

the time when they are attached to any such class in each case. Cadets who are not attached to any telegraph class as aforesaid shall pass such examination within twelve months of their appointment in the Department.

Nothing in this regulation shall prevent any engineering or drafting cadet in the Maintenance or Signal Branches, who was appointed as such prior to the making of this regulation, from becoming a member if (with the approval of the Permanent Head) such cadet qualifies to become a member under the provisions of the revoked regulations.

24. Every engineering cadet in the Maintenance and Signal Branches shall be required to pass a period of two years at practical work as laid down by the Permanent Head.

25. Every person selected for employment as an apprentice (hereinafter called "the candidate") shall be on probation for three months from the date of commencement of his service in the Department in pursuance of such selection.

Subject to the provisions of section 39 of the War Legislation and Statute Law Amendment Act, 1918, every candidate shall during such period of probation be deemed to be employed temporarily.

On the expiration of such probationary period the member to whom the candidate will, if his services are retained as an apprentice, be indentured shall certify whether the candidate's work and conduct have been satisfactory and whether he is suitable in every respect to become an apprentice. If such member cannot certify that the candidate's work and conduct have been satisfactory and that he is suitable in every respect to become an apprentice, then the candidate shall not be indentured and his period of service in the Department shall be terminated. If such member certifies as above mentioned, an indenture shall be prepared by the Permanent Head binding such candidate as an apprentice as from the commencement of the candidate's probationary period, and after the execution thereof by the parties thereto such indenture shall remain in the custody of the master until the expiration of the term of the apprenticeship.

26. Upon completion by an apprentice of the period of his apprenticeship the Permanent Head shall endorse on the indenture of such apprentice a certificate under his hand setting out the period of apprenticeship actually served under the indenture, and the date of completion of such period, and shall hand the indenture so endorsed to such apprentice, and the same shall become the property of such apprentice.

Duties and Discipline.

27. 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.

28. The retention of any person in the employ of the Department shall in every case be conditional on (*inter alia*) such person performing or continuing to perform the duties allotted to him in a thoroughly efficient and workmanlike manner.

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 shall strictly observe the rules and regulations and codes of instructions 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.

29. Every employee in the Department who, by reason of illness or other emergency, is unable to report for duty at the appointed time 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. If and whenever an employee is absent from duty through illness for a continuous period of over twenty-four hours a medical certificate setting forth the nature and probable duration of such illness may be required at the option of the Permanent Head, and if such period of absence extends beyond one week additional certificates may be required from a medical practitioner nominated by the Permanent Head and at such intervals as the Permanent Head determines. The cost of such certificates shall, unless otherwise decided by the Permanent Head, be borne by the employee concerned.

30. 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.

31. 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 the permission of the Permanent Head first had and 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.

32. If any person in the employ of the Department is convicted by the Court of any offence arising from his improper conduct, the member in charge of such person shall forthwith fully report the circumstances to his District Officer. Such person shall be deemed to have been guilty of misconduct within the meaning of section 55 of the Government Railways Act, 1908, and shall be liable accordingly.

33. 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, or of any misconduct, unfit or unable to perform his duties satisfactorily, Any employee as is last mentioned, or any employee against whom a prohibition order is issued, shall be liable to dismissal.

34. Every apprentice shall be indentured to the Workshop Manager (or to the Foreman of Works or Workshop Foreman in cases where there is no Workshop Manager) who is in charge of the workshop in which such apprentice is to be employed. The period of apprenticeship shall be five years.

35. When from any cause other than shop holidays an apprentice has not actually served for five years at his trade before the expiry of the period of his apprenticeship, he shall, upon the expiry of such period, work as a junior tradesman for such time as shall make his period of service not less than five years.

36. An apprentice may on the expiry of the period of his apprenticeship and of the period of his junior tradesmanship (if any) be appointed as a tradesman in the Department at the minimum rate of pay prescribed for the occupation to which he is appointed: Provided that no apprentice shall be appointed as aforesaid unless and until the Permanent Head certifies that such apprentice is in every respect suitable for such appointment and that his services are required.

37. Any member in Class I of Division II who has served for the full probationary period, and in respect of whom a certificate has been given in terms of regulation 23, may be employed as a guard, signaller, storeman, or shunter, and when so employed may be paid as such.

38. Any cleaner who has served in the Department for not less than one year and who is not less than eighteen years of age, and who has passed the prescribed examination for firemen, may be employed from time to time as fireman, and when so employed may be paid as such; and, except in cases of emergency, no cleaner shall be employed as fireman save as provided in this regulation.

39. Any fireman who has passed the prescribed examination for engine-drivers may be employed from time to time as engine-driver, and when so employed may be paid as such.

40. Every person in the service of the Department will be required to transfer from any locality to any other locality, or from any branch of the Department to any other branch of the Department, as circumstances may require and the Permanent Head may direct. Any such person who for reasons unsatisfactory to the Permanent Head refuses or neglects to comply with any order directing him to so transfer shall be liable to dismissal or to such other punishment as the Permanent Head may lawfully determine.

41. Each member who is in charge of one or more other members shall report annually on the 31st January to his District Officer on the efficiency, suitability, merit, conduct, and progress of each member in his charge. The District Officer shall carefully consider each such report, and, after making any investigation necessary, shall report to the Permanent Head regarding the suitability of each member under his control for advancement in the service and the positions which each such member is recommended as being suitable for and capable of filling satisfactorily and efficiently. When 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, &c.

42. Members may be promoted from a lower to a higher subdivision, class, subclass, or grade as vacancies occur or the exigencies of the service require, and such promotion shall in every case be contingent on the efficiency, suitability, good conduct, and merit of the member concerned. No such promotion shall in any case be made unless and until the Permanent Head furnishes the certificate required under regulation 62.

This regulation shall be deemed to have come into operation on the 27th day of June, 1920, on which date regulation 48 of the revoked regulations shall be deemed to have been revoked.