on the Board of Appeal in all appeals affecting the Telegraph Branch of the Post and Telegraph Department.

71. The Chief Clerk of the General Post Office, Wellington, or if from sickness or other unavoidable cause he is unable to act, then the person for the time being performing his duties, shall be the Returning Officer for the election of the two members to act on the Board of Appeal in all appeals affecting officers of the Public Service other than the Post and Telegraph Department.

72. The scrutineers for the election of members of the Post and Telegraph Branches shall be the Chief Clerk of the Department of Internal Affairs at Wellington, and the Chief Clerk of the Lands and Survey Department at Wellington. If from sickness or other unavoidable cause either or both are unable to act, the officer for the time being performing the duty of either shall take his place.

73. The scrutineers for the election of the members from the other Departments of the Public Service shall be the Assistant Postmaster of the Chief Post-office at Wellington and the Assistant Superintendent of the Telegraph-office at Wellington. If from sickness or other unavoidable cause either or both are unable to act, the officer for the time being performing the duty of either shall take his place.

74. Candidates for election shall be nominated in writing by not less than three officers entitled to vote, and the nomination must reach the Returning Officer in Wellington not later than noon on the first Saturday in April. The consent of the candidate to nomination must appear on the face of the nomination-paper, and be signed by him.

75. If from any cause there shall be no nomination by officers of the Postal Branch of the Post and Telegraph Department the Governor shall appoint one of their number to act as a member of the Board.

76. If from any cause there shall be no nomination by officers of the Telegraph Branch of the Post and Telegraph Department the Governor shall appoint one of their number to act as a member of the Board.

77. If from any cause there shall not be more than one nomination by officers of the Public Service (other than the Post and Telegraph Department) the Governor shall appoint two of their number to act as members of the Board: Provided that if one officer has been nominated he shall be one of the two members so appointed.

78. Should the number nominated not exceed the number to be elected, the officer or officers nominated shall be declared duly elected.

79. Should the number nominated exceed the number to be elected, the Returning Officer shall cause ballot-papers to be printed and supplied to every officer entitled to vote, in the form or to the effect following:—

BALLOT-PAPER FOR ELECTION OF MEMBER OF APPEAL BOARD BY THE OFFICERS OF THE POSTAL (OR TELEGRAPH) BRANCH UNDER THE PUBLIC SERVICE ACT, 1912.

*Candidates.*

[Set out in alphabetical order the full names of all candidates for election by the branch.]

*Directions.*—The voter can vote for only one candidate, and must strike out the names of all the candidates except the one voted for.

If the voter strikes out all the names, or omits to strike out all the names except one, the ballot-paper shall be void.

After indicating the vote in manner aforesaid, the voter must fold up the ballot-paper so that the contents cannot be seen, and transmit it to the Returning Officer in the manner prescribed thereon.

BALLOT-PAPER FOR ELECTION OF MEMBER OF APPEAL BOARD BY THE OFFICERS OF THE PUBLIC SERVICE (OTHER THAN THE POST AND TELEGRAPH DEPARTMENT).

*Candidates.*

[Set out in alphabetical order the full names of all candidates for election.]

*Directions.*—The voter can vote for not more than two candidates, and must strike out the names of all the candidates not voted for.

If the voter strikes out all the names, or leaves more than two not struck out, the ballot-paper shall be void.

After indicating the vote in manner aforesaid, the voter must fold up the ballot-paper so that the contents cannot be seen, and transmit it to the Returning Officer in the manner prescribed thereon.

80. The ballot-paper shall contain a list of all the persons nominated (and of no other persons), each name being inserted once only, and arranged alphabetically in the order of the candidates' surnames. Each paper shall have a number corresponding with that on the list. The number shall be written by the Returning Officer in the left-hand bottom corner of the paper, and the corner folded and gummed down before being sent out.

81. All ballot-papers shall be transmitted by post on or before the day of election to the Returning Officer at Wellington, and must reach him not later than 5 o'clock p.m. on the tenth day after the day of the election.

82. No officer shall in any case be compelled to record his vote, but the ballot-paper must be sent to the Returning Officer in all cases where a vote is not exercised.

83. Any candidate may withdraw from the election, but not later than five clear days before the day of polling, by giving or transmitting to the Returning Officer a notice in the form of a letter witnessed by any officer of the Public Service.

84. The Returning Officer shall forthwith publish such notice in such manner as he deems best calculated to give full publicity to the same, and shall, if practicable, omit or erase from the ballot-papers the name of every candidate whose name is withdrawn.

85. Immediately after the hour fixed for the receipt at Wellington of ballot-papers the Returning Officer shall, in the presence of the scrutineers, proceed to ascertain the total number of votes recorded for each candidate, and shall cause the result to be published in the *New Zealand Gazette*, and shall declare to be duly elected the candidate or candidates, as the case may be, obtaining the majority of votes. The voting-papers shall, after counting, be enclosed in a sealed packet, and be retained by the Returning Officer. They shall not be opened unless a scrutiny is demanded, when such scrutiny shall be conducted by the Returning Officer and the two scrutineers. The papers shall remain in the Returning Officer's custody for two months, and shall then be destroyed. If a scrutiny is demanded, application therefor must be made in writing to the Returning Officer within fourteen days after publication of the result as aforesaid.

86. Whenever there is an equality of votes at the election, and the addition of one vote will entitle any of the candidates to be elected, the Returning Officer shall himself record such additional vote.

87. Where it appears to the Commissioner that the seat of any member has become vacant he shall cause a notice of such vacancy, and of the cause thereof, to be published in the *New Zealand Gazette*.

88. As soon as conveniently may be after the expiration of ten days after such notice has appeared, the Commissioner, on its being

established to his satisfaction that a vacancy does exist, shall direct the Returning Officer to hold an election to elect a successor.

