

regarding the suitability of each member for advancement in the Service and the positions for which he is recommended as being suitable and capable of filling satisfactorily and efficiently. Where any member who is considered to be within the range of promotion, or whose pay will be affected, is adversely reported on, the District Officer shall notify him of the fact and the reasons therefor.

Promotion.

48. Promotions from a lower to a higher class, subdivision, subclass, grade, or subgrade shall in all cases be contingent on efficiency, suitability, good conduct, and merit. No promotion shall in any case be made until and unless the General Manager furnishes the certificate required under Regulation 61.

49. No engineering or drafting cadet of the Maintenance Branch shall be eligible for promotion beyond Grade 8 until such time as he has qualified as an Associate Member of the Institute of Civil Engineers.

50. No engineering or drafting cadet of the Locomotive Branch shall be eligible for promotion beyond Grade 8 until he has qualified as an Associate Member of the Institution of Mechanical Engineers.

51. Cadets who have served through Subgrades 1 to 5 of Class 10, Subdivision II, will, subject to the regulations, be ranked as clerks, assistant engineers, or draftsmen, as the case may be, and receive the minimum pay for the first subgrade of Grade 9 in the case of clerical cadets, and of the second subgrade of Grade 9 in the case of engineering and drafting cadets.

52. Cadets desirous of being examined in shorthand or typewriting shall notify their superior officers of the fact, and submit themselves for examination by such shorthand or typewriting expert as the General Manager may determine; the fee for first examination in each case to be paid by the Department, but the cadet concerned shall pay for all subsequent examinations. In no case shall a second examination be made within three months of the first examination, and a like period shall elapse between such subsequent examinations as are authorized by the General Manager.

53. Every member of the Second Division who is desirous of qualifying for promotion to the First Division, and is willing to attend at stations, in his own time, at times mutually convenient to the Stationmaster and himself for that purpose, shall be given an opportunity of acquiring a practical knowledge of station accounts in their various branches. Similarly, members of the Second Division employed at stations where the work is intermittent may, if they so desire, be permitted to utilize their spare time in qualifying for the First Division, but the fact of their so doing shall not be regarded as constituting continuous work, nor entitle them to claim consideration in any respect except as regards their qualifications for promotion to Division 1. Officers in charge of stations for the time being shall direct the efforts of such members so that they may become proficient.

54. Promotions may be made from the Second to the First Division in the following manner:—

Specially qualified members of the Second Division may be promoted to the First Division as Timber-checkers or Foremen and Inspectors of the Traffic, Locomotive, and Maintenance Branches respectively. Members of the Second Division who produce proficiency certificates, and have served not less than five years, may, subject to the provisions of clause 61 of these regulations and the following conditions, be promoted to the First Division as clerks, Stationmasters, and draftsmen of the 9th grade; and the date on which such members of the Second Division are transferred to Grade 9 of the First Division shall determine the order of further promotion:—

(1.) Members of the Second Division desirous of transfer to the First Division must pass an examination in telegraph operating, balancing station books and accounts, invoicing goods, computing wages and salaries, and costing articles, and in the Accounts Instructions, Appendix to Working Time-tables, and Rules and Regulations.

(2.) Provided, however, that no transfer from the Second Division to the First Division shall be made unless two members of Subdivision II of the First Division nominated by the General Manager certify that the candidate is competent, by reason of merit, ability, and qualifications, to fulfil the duties of the position he seeks.

Members of the Second Division who have been permanently physically injured in the service, and who, in the opinion of the General Manager, are by reason of such injury incapacitated to such an extent as to be unfit to follow their ordinary avocation or take up other duties in the Second Division, may, at the

discretion of the General Manager, be transferred to Subdivision II of the First Division, the provisions of subclauses (1) and (2) hereof notwithstanding.

55. Examinations for promotion shall be conducted by the members appointed by the General Manager, and at such times as he may direct and appoint.

56. On the promotion of any member he shall be paid the initial rate of pay assigned to the subdivision, class, subclass, grade, or subgrade to which he is promoted, as from the date on which he vacates his previous position; provided, however, that in no case shall he be paid less than the rate of pay he was receiving at the time of such promotion.

57. Members acting temporarily in a higher capacity will receive the annual increment in the higher grade only after having actually worked a full year in the higher grade.

58. Where two or more members of the Second Division are transferred to the First Division at the same time, their seniority in respect to each other shall be determined by length of service since date of last permanent appointment. Eligible members shall be transferred in order of seniority.

59. No promotion shall take effect until it has been confirmed by the Minister.

60. Any member who desires to be passed over in the event of promotion being offered to him, or to decline promotion or transfer involving promotion, shall, if his request is acceded to, forfeit his right to future promotion for a period of two years: Provided always that, good and sufficient reasons having been given to the satisfaction of the General Manager, he may at his option restore such right to such member. No member who is absent on extended holiday or sick-leave shall be considered eligible for promotion or to receive increase of pay during the period of such absence.

Vacancies.

61. (1.) Whenever a vacancy occurs, or a new position is to be made, the member who has been standing for the longest period at the nearest inferior rate of pay to that attached to such vacancy or position shall be appointed thereto if the General Manager certifies—

- (a.) That it is necessary in the interests of the Department to make the appointment;
- (b.) That the member named is suitable and qualified to fill it;
- (c.) That he has passed the prescribed examinations;
- (d.) That he is the member best entitled to the appointment.

(2.) If such member does not fulfil these conditions, then another member shall be selected in like manner, and so on, until the list is exhausted. Every member who has been promoted and who fails to efficiently perform the duties of his position shall be subject to reduction or such other punishment as may be determined.

62. In any case where the General Manager reports to the Minister that no available member is qualified to fill such vacancy or position, the Minister may appoint thereto any person in the temporary employ of the Department who possesses the requisite expert or technical knowledge or skill. The person so appointed shall be deemed to be a member, and be subject to the regulations and the rules and discipline for the time being in force in the Department.

Travelling-allowances.

63. Members of the First Division when travelling on duty shall be paid the following travelling-allowances for personal expenses, but such allowances shall not be payable when members are travelling on transfer:—

General Manager £1 1s. per day.

Members, not otherwise specified, in receipt of salaries exceeding £700 per annum, 17s. 6d. per day.

Members, not otherwise specified, in receipt of salaries exceeding £525 but not exceeding £700 per annum, 15s. per day.

Members (not otherwise specified) receiving salaries over £400 but not exceeding £525 per annum, 12s. 6d. per day.

Members (not otherwise specified) in receipt of salaries exceeding £110 per annum but not exceeding £400 per annum, 10s. per day.

Duly appointed Relieving Officers in Grades 7, 8, and 9, and members in the same grades temporarily employed as Relieving Officers, will be paid 10s. per diem for the first three days at each station, and 7s. 6d. per diem for each additional day at such station.

For sea-travel the allowance shall be,—

	s.	d.
For first night	5	0
Each subsequent night	2	6

Provided that where a land journey has to be undertaken before joining vessel out-of-pocket expenses for meals and contingencies may be charged, full details being entered on