

(16.) The nature of the duty on which the officer is travelling and the amount of his salary shall be stated on the voucher.

(17.) No officer shall leave his headquarters without the authority of his immediate controlling officer.

(18.) When an officer temporarily stationed at any place and receiving a travelling-allowance has to visit any other place, and thereby necessarily incurs extra personal expenses, he may be permitted to draw such additional allowance for the visit as the Secretary directs.

TRAM FARES.

30. The fare of any officer required to travel on official business by tram may be paid by the Department: Provided that the tram, railway, or boat fares of an officer required to perform duty at a distance from his home may be paid where the Secretary is satisfied that a more suitable arrangement cannot be made.

PART III.—DISMISSALS, REMOVALS, ETC.

31. The following is the procedure which will be adopted in any case of inefficiency or misconduct:—

(1.) The officer may be first suspended by his controlling officer and the charge or charges reduced to writing, a copy being supplied to the officer.

(2.) The officer will be called on to admit or deny in writing the charge or charges so made, and be informed that he may, if he so desires, add any explanation of his conduct.

(3.) The statement of the charge or charges, and the admission, denial, or explanation of the officer, are to be forwarded to the Secretary along with the local controlling officer's report on the case. If the suspended officer does not in writing admit the truth of the charges made against him the Secretary shall inquire as to the truth of such charges; or if the Secretary is of opinion that it is desirable that any such charges should be inquired into by some person or persons specially appointed for the purpose, he may thereupon appoint one or more persons to inquire as to the truth of such charges. The Secretary or any person or persons so appointed shall examine upon oath any witnesses whose evidence may be necessary or material, and shall, after fully hearing the case, express his or their opinion thereon.

(4.) If any such charges are admitted as aforesaid, or are found by the Secretary or by the person or persons appointed as aforesaid to be proved, the Secretary may, according to the nature of the offence, reduce such officer to a lower class or grade, or to a lower salary, or fine him, or deprive him of his leave of absence during such time as the Secretary thinks fit, or may dismiss such officer from the Department; and, unless the Secretary otherwise orders, such officer shall forfeit all salary or wages except such as may have been due before his suspension.

(5.) If such charges are found by the Secretary or by the person or persons appointed as aforesaid not to be proved, the suspension shall be immediately removed, and the officer shall be paid salary in full for the period of his suspension from duty.

PROCEDURE AT INQUIRIES.

32. (1.) At any inquiry held under Regulation 31 hereof as to the truth of any charge made against an officer the officer shall be entitled to be represented by counsel or agent.

(2.) On any such inquiry the Secretary, or person or persons appointed as aforesaid, shall direct himself or themselves by the best evidence he or they can procure or that is laid before him or them, and may receive or reject as he or they think fit any evidence that may be tendered.

(3.) The Secretary shall keep a complete record of all such inquiries, including the depositions of all witnesses who gave evidence thereat, and such record and depositions shall be available for subsequent reference.

(4.) 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.

(5.) No officer shall be compelled to answer any question tending to incriminate him.