89. The Returning Officer shall within seven days after receiving such direction appoint a day for holding the election, and publish notice thereof in the *New Zealand Gazette*. Such day of election shall not be earlier than twenty-eight days, nor later than thirty-five days, after such notice has appeared.

90. The electoral list to be used at an extraordinary election shall be the same list as is used at an ordinary election, but the latter shall be revised and corrected so as to include only those officers who are in the Public Service one month before the day on which the extraordinary election is to be held.

91. Candidates must be nominated in the same manner as is required for an ordinary election, and nominations must be received by the Returning Officer not later than seventeen days before the day of election.

92. The election shall be carried out in the same manner as is provided for an ordinary election.

#### MEETINGS OF THE BOARD.

93. The Board of Appeal shall keep a minute-book, in which the official proceedings of the Board shall be recorded.

94. The minutes of each meeting shall be confirmed at the next subsequent meeting of the Board, and when confirmed shall be signed by the Chairman.

95. The minute-book shall be in the custody of the Chairman.

96. The minute-book shall be at all times open to the Commissioner's inspection.

97. The Board shall meet at such time or times and in such place or places as may be fixed by the Commissioner.

98. At every sitting of the Board two members, of whom the Chairman must be one, shall form a quorum.

99. The Chairman of the Board shall have a casting-vote as well as a deliberative vote.

100. The determination by lot referred to in section 32, subsection (2), of the said Act shall be made in the following manner:—

The Chairman of the Board shall prepare two similar cards, on one of which shall be written the name of one of the two members and on the other the name of the other member. Both cards shall be placed in some receptacle where they cannot be seen; the Chairman shall then draw one of the cards, and the name appearing on that card shall be the member to act in the particular appeal.

#### PROCEDURE ON APPEAL.

101. With respect to every appeal the following provisions shall apply:—

The officer shall within the time limited by the said Act notify the Commissioner of his intention to appeal to the Board of Appeal, and shall at the same time forward to the Commissioner, in duplicate, his case on appeal, setting out concisely the grounds of his dissatisfaction with the action appealed against.

The Commissioner, unless he is prepared without hearing evidence to decide in favour of the appellant, shall, as soon as may be convenient, forward the appeal to the Chairman, together with his answer to it, and fix a time and place for the consideration of the appeal.

102. It shall not be necessary for the appellant or Commissioner to attend on the consideration of the appeal; but the Chairman of the Board may at any time summon any person whose evidence appears to be material to the determining of any appeal, and any person so summoned shall attend at such place and time as is specified in such summons, and produce any official or public books, documents, and writings in his custody and control which may be considered material to the appeal, and the Board may examine such person touching the matter to be investigated.

A record of all evidence taken shall be kept by the Board.

103. Where the attendance of officers employed in remote localities is required, and where arrangements cannot conveniently be made for their attendance in person, or where they would be subjected to great expense in travelling to appear before the Board of Appeal, the Chairman may appoint a competent person or persons to take

evidence concerning the matter of appeal. As an alternative the Board of Appeal may, at the request of appellant, allow any officer in the same division resident in the locality where the appeal is to be heard to appear before them on behalf of appellant.

104. The scale of allowances which may be paid to any witness summoned, for his travelling-expenses and maintenance during his absence from his usual place of residence, shall be the same as that allowed under the regulation for travelling-allowances.

105. If any officer of the Department interviews or communicates with any member of the Board, either directly or indirectly, in reference to any appeal which such officer has made, or may be about to make, such appeal shall not be considered by the Board.

106. The Chairman of the Board shall, as soon as possible after the appeal has been considered, forward the decision of the Board, together with all papers in connection with the appeal, to the Commissioner, who shall keep them as records of his office.

107. The Commissioner shall at once give effect to the decision of the Board, and notify the appellant of the result of his appeal.

108. Where, in the opinion of the Commissioner, the decision of the Board of Appeal applies equally to any other officer, the Commissioner may extend to such last-named officer the same advantage as has been granted to the appellant.

#### PART VI.—TRAVELLING-ALLOWANCES.

##### TRAVELLING-ALLOWANCES AND TRAVELLING-EXPENSES.

109. All salaried officers shall receive travelling-allowance for personal expenses at the following rates:—

	Per Diem.
	s. d.
(a.) Officers drawing salaries not exceeding £100 per annum: Actual expenses.	
(b.) Officers drawing salaries exceeding £100 and not exceeding £400 per annum .. .. .	10 0
(c.) Officers drawing salaries exceeding £400 and not exceeding £500 per annum .. .. .	12 6
(d.) Officers drawing salaries exceeding £500 per annum and not exceeding £600 per annum .. .. .	15 0
(e.) Officers drawing salaries exceeding £600 per annum	17 6
Provided that while at sea the allowance shall be—	
For the first day of absence from headquarters .. .. .	5 0
For subsequent days .. .. .	2 6

110. Per diem travelling-allowances shall be paid only where an officer is necessarily absent from his headquarters at night; but for all journeys where an officer is not obliged to be absent at night one twenty-fourth of the daily rate will be paid for each hour when the absence is more than one-fourth of a day.

111. Nothing in these Regulations shall preclude the Commissioner from authorizing temporary special rates or amounts for travelling, to meet special cases.

112. The cost of transport by land or sea will be paid by the Government, or, when paid by the officer travelling, the same will be refunded to him on production of vouchers, but no vouchers for such expenses will be required for sums of 5s. and under, and vouchers for railway fares will not be required if the railway travelled upon and the extent of the journey is stated.

113. All vouchers for travelling allowances or expenses must be made out in detail on the proper Treasury form, signed and certified by the claimant, and certified as correct by the Permanent Head of his Department or other authorized authority.

114. The nature of the duty on which the officer is travelling and the amount of his salary shall be stated on the voucher.

