

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and with the approval of the Governor in Council, doth hereby revoke all regulations made under any of the enactments repealed by the said Act and now in force affecting the officers under the said Act, and in lieu thereof doth make the Regulations set forth in the Schedule hereto, and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.*