

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.

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.

By Authority: JOHN MACKAY, Government Printer, Wellington.