

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.