115. No officer shall leave his headquarters without the authority of the Permanent Head or of some officer authorized by him.

116. When an officer temporarily stationed at any place and receiving a travelling-allowance has to visit any other place, and thereby necessarily incurs extra personal expenses, he may be permitted to draw such additional allowance for the visit as the Permanent Head directs.

## MEAL ALLOWANCE.

117. In any case where an officer is directed to commence duty at least two hours before the ordinary time, or remain on or return to duty at least two hours after the ordinary time, and such additional duty necessitates such officer taking a meal away from home, he shall be granted a meal allowance on the following scale: Officers receiving £400 a year and over, 2s. 6d.; under £400 a year, 1s. 6d.

Any officer directed to work on Sunday or a Public Service holiday shall be granted meal allowance at the rate of 2s. 6d. per meal, provided that Sunday-work shall not be ordered except under very special circumstances. Tram fares to and from residence shall be paid when no meal allowance is paid.

## CONVEYANCE OF OFFICERS TRANSFERRED.

(Where cost borne by officers.)

118. Officers who are transferred from one locality to another solely at their own request, or by exchange (except as provided for in the next regulation), must bear the whole cost of their removal. When transferred on account of misconduct the cost must be borne by officers in fault, unless otherwise determined by the Commissioner prior to removal.

(Where cost borne by Department.)

119. When officers are transferred—

(a.) In the public interest;

(b.) To meet the convenience of the Department, or in the ordinary course of promotion;

the actual cost of conveyance of such officers, and of their family, will be paid by the Department.

120. With respect to the expression "cost of conveyance," it must be distinctly understood that officers are not empowered to engage vehicles at greater cost where there are public conveyances plying; but in places where public vehicles do not ply, or do not run at convenient hours, a mileage rate to cover the cost of conveyance may be allowed, not exceeding 6d. per mile; or, in any special circumstances, such rate or allowance not exceeding actual expenses as the Permanent Head may deem adequate, it being understood that the most rigid scrutiny shall be exercised in the matter of special rates or allowances.

121. In exceptional cases the Permanent Head may allow an officer travelling in his own conveyance on the public service a mileage rate not exceeding 6d. per mile, or, where the circumstances justify it, such rate or allowance as may be determined as above prescribed; but such exceptional rate or allowance shall only be allowed where the Permanent Head considers that a saving will be effected by the officer so travelling in preference to his using a public conveyance.

122. Unless specially authorized by the Permanent Head, cab fares shall not be allowed where the distance can be traversed by the ordinary manner of conveyance—i.e., by rail, tram, or omnibus.

123. The maximum period for which personal expenses may be allowed by the Permanent Head to an officer on transfer from one district to another shall be,—

At commencement of journey—

Married officer .. .. 2 days.

Single officer .. .. 1 day.

On arrival at destination—

Married officer .. .. 7 days.

Single officer .. .. 2 days.

## REMOVAL OF FURNITURE.

124. Reimbursement of cost of removing furniture shall be subject to the following limitations:—

Officers' Salaries.	Maximum Amount allowed.
Under £200 .. ..	£ 35
£200 and under £400 .. ..	45
£400 and under £600 .. ..	50
£600 and over .. ..	60



125. In providing for cost of removal only necessary household furniture and effects shall be taken into consideration.

126. Cost of removal shall not be allowed on the effects set out hereunder :—

Dog-kennels.

Plants in boxes or pots.

Wood and coal.

Horses, vehicles, harness, except when such are portion of equipment in connection with official work.

Live-stock, poultry, cows, &c.

Clothes-props, garden-seats, timber, or material connected with outside structures.

Aviaries and beehives.

Boats.

127. Before removal is undertaken the officer shall, where practicable, obtain offers from at least two carriers and submit them to the Permanent Head, who may authorize the acceptance of the more suitable, provided that the maximum amount above stated is not exceeded.

128. The Permanent Head may, in lieu of the actual cost of removal, authorize payment of a lump sum not exceeding the maximum prescribed for removal expenses.

129. Vouchers must be produced for all sums paid over 5s.

130. Where exceptional circumstances can be shown to exist, a reasonable amount in excess of the maximum under these Regulations may be authorized by the Commissioner.

#### PART VII.—TEMPORARY EMPLOYMENT.

##### APPLICATION, HOW TO BE MADE.

131. Every person applying to be recorded as an applicant for employment on any temporary work in any Department must forward an application in his own handwriting, stating his full name and address, the date of his birth, his educational attainments, whether he is a British subject, length of residence in New Zealand if not born therein, and, if naturalized, the date of letters of naturalization, and a full description of the work desired by him and the work to which he has been accustomed. Application must be addressed to the Commissioner.

132. Every applicant must forward with his application documentary evidence that he is of good moral character and industrious habits, of sound bodily health, and possesses the physical strength necessary for the performance of the work which he desires, and, if possible, testimonials from recent employers.

133. Applicants are prohibited from using the interest of any person in order to obtain temporary employment.

134. Every applicant for temporary employment in a clerical capacity must address the Commissioner in his own handwriting, and, in addition to a general statement of his qualifications, must state whether he is able to write shorthand and use a typewriter, or whether he has been accustomed to accounts, and, if such be the case, furnish evidence thereof.

135. Every applicant for employment in any temporary work requiring the exercise of skill usually acquired in some profession, mechanical trade, or other occupation must satisfy the Commissioner that he possesses the skill and experience necessary for the work he desires.

136. Every applicant who, in the opinion of the Commissioner, has complied with the above regulations, and from the evidence furnished appears to be qualified to perform the work applied for, shall be deemed to be a fit and proper person to be employed in temporary employment; and his full name and address, his age, together with the date of entry, a full description of the kind of temporary work which he desires, and such other particulars as the Commissioner directs, shall forthwith be entered in a Temporary-employment Register: Provided that if the work desired is clerical the Commissioner must first be satisfied with the applicant's handwriting.

