

allowance instead of relieving-allowance in respect of the time during which he is relieving at such place: Provided further that if an employee is occupied for not less than six hours in travelling to or from his headquarters on relieving duty, he may be paid travelling-allowance instead of relieving-allowance in respect of each day on which he is so occupied.

(f.) Paragraphs (a) and (b) of this regulation shall be deemed to have come into operation on the 1st day of January, 1922, on which date paragraphs (a) and (b) of regulation 1 of the regulations made under the Government Railways Act, 1908, on the 27th day of April, 1921, shall be deemed to have been revoked.

65. When an employee in Division I leaves his headquarters on duty and returns thereto on the same day, actual and reasonable expenses will be paid him instead of travelling or relieving allowance.

66. In any special case the Permanent Head may authorize payment of travelling or relieving allowance at a higher rate than that which would be payable under the provisions of regulation 64.

67. Employees in Division II when absent on duty from their headquarters at night shall be paid night allowance at the following rates for such periods as the Permanent Head may determine, but, except in the case of apprentices, the payment to any unmarried employee shall not extend over a period exceeding six weeks in any one locality:—

- (a.) To every employee not otherwise specified, 8s. per night when no sleeping-accommodation is provided by the Department: 5s. 6d. per night when sleeping-accommodation is provided by the Department.
- (b.) To gangers in charge of relaying gangs and gangers working on ballast and work trains, if provided by the Department with sleeping-vans or huts, 5s. 6d. per night.
- (c.) To other employees in the Maintenance Branch, if provided by the Department with sleeping-vans or huts, 2s. per night.

Provided, however, that in respect of any time during which any employee in Division II is absent from his headquarters at night travelling by sea, the rates of night-allowance shall be—For the first night, 5s.; for each subsequent night on the same journey, 2s. 6d.

68. When in the opinion of the Permanent Head the allowances specified in regulation 67 are insufficient in any particular case to cover the actual expenses incurred by the employee concerned, the Permanent Head may, at his discretion, increase the amount of such allowance to such sum as he considers the circumstances warrant, but in no case shall the amount of such increased allowance exceed the amount actually disbursed by such employee as disclosed by receipts.

69. If and whenever any employee in Division II is located at one station for a continuous period of less than six weeks' duration he shall be paid night allowance for such period at the rate prescribed in regulation 67, notwithstanding that during such period such station may in fact have been the headquarters of such employee: Provided, however, that in no case shall any employee be paid night allowance both under this regulation and under regulation 67 in respect of the same time.

70. Employees in Division II stationed and residing at isolated places as determined by the Permanent Head may be paid an allowance of 9/11ths of 1d. per hour in the case of those employees whose classified rate of pay is a rate per hour and 6d. per day in the case of other employees.

71. Any apprentice who, in his own time, gains any diploma or certificate of proficiency in his trade (which diploma or certificate is of a standard satisfactory to the Permanent Head) from any public technical school or college may be paid an allowance of 9/11ths of 1d. per hour, such allowance to be payable from the date on which such diploma or certificate is produced to the master of such apprentice: Provided, however, that not more than one such allowance shall be paid to the same apprentice.

72. (1.) Fitters, boilermakers and apprentices employed in locomotive running-sheds and the assistants of such fitters and boilermakers may, on the approval of the Permanent Head, be paid an allowance of 9/11ths of 1d. per hour while so employed.

(2.) An allowance not exceeding 1d. and 7/11ths of 1d. per hour in the case of employees whose classified rate of pay is a rate per hour, and 1s. per day in the case of other employees, may, on the approval of the Permanent Head, be paid to any employee in Division II when such employee is engaged on work of a more than ordinarily dirty nature.

(3.) No employee shall be paid the allowances mentioned in both paragraph (1) and paragraph (2) of this regulation in respect of the same time.

73. If and whenever an employee in Division II is on duty for a continuous period of not less than eleven hours, and

(being at his home station) is not allowed time off duty at such station for the purpose of taking a meal during such period, he will be paid an allowance of 2s.

74. Travelling or night allowance will not be payable to employees in respect of any time during which they are travelling on transfer.

75. In all cases where an employee is travelling on the business of the Department and in the discharge of his duty the least expensive means of conveyance must be used, but if any Government means of conveyance is available it must be utilized.

76. When employees are transferred to meet the exigencies of the Department the cost of conveyance of employees, their families and effects, by land and sea, will be paid by the Department, together with such actual personal contingent expenses as the Permanent Head may decide are fair and reasonable. When any portion of the expense herein authorized to be borne by the Department is met by the employee concerned the same will be recouped to him on production of proper vouchers.

77. The maximum period for which personal expenses shall be allowed in the case of employees on transfer shall be—

- (1.) Prior to the commencement of the journey—
 - (a.) For employees who are married, two days;
 - (b.) For employees who are unmarried, one day.
- (2.) After arrival at destination—
 - (a.) For employees who are married, one week;
 - (b.) For employees who are unmarried, two days.

Provided, however, that the Permanent Head may, in any case extend or reduce any period of time herein mentioned if in his opinion the circumstances of such case warrant such extension or reduction.

This regulation shall be deemed to have come into operation on the 30th day of May, 1920, on which date regulation 70 of the revoked regulations shall be deemed to have been revoked.

78. When transport by land and sea is involved in the transfer of any employee, such employee shall, where practicable and before removal, obtain and submit to his controlling officer offers from at least two reputable carriers for an over-all charge for such removal, excluding the cost of carriage on the Government railways, which will be free of charge. The Permanent Head may, at his option, authorize the acceptance of any such offer, or in lieu thereof he may authorize payment to the employee concerned of a sum not exceeding the amount prescribed in regulation 79 to cover all expenses of removal of and damage to such employees' furniture and effects, or he may decide that the Department will itself undertake such removal.

79. The maximum amount which may be paid to any employee under the provisions of regulation 78 in respect of the expense of the removal of such employee's furniture and effects shall be—

Employees' Classified Rate of Pay.	Maximum Amount Payable.
	£
Not exceeding £200 per annum	35
Over £200 and not exceeding £400 per annum..	45
Over £400 and not exceeding £525 per annum..	50
Over £525 per annum	60

80. When an employee is transferred at his own request, free passes for himself and his wife and family will be granted, and free carriage of his household furniture and effects will be allowed for any journeys over the Government railways involved in such transfer, but all other expenses of such transfer shall be borne by such employee. Employees transferred at their own request will not be paid for any time during which they are off duty or are occupied in travelling in the course of such transfer.

81. For the purposes of regulations 76, 78, 79, and 80 an employee's furniture and effects shall be deemed to consist of such employee's own *bona fide* household furniture and effects, but shall not include fuel or provisions, boats, vehicles, or live-stock of any kind, timber, or other material forming part of or connected with outside structures of any description.

82. Saloon passages will be furnished to employees who are required to travel by sea at the expense of the Department.

83. In no case will any employee or other person be allowed to occupy any sleeping-berth on the railway free of charge, or be entitled to be recouped the expense incurred by the occupation of any such sleeping-berth, notwithstanding that such employee or other person may otherwise be travelling at the expense of the Department.

84. Whenever a claim is made for reimbursement of any item of expense amounting to not less than 5s., the claim must be supported by a receipt for the amount actually paid by the claimant.

85. The Permanent Head may grant to any employee for special work performed in the course of such employee's