

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