137. Whenever any person whose name is recorded in the Temporary-employment Register is nominated for employment under the provisions of section 45 of the said Act an entry shall be made in the register of such nomination.

138. The name of any person who accepts temporary employment under the provisions of section 45 shall be struck off the register when he has completed a period or periods of service provided for in section 45 of the said Act.

139. Whenever any person whose name is recorded in the Temporary-employment Register is proposed for appointment to perform temporary work of the kind desired by him, and he is not available or not willing to be so appointed, his name may be removed from the register.

140. If any person omits to cause a reply to be delivered at the office of the Commissioner within seven days to any letter from the Commissioner requesting him to state whether he is prepared to accept such temporary employment, his name may be removed from the register.

141. Every name which has remained on the Temporary-employment Register for the space of nine months from the date of entry shall be removed from the register, unless in the meantime the applicant has applied to the Commissioner to be re-registered, in which case the applicant shall retain his position on the register.

142. Nothing in these regulations shall prevent a Returning Officer engaging temporary clerks in connection with an election.

#### APPLICATION FOR RE-REGISTRATION.

143. When renewing an application or when reapplying after completing a term of employment, it shall not be necessary within a period of two years from the date of the first application to furnish further evidence of health.

144. Applicants for registration for further employment must forward with their application a certificate from the Permanent Head, or the responsible officer under whom they have been serving, that the work on which they have been engaged has been performed in a satisfactory manner, and that they have been punctual in attendance, diligent, and well conducted.

#### REGULATIONS AFFECTING TEMPORARY EMPLOYEES.

145. Every temporary employee shall be deemed to be subject to the Regulations for the guidance of officers of the Public Service relating to—

- Attendance :
- Absence from duty :
- Performance of duties.

#### CONDUCT OF TEMPORARY EMPLOYEES.

146. Any temporary employee charged with the commission of an offence may—

- (a.) In the case of minor offences against discipline, be reprimanded or cautioned by the Permanent Head, or, in any office or place not under his immediate control, by the principal officer in such office or place.
- (b.) In the case of offences of a more serious nature, be suspended by the Permanent Head or such principal officer.

147. The officer suspending shall forthwith furnish the offending employee with a copy of the charge on which he is suspended, and require him to forthwith state, in writing, whether he admits or denies the truth of such charge, and to give any explanation, in writing, as to such offence for the consideration of the Permanent Head.

148. If any temporary employee be found guilty—

- (a.) Of wilful disobedience ; or
- (b.) Of being negligent or careless in the discharge of his duties ;  
or
- (c.) Of being inefficient or incompetent ; or
- (d.) Of using intoxicating liquor or drugs to excess ; or
- (e.) Of any improper conduct ;

then such temporary employee shall be liable to summary dismissal by the Permanent Head.

149. In the case of minor offences he may be reprimanded or cautioned by the Permanent Head.

ENGAGING TEMPORARY WORKMEN OR TEMPORARY EMPLOYEES OTHER THAN CLERKS.

150. Temporary workmen or employees required in the following Departments or works shall be engaged and discharged by the officers undermentioned :—

- (a.) On public works or the maintenance of existing works, by the Engineer in charge of the work.
- (b.) In the Government Printing Office, by the Government Printer.
- (c.) In Government hospitals or institutions, by each Superintendent or Manager.
- (d.) In State coal-mines, by each Manager.
- (e.) In State coal depots, by each local Agent.
- (f.) On farms, by each Manager or Overseer.
- (g.) In the Construction Branch of the Post and Telegraph Department, by the Engineer in charge of the work.
- (h.) In any other branch of the Post and Telegraph Department, by such district officer as may be authorized by the Permanent Head.
- (i.) On workers' dwellings, by each Supervisor.
- (j.) In the Tourist Department, by each local Officer in Charge.
- (k.) In the Marine Department, by each Lighthouse-keeper.

151. Such workmen or employees shall be engaged solely on the merits of the applicant, and the officers engaging them must entirely disregard any references in favour of an applicant other than certificates of capability or good conduct by some person who is in a position to give them—such as, for example, the workman's last employer.

152. Whenever practicable every officer shall, before engaging temporary workmen or temporary employees, inform the Commissioner, by telegraph if necessary, of the number required and the nature of the work to be performed, in order that applicants whose names are recorded in the temporary employment register may be considered.

153. Every officer engaging temporary workmen or temporary employees other than clerks shall on the first day of each month send to the Permanent Head, for transmission to the Commissioner, a list of all persons so engaged during the preceding month, together with a certificate to the effect that each one has been selected solely on the ground of merit, and that no one is being retained who is incompetent or has seriously misconducted himself.

154. Any applicant who improperly attempts, either directly or indirectly, to influence the engaging officer's decision shall be disqualified from receiving the employment which he seeks.

PART VIII.—ADMISSION TO AND PROMOTION IN THE PUBLIC SERVICE.

ADMISSION TO THE SERVICE.

155. Subject to the provisions of section 40 of the said Act, no one shall be appointed to the Professional or Clerical Divisions of the Public Service unless he has passed an examination hereinafter called the "Entrance Examination," or to the General Division unless he has obtained the certificate of competency in Standard IV provided for by the regulations under the Education Act, 1908, or in either case some examination which in the opinion of the Commissioner is equivalent thereto.

156. Every person desirous of appointment to the General Division must be between the ages of sixteen and forty years, and must forward to the Commissioner an application in his own handwriting, stating his full name and address, the date and place of his birth, and the particular appointment or class of appointment he desires to obtain. He must also forward a certificate of good moral character and industrious habits from his previous employer, a clergyman, teacher, or other reputable person.

157. Persons subject to military training must also furnish a certificate from the area officer of the district in which they reside that they have performed or are performing the required military service.

