

BORROWING MONEY.

109. The borrowing of money by a senior officer from his subordinate is forbidden.

VARIETY OF EXPERIENCE ESSENTIAL.

110. Junior officers are to be afforded every possible opportunity of gaining a complete knowledge of the Department's activities, and are to be encouraged to qualify for higher positions in the service. They should not be kept for an unduly long period in any one position or upon circumscribed duties. The progress of every cadet must be carefully watched.

UNDERSTUDIES AND DUTIES.

111. (1.) Controlling officers shall, wherever practicable, keep specially in view the question of providing an understudy for each position. The duties of officers are to be changed when necessary, provided that the efficiency of the office is not affected thereby.

(2.) Officers are required to observe the hours of attendance assigned to them by the Secretary or specified in the duty-sheet, and shall not leave their duty during working-hours without first obtaining leave from the officer in charge.

DUTY AFTER USUAL HOURS.

112. Officers will be required to perform public duty after the usual hours whenever it is necessary to bring up arrears of work or to meet any temporary pressure of business. Where found essential the staff dealing with such work, or, at the discretion of the officer in charge, the whole staff, may be retained beyond the ordinary official hours. Every officer shall, when required by the officer in charge, remain after the usual hours to complete work considered necessary to be done on the same day.

ATTENDANCE-BOOKS : WHEN ACCESSIBLE.

113. Attendance-books shall be accessible for record and signature by officers arriving at and leaving their duty. At five minutes past the time of commencing business a line shall be ruled under the last signature therein by the officer deputed to do so.

114. Officers below Class II, excepting Chief Postmasters and Superintendents of Telegraph-offices, are required to enter in the attendance-books the times of their arrival and departure.

TRANSFER OF OFFICERS.

Where Cost borne by Officers.

115. Officers who are transferred from one locality to another solely at their own request, or by exchange (except as provided for in the next regulation), or on account of misconduct, must bear the whole cost of their removal, unless otherwise determined by the Secretary prior to removal.

Where Cost borne by Department.

116. When officers are transferred—(a) in the public interest, (b) to meet the convenience of the Department or at its discretion, or in the ordinary course of promotion—the actual and reasonable cost of conveyance of such officers and of their family will be paid by the Department.

Before removal is undertaken the controlling officer shall, where practicable, obtain offers from at least two carriers and submit them to the Secretary, who may authorize the acceptance of the more suitable.

The Secretary may, in lieu of the actual cost of removal, authorize payment of a lump sum to cover the whole cost.

Where exceptional circumstances can be shown to exist a reasonable amount in excess of the amount originally authorized under the preceding regulations may be authorized by the Secretary.

In the case of a new appointment the Secretary may allow such sum as in his opinion is reasonable to cover the cost of conveyance of the officer to his destination.