

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.