158. No person shall be eligible for appointment to any Department in the Public Service if, when the question of his eligibility arises, three or more persons belonging to his family are already officers in such Department. The expression "family" shall be held to include father and mother, and their children.

159. Except in special cases to be approved by the Commissioner, a father and child shall not be employed in the same office of any Department.

160. Professional cadets will be appointed in the following Departments only :—

The Public Works Department—Architect's Branch, Engineer's Branch,

Lands and Survey Department—Survey Branch,

Mines Department—Geological Survey Branch,

Department of Internal Affairs—Analyst's Branch,

Post and Telegraph Department—Electrical Branch,

and such other Departments as the Commissioner may from time to time determine.

161. Appointments to the Professional or Clerical Division shall in the first place be to the First Subdivision of Class F in the Second Schedule to the said Act, or Class VIII in the Third Schedule, as the case may be: Provided that holders of university degrees, or of approved certificates from any university college that the candidate has attained special knowledge in any scientific subject, may be admitted in such subdivision of Classes F or E, or VIII or VII, as the Commissioner thinks fit, subject to the provisions of section 40 of the said Act. No one shall be appointed unless his age at the time of appointment is not less than fifteen or more than twenty-five years.

162. A person who has attained the age of fourteen years may be a candidate for appointment to either the Professional or Clerical Division of the Public Service, and may sit for the Entrance Examination, and if successful in passing such examination his name shall appear in its proper place in the order-of-merit-list. He shall not, however, be eligible for appointment until he has attained the age of fifteen years. On attaining that age he shall, if the list of candidates who are above him in order of merit has been exhausted, be entitled to the offer of appointment to the next vacancy, but if there are still candidates on the list who are above him in order of merit he shall take his proper place in such list.

#### PROMOTION FROM GENERAL DIVISION TO OTHER DIVISIONS.

163. An officer who is a member of the General Division, and who desires promotion to the Clerical or Professional Division, may sit for the Entrance Examination notwithstanding that he may be beyond the prescribed maximum age, and, if he succeeds in passing such examination, shall be qualified for promotion to the Clerical Division. If in such examination he also passes in the subjects required for entrance to the Professional Division he shall be qualified for promotion to that division. Promotion from the General to the Clerical or Professional Division, or from the Clerical to the Professional Division, shall carry seniority from the date of promotion only.

#### LIMITATION OF CHOICE OF APPOINTMENTS.

164. Appointments will be made according to the order of merit in the list of applicants who have passed the Entrance Examination: Provided that if any candidate is available and otherwise eligible who has at any time passed the Civil Service Senior Examination, or the examination hereinafter called the Senior Examination, he shall take precedence over candidates who have passed the Entrance Examination only. Every applicant for examination shall state in his application whether he is willing to accept appointment—

(a.) In any part of New Zealand in which a vacancy may occur, or only in some particular part of New Zealand:

(b.) In any Department of the Public Service in which a vacancy may occur, or only in some particular Department or Departments.

165. If the candidate is willing to accept appointment in some particular Department or Departments only, and there is a vacancy in such Department or Departments, the appointment shall in the first place be offered to any candidate who is higher on the list according to order of merit in the Entrance Examination, and who has in

his application stated his willingness to accept appointment in any Department; but if there is none such, or none such able and willing to accept the appointment, then it shall be offered to the candidate first mentioned.

166. If the candidate is willing to accept appointment in some particular part of New Zealand only, and there is a vacancy in such part of New Zealand, the appointment shall in the first place be offered to any candidate who is higher in order of merit on the list of candidates who have passed the Entrance Examination; and if there is none such, or none such able and willing to accept the appointment, then it shall be offered to the first-named candidate.

167. If any candidate declines the offer of any appointment which in his application he has stated his willingness to accept, he shall not be offered the appointment to any other vacancy until the whole list of eligible candidates who have passed the examination has been exhausted.

168. If any candidate fails to reply within seven days to any communication from the Commissioner respecting his nomination to the Public Service, addressed to him at his last known place of residence, he shall be deemed to have declined the offer of appointment.

169. Applicants for appointments in certain Departments only, or in certain parts of New Zealand only, shall be offered appointments to vacancies in such Departments or in such parts of New Zealand only; but if, before such a vacancy occurs, appointments have had to be made of candidates who were below them in order of merit they shall not thereby lose their priority when such a vacancy does occur, but shall be entitled to the offer of the appointment in the order of merit in which they appear on the list.

#### THE ENTRANCE EXAMINATION.

170. An Entrance Examination shall be held every year, in the month of November, December, or January, in every city or borough in which the Board of any education district has its office, and in any other places that may from year to year be appointed for the purpose by the Commissioner. Notice shall be given of the date and places of such annual examination in the manner provided by section 38 of the said Act.

171. When vacancies occur, for which it would be inexpedient to hold a general examination, the Commissioner may direct that a special examination be held in the locality where such vacancies exist. Due notice of such examination shall be given in a newspaper published in the district.

172. The syllabus and procedure for the Civil Service Junior and Senior Examinations are adopted and shall remain in force for all Entrance Examinations during the year 1913, and for all Senior Examinations until February, 1914.

#### APPLICATION FOR ADMISSION TO EXAMINATION.

173. Every candidate for the Entrance Examination must give notice of his intention to sit for examination. Such notice must be in the form prescribed, and must be sent so as to be delivered at the office of the Commissioner in Wellington on or before the 7th September in each year. With the aforesaid notice each candidate must send the names of the optional subjects chosen by him.

#### REGISTER OF CANDIDATES.

174. The name of every applicant who, in the opinion of the Commissioner, has complied with the requirements of these Regulations shall be entered in a Register of Candidates, together with the date of such compliance.

