

(2.) No officer shall accept or continue to hold the office of Mayor, President, or Chairman of the Council or Board of any local authority or Board of Education. If an officer holds or is appointed to or elected to any office not forbidden by this regulation, and the Secretary is of opinion that the duties of such office interfere with the due and proper discharge of his duty as an officer of the Department, the Secretary may call on him to resign such outside office. Nothing herein contained 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.

(3.) 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 Secretary, 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, unless the Secretary otherwise decides.

(4.) 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 Department unless specially authorized by the Secretary. 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 any 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.

#### REGISTERING ADDRESSES OF OFFICERS.

103. The place of residence of each officer must be registered in a list, and the list kept in a readily accessible place. Any change of residence must be notified to the branch controlling officer, who will be responsible for seeing that the names and addresses are registered.

#### INFORMATION NOT TO BE GIVEN.

104. No information out of the strict course of official duty shall be given, directly or indirectly, or otherwise used by any officer without the express direction or permission of the Secretary.

#### COMMUNICATIONS TO THE PUBLIC PRESS.

105. Communications to the Press on matters affecting the Department shall be made only by the officer authorized by the Secretary to do so.

#### REMAINING IN OR RETURNING TO OFFICE AFTER HOURS : VISITORS.

106. An officer must not remain in or return to the office after working-hours without the permission of his controlling officer. Visitors must not be allowed in any branch of the Department without the permission of the controlling officer. Permission to visit any telegraph-operating room or mail-room is not to be given to any member of the public without the authority of the Secretary or any officer authorized by the Secretary to act on his behalf.

#### OFFICERS NOT TO VISIT OTHER OFFICES OR BRANCHES.

107. Each officer must confine himself to that part of the office or branch in which he is engaged, and must not visit or work in any other part unless authorized by his controlling officer.

#### OBEDIENCE TO INSTRUCTIONS.

108. 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 through the proper official channel to the Secretary for his decision; but the officer shall nevertheless, until they are countermanded, carry out any instructions which may have been given to him.