

operator, has a sufficient knowledge of telegraph connections, and has passed an efficiency test in the work he has been performing.

- (b.) In the case of an engineering or drafting cadet of the Maintenance Branch unless he has passed the Senior Public Service Examination, and in doing so has qualified in English composition, including precis-writing and correspondence, arithmetic and algebra, geometry and trigonometry, or in lieu thereof either practical mathematics or practical geometry and graphics, mechanics and hydrostatics, applied mechanics (materials and structures) and building-construction ;
- (c.) In the case of an engineering or drafting cadet of the Maintenance Branch attached to the Signal and Electrical Sub-branch unless he has passed the Senior Public Service Examination, and in doing so has qualified in English composition, including precis-writing and correspondence, arithmetic and algebra, geometry and trigonometry, or in lieu thereof either practical mathematics or practical geometry and graphics, mechanics and hydrostatics, applied mechanics (materials and structures), and magnetism and electricity ;
- (d.) In the case of an engineering or drafting cadet of the Locomotive Branch unless he has passed the Senior Public Service Examination, and in doing so has qualified in English composition, including precis-writing and correspondence, arithmetic and algebra, geometry and trigonometry, or in lieu thereof either practical mathematics or practical geometry and graphics, mechanics and hydrostatics, magnetism and electricity, and applied mechanics (machines and hydraulics) :

Provided that in any case where, on the report of the General Manager made before the expiration of the period of probation, the Minister is satisfied that the cadet has not had reasonable opportunity of qualifying for or passing any such examination, the period of probation may be extended for any period not exceeding twelve months.

Cadets who are appointed to the telegraph galleries shall pass the prescribed examination in telegraph operating and connections within four months. Cadets who are not attached to a telegraph gallery shall pass a similar examination within twelve months of their entering the service.

27. Every engineering cadet in the Maintenance Branch shall be required to pass a period of two years at practical work in the Railways workshops.

28. Every person who is selected for employment as an apprentice shall be deemed to be on probation for the first three calendar months during which he is actually at work.

29. Every probationer apprentice shall during the period of probation be deemed to be employed temporarily, and in no case shall he be retained after the expiration of that period unless a satisfactory certificate is given by the master that the apprentice is suitable in every respect.

30. Upon satisfactory certificate being given by the master, the indenture shall be prepared by the General Manager binding the apprentice as from the commencement of his probationary period, and after the necessary signatures have been obtained it shall remain in the custody of the master until expiration of apprenticeship.

31. Upon completion of apprenticeship the indenture, duly indorsed by the General Manager with the date of completion and period of service, shall become the property of the person who has completed such apprenticeship.

Duties and Discipline.

32. The duties to be performed by all persons in the service of the Department, whether members or not, and the discipline to be generally observed in the performance of such duties, shall be as specified in the rules, regulations, and instructions of the Department.

33. Every such person shall hold his position conditional on his efficient performance of the duties allotted to him.

He shall report punctually for duty at such hours as are from time to time assigned to him or specified on the duty sheet by the officer in charge, and shall not leave his post during working-hours without first obtaining leave from the officer in charge.

He shall be subject to and strictly observe the rules and regulations and codes of instruction issued from time to time for his guidance, whether the same are published with the general rules and regulations or otherwise ; and shall consider and regard all rules of general application equally as binding upon him as those specially appertaining to his own particular position or duties.

34. Every person who, by reason of sudden illness or other emergency, is unable to report for duty at the appointed hour shall immediately send notice of the fact and cause to his

immediate superior officer, who shall forthwith verify the facts and take such other steps as the occasion requires. Where the employee is absent over twenty-four hours a medical certificate may be required at the option of the Department, and if the absence extends beyond one week additional certificates may be required from a medical practitioner nominated by the Department and at such intervals as the Department determines. The cost of such certificates shall be borne by the person concerned.

35. Any person in the employ of the Department who in respect of his duties addresses any communication to any person outside the Department, or, directly or indirectly, seeks the influence or interest of any such person or persons, with a view to obtaining promotion, transfer, or any other advantage in the service, communicates official information to the Press, or uses it otherwise than in the course of strict official duty, shall be liable to dismissal.

36. No person in the service of the Department shall take an active part in politics other than by recording his vote at elections, nor shall any such person without permission first obtained accept or continue to hold the office of Mayor, President, Chairman, or member of the Council or Board of any local authority or Board of Education.

37. If any person in the employ of the Department is convicted by any Court of any offence arising from his improper conduct the member in charge of such person shall forthwith fully report the circumstances. The person so reported shall be liable to dismissal or such other punishment as the Department may determine.

38. Every person employed by the Department shall immediately report every case that comes under his notice where any employee of the Department is by reason of indulgence in intoxicating liquor or drugs unfit for or unable to perform his duties satisfactorily. Any employee of the Department who is unfitted for duty from either of the causes stated shall be liable to dismissal. Any person against whom a prohibition order is issued shall be liable to dismissal.

39. Apprentices shall be indentured to the Workshop Manager, or to the Foreman of Works, or Workshop Foreman in cases where there is no Workshop Manager, and the indenture and apprenticeship shall terminate when the apprentice has served the full period of five years and completed his indenture : Provided, however, that nothing in this clause contained shall affect the provisions of section 28 of the Master and Apprentice Act, 1908.

40. Apprentices will not be required to work overtime, but may be called upon to work when shops are closed for holidays.

41. Where from any cause other than shop holidays an apprentice has not served five years at his trade, he shall be called upon on completion of apprenticeship to work as a junior tradesman for the balance of the five years.

42. An apprentice who has served not less than five years' apprenticeship may on completion of his indenture, and subject to the departmental certificate, be appointed in the Second Division as follows : To Grade 2, Subclass 2, of Class 2 ; or to Grade 2, Subclass 5, of Class 3.

43. Members of the Traffic and Stores Branches who have served as juniors for the full probationary period, and have been certified as suitable for retention in terms of clause 3 of these regulations, may be rated and employed as guards, signalmen, storemen, and shunters, and when so employed may be paid as such.

44. Any cleaner may be employed from time to time as fireman, and when so employed may be paid as such : Provided always that no cleaner shall be so employed until he has served in the Department as cleaner for not less than two years and has passed the prescribed examination for firemen : Provided further that no cleaner shall be permanently appointed as fireman until he has served the full probationary period and has been certified as suitable for retention in accordance with clause 26 of these regulations.

45. Any fireman may be employed from time to time as engine-driver, and when so employed may be paid as such : Provided always that no fireman shall be so employed until he has passed the examination prescribed for engine-drivers.

46. Every person in the service of the Department will be required to transfer from one locality to another or from one branch of the service to another as circumstances require and the General Manager may direct. Any person who, for reasons unsatisfactory to the General Manager, declines to comply with any order directing his removal from one location to another shall be liable to dismissal or such other punishment as the General Manager may determine.

47. Members in charge of one or more members shall report annually on the 31st January to the District Officer on the efficiency, suitability, merit, conduct, and progress of each such member. The District Officer shall carefully consider each such report, and, after making any investigation necessary, report to the General Manager