175. No person shall be allowed to compete at any examination unless his name is entered in the Register of Candidates as an applicant for appointment in the Public Service.

176. Candidates who for any reason are not entitled to have their names in a Register of Candidates for any particular examination will be so informed.

177. At every Entrance Examination every candidate shall be examined in the two subjects named below as constituting Group I, in one subject to be chosen by the candidate from Group II, and in

any two or more other subjects to be chosen by the candidate from Group II or from Group III, or from both, but so that the total possible maximum of marks assignable in all the subjects in which he is to be examined shall not exceed 2,400: Provided that a candidate who takes the subject botany shall not also take the subject elementary practical agriculture, nor shall a candidate who takes the subject elementary physical science also take the subject elementary home science; and provided further that for candidates for the Professional Division the following shall also be compulsory subjects—viz., elementary mathematics and either elementary physical science, elementary geology, or drawing I and drawing II.

178. The following shall be the subjects of examination and the maximum marks assigned to the several subjects:—

<i>Compulsory Subjects.</i>				Maximum
GROUP I.				Marks.
(1.) English	..	..	..	600
(2.) Arithmetic	..	..	..	600
<i>Optional Subjects.</i>				Maximum
GROUP II.				Marks.
(3.) Elementary physical science	..	..	..	400
(4.) Geography	..	..	..	300
(5.) Elementary practical agriculture	..	..	..	300
(6.) Elementary dairy science	..	..	..	300
(7.) Elementary hygiene	..	..	..	300
(8.) Elementary geology	..	..	..	300
(9.) Elementary botany	..	..	..	300
(10.) Elementary zoology	..	..	..	300
GROUP III.				Maximum
(12.) Elementary mathematics	..	..	..	400
(13.) Latin	..	..	..	400
(14.) French	..	..	..	400
(15.) Maori	..	..	..	400
(16.) British history	..	..	..	200
(17.) Shorthand	..	..	..	200
(18.) Book-keeping and commercial correspondence	..	..	..	300
(19.) Drawing, I.—Free drawing with pencil or brush	..	..	..	200
(20.) Drawing, II.—Drawing with instruments	..	..	..	200

#### PASS CONDITIONS.

179. In order to pass the examination a candidate must gain not less than 33 per cent. in each of the subjects English and arithmetic, and not less than 40 per cent. of the total possible maximum of marks assignable.

180. In any case, if the marks assigned to a candidate's work in any subject are less than 25 per cent. of the maximum assignable in that subject, such marks shall not be included in reckoning the candidate's aggregate of marks.

181. Special consideration will in all cases be given to handwriting and to the formation of figures.

#### APPOINTMENT OF SUPERINTENDENTS OF EXAMINATIONS.

182. The Commissioner will recommend to the Governor in Council suitable persons as examiners and for the purpose of superintending examinations, and will furnish them with printed instructions for their guidance.

#### OPENING OF EXAMINATION-PAPERS.

183. The sealed envelopes containing the papers set for the examination shall be opened in the examination-rooms in the presence of the superintendents and of the candidates immediately before the time fixed for the beginning of the examination.

#### TRANSMISSION OF WRITTEN ANSWERS.

184. Immediately after the close of the examination the written answers shall be transmitted, under seal, by the superintendents to the

Commissioner, who shall forward them to the examiners. The examiners shall, as soon as practicable, return them to the Commissioner, together with a return duly signed showing the marks obtained by each candidate in each subject, and, in the case of candidates who have obtained the prescribed number of marks in each subject, the order of their passing. Each return shall also contain a certificate, signed by the examiner, that he has himself personally examined each paper, and has allotted the marks assigned thereto.

#### CANCELLATION OF ENTRIES IN REGISTER OF CANDIDATES.

185. Immediately after an examination has been held all the entries in the Register of Candidates shall be cancelled, and a new series of entries shall be commenced for each succeeding examination.

#### PUBLICATION OF RESULTS.

186. As soon as possible after an Entrance Examination has been held the Commissioner shall publish in the *New Zealand Gazette* a list of the names of the candidates who have passed the examination, arranged in the order of their merit, which order shall be wholly determined by the marks assigned to the several candidates by the several examiners.

#### REGISTRATION AND APPOINTMENT.

187. The Commissioner will cause the names of all candidates who have qualified for appointment by passing the required standard of examination to be entered in their order of merit in a book to be called the "Register of Persons qualified for Appointment." The date of the examination, and the number of marks obtained thereat, shall also be entered. If two or more candidates obtain the same number of marks, the order of merit shall be determined in the Professional Division by the number of marks severally obtained for (1) arithmetic and (2) elementary mathematics; in the Clerical Division, by the number of marks obtained for (1) English and (2) arithmetic; and if these numbers be also the same, then by ballot.

188. New appointments to the Professional and Clerical Divisions shall be made from the last list only of candidates who have passed the Entrance Examination; but if it should happen in any year that such list has been exhausted and there are still vacancies to fill, the Commissioner may in his discretion either hold a special examination at such times and places as he may appoint, or he may take the list for the previous year or years and treat them as a continuation of the exhausted list, the more recent list being always exhausted before an earlier list is resorted to: Provided always that girls shall receive offers of appointment to such vacancies only as in the opinion of the Commissioner are suitable for girls.

#### APPOINTMENTS TO THE GENERAL DIVISION.

189. New appointments to the General Division shall be made from among those persons whose names are registered in the Register of Persons qualified for Appointment, and shall be according to the order of their registration for vacant offices, combined with fitness in each case for the particular office to be filled.

#### APPOINTMENTS FOR THE YEAR 1913.

190. The Civil Service Junior Examination held in the month of November, 1912, shall be deemed to have been the Entrance Examination for the year 1913, and the list of candidates who have passed such examination and the order of merit in which they appear shall be accepted for the purposes of the said Act and these Regulations until the results of another examination are known; and in the event of that list being exhausted before all vacancies are filled, the lists for the previous year may be resorted to in the same manner as is prescribed by the regulation No. 188.

191. Every candidate who has passed such examination and who on or before the first day of April forwards to the Commissioner a written application for appointment shall be deemed to have been an applicant for appointment in the Public Service, but any such candidate may, if he so desires, limit his application in the manner hereinbefore provided—that is to say, either to any particular Department or Departments or to some particular

part of New Zealand: Provided that no one shall be accepted as a candidate for appointment to the Professional Division unless he has obtained a pass in all the subjects hereinbefore mentioned as compulsory for entrance to such division.

EVIDENCE OF AGE, HEALTH, AND CHARACTER.

192. Every candidate, on receiving an offer of appointment, must produce—

- (a.) A Registrar's certificate of birth: Provided that in the case of a candidate for whom it is impossible to obtain a Registrar's certificate of birth, the Commissioner shall decide what other documentary evidence of age and identity may be accepted instead of such certificate.
- (b.) A medical certificate of fitness for the service, which certificate shall be in a form to be approved by the Commissioner.
- (c.) Testimonial as to character.
- (d.) Where subject to military training, a certificate from the area officer of the district in which he resides that he has performed or is performing the required military services.

193. The testimonial as to character should be from the head teacher of the school last attended within six months, or from the candidate's last employer, or from a clergyman, or other reputable person, and must be filled up and signed by the person giving it. It shall be in the following form:—

CERTIFICATE OF CHARACTER.

I beg to certify that I have known  
the above-named candidate, for a period of \_\_\_\_\_, and that he is of good  
moral character and of industrious habits.

Signature: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address and date: \_\_\_\_\_

194. If the certificates required by these Regulations are not forwarded within the time specified, or are not considered satisfactory, the Commissioner may cancel the offer of appointment.

EMPLOYMENT OF MARRIED WOMEN.

195. On the marriage of a female officer she must resign her appointment. If in any special case it should be considered desirable to employ a married woman in the Service, such employment may be sanctioned upon the recommendation of the Permanent Head and the special certificate of the Commissioner.

EFFICIENCY TESTS.

196. The efficiency tests or examinations referred to in sections 20 and 21 of the said Act shall be held at such times and places as the Commissioner shall from time to time prescribe. They shall be mainly in the class of work performed in the Department or branch of Department in which the officer is employed, and shall be of such a nature as shall from time to time be prescribed by the Commissioner.

PROMOTION EXAMINATION.

197. Except in Departments in which special regulations apply no officer appointed to the Clerical Division after the 1st April, 1913, shall be promoted from Class VIII until he shall have passed a practical test in the following subjects:—

<p><i>Précis</i>-writing; Letter-writing; Elementary book-keeping; Indexing and Registration; Preparation of statistical summaries; Making fair copies of rough and abbreviated notes; and Handwriting.</p>	}	<p>To be of the nature of the work usually performed in the Department in which the officer is employed.</p>
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198. Any officer desiring to be examined with a view to promotion, as provided by sections 23 and 49 of the said Act, shall give notice of such desire to the Commissioner, who, if the officer's conduct has been satisfactory, may then prescribe the nature of such examination and the time and place for holding it.

199. Any officer who is a graduate of a recognized university, or holds the diploma of the New Zealand University in commerce, or who has qualified as a barrister or solicitor, or has passed a satisfactory examination in accountancy or actuarial science, may be exempted from grade tests if the Commissioner is satisfied that such officer is fitted to perform duties of a higher grade.



## SENIOR EXAMINATION.

200. An examination, hereinafter called the Senior Examination, shall be held at such times and places as the Commissioner shall appoint. It shall be open to all officers in Class F of the Professional Division, or Classes VI, VII, or VIII of the Clerical Division, and also to candidates who have sat for the Entrance Examination.

## MAXIMUM SALARY FOR CERTAIN OFFICERS.

201. No officer hereafter appointed, nor any officer now in the Public Service whose salary was £200 or less on the 31st day of March, 1913, shall be entitled to receive a salary of more than £260 per annum unless he has passed the Senior Examination or an examination which, in the opinion of the Commissioner, is equivalent thereto.

202. An officer shall be deemed to have passed the Senior Examination if he has at any time—

- (a.) Passed the Civil Service Senior Examination;
- (b.) Obtained a Junior or a Senior Scholarship in the New Zealand University;
- (c.) Obtained a degree in any public university in the British Empire;
- (d.) Passed an examination in précis-writing and correspondence, arithmetic and algebra, as prescribed for the Senior Examination, and in book-keeping and accounts (elementary), in mercantile law, and in auditing (elementary), as set forth in the syllabus of the Professional Examination of the New Zealand Society of Accountants;
- (e.) Passed any other examination which, in the opinion of the Commissioner, is equivalent to any of the foregoing.

## SPECIAL INCREMENTS.

203. Any officer in the Clerical Division below Class VI or any officer in the General Division who hereafter passes the Senior Examination shall be granted a double increment: Provided that such increment shall not take effect to increase the salary beyond the maximum of Class VII; and provided, also, that the conduct of the officer has been satisfactory and that he is otherwise favourably reported on.

204. Officers in Classes VII or VIII passing a satisfactory examination in shorthand-writing at the rate of 100 words per minute and typewriting at the rate of 40 words per minute, and officers in Class F who pass any two of the compulsory subjects of the Senior Examination required by their Department, shall be granted six months seniority.

205. Any officer passing—

- (a.) The Solicitor's Examination; or
- (b.) The Accountant's Examination; or
- (c.) The examination for any university degree; or
- (d.) Any examination which in the opinion of the Commissioner is of equal importance with any of the foregoing.

shall be granted a double increment.

## SPECIAL PROMOTION.

206. If the Permanent Head of any Department reports that an officer under his control who is in the 4th subdivision of Class VIII, and whose conduct has been uniformly good, is of conspicuous ability and deserving of special consideration, the Commissioner may promote him to the 1st subdivision of Class VII without requiring him to pass through subdivision 5 of Class VIII. In such report the Permanent Head shall state in detail the grounds for his recommendation. In all such cases the Commissioner shall take such steps as he deems necessary to test the officer's ability before allowing promotion under this regulation.

207. When an officer has reached the 9th subdivision of Class VII, and has been receiving the salary for that subdivision (£220) for one year, the Commissioner may, if the officer's conduct has been uniformly good and he has passed all examinations required before being promoted beyond Class VI, and his work is favourably reported on, pay him the salary provided for the 3rd subdivision of Class VI (£230), and if he remains at that salary for a further term of two years, and his conduct continues good, and his work is still favourably reported on, may pay him the salary provided for the 4th subdivision of Class VI (£245).

208. Officers of the General Division whose salaries do not exceed £180 per annum shall, on their service reaching fifteen years, be granted a long-service increment of £9 per annum. Such increment shall not be granted to any officer unless his conduct is favourably reported on by the Permanent Head.

OFFICERS TEMPORARILY PERFORMING HIGHER DUTIES.

209. Where any officer performs the duties of a position of a higher class or grade than that in which he is classified, he may be granted, on the approval of the Commissioner, during the period in excess of three months for which he continues to perform the duties of such higher position, payment in addition to salary at a rate equal to the difference between his salary and the minimum salary of the class or grade of the higher position, or ten pounds (£10) per annum, whichever is the higher.

SALARY PROVISIONS.

210. Where an officer by reason of the provisions of section 26 of the Act receives a salary higher than he would otherwise be entitled to, the receipt of such additional salary shall not give him seniority over others in the same class or grade who entered such class or grade before him.

PAYMENT OF SALARY AFTER SUSPENSION.

211. Unless it shall be otherwise specially ordered by the Commissioner, if any officer be suspended pending the investigation of any complaint or accusation against him, and he be afterwards dismissed from the Service, he shall receive no salary or pay from the date of his suspension; if he be reduced, the reduced rate of salary or pay shall take effect from the date of his suspension; but if he be fully acquitted of the charges made against him he shall receive arrears of pay in full from the date of his suspension.

CAMP ALLOWANCE.

212. Officers who are members of the Defence Forces, when attending camps and courses of military instruction, are entitled to retain any camp allowance in excess of the amount of their salary for the time in camp. Where camp allowance exceeds the salary no salary will be paid.

LODGING-ALLOWANCE.

213. In addition to the salary payable to officers in subdivisions 1, 2, 3, and 4 of Class VIII of the Clerical Division, there shall be paid, if the officer is stationed away from his home, a lodging-allowance at the following rates:—

If in the first subdivision	..	..	..	£28 per annum.
" second	..	..	..	£23 "
" third	..	..	..	£18 "
" fourth	..	..	..	£13 "

214. In subdivisions 1, 2, and 3 of Class F of the Professional Division, the lodging-allowance shall be as follows:—

If in the first subdivision	..	..	..	£18 per annum.
" second	..	..	..	£13 "
" third	..	..	..	£8 "

215. In the General Division the lodging-allowance shall be such as may be determined by the Commissioner.

BICYCLE ALLOWANCE.

216. An allowance not exceeding £5 per annum (to be fixed by the Permanent Head) may be made for the use by an officer of his own bicycle on official business.

MISCELLANEOUS.

OFFICERS IN PROFESSIONAL DIVISION.

217. The Professional Division shall include actuaries, analysts, architects, bacteriologists, barristers, chemists, draughtsmen (if qualified as civil engineers, telegraph engineers, surveyors, or architects), engineers, land surveyors, medical practitioners, solicitors, veterinarians, and others who, subject to the approval of the Commissioner, are classified or admitted to the Public Service as such.

## INSPECTION OF OFFICES.

218. It shall be the duty of each head of a Department to provide for the inspection of each office under his control by a competent and duly authorized officer. Such inspection shall be made at irregular periods, but must be made at least once in each year. The Inspector shall report fully to the Permanent Head on the work of each office. A form of inspection report should, wherever practicable, be framed.

In addition to answering questions concerning the officers employed and the general working of the office, the Inspecting Officer should be required to report on any other matter which may be deemed worthy of observation.

## NOTICE TO OFFICERS.

219. Whenever notice is by the said Act required to be given to an officer of any decision or of any other matter it shall be sufficient if notice of such decision or matter is sent to such officer by a post letter addressed to him at the office in which he is employed.

## OFFICERS ON LEAVE.

220. Officers travelling on leave, when passing the headquarters of their district, should report themselves to their chief officer; and every officer passing through Wellington should, if time permits, report himself to the head of his Department.

## PENALTY FOR BREACH OF REGULATIONS.

221. Any officer or temporary employee committing a breach of any of these regulations for which no specific penalty is provided is liable to a fine not exceeding ten pounds. If the Commissioner so directs, such fine shall not be enforced for three months, and, if the officer's conduct has been satisfactory in the meantime, it may then be remitted. If enforced, it shall be deducted from the salary or wages payable to such officer or employee and paid into the Public Service Superannuation Fund. A record of all such fines shall be kept.

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In pursuance of the provisions of the Public Service Act, 1912, His Excellency the Governor of the Dominion of New Zealand, with the advice and consent of the Executive Council of the said Dominion, approves of the foregoing regulations.

LIVERPOOL, Governor.

Approved in Council, this thirty-first day of March, one thousand nine hundred and thirteen.

J. F. ANDREWS,  
Clerk of the Executive Council.

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By Authority: JOHN MACKAY, Government Printer, Wellington.