

*Resignation or Death of Employees.*

16. On the resignation or death of any employee the head of the branch (through the Superintendent) shall immediately report the fact to the Government Printer, who shall forward the report to the Commissioner.

*Annual Report by Heads of Branches.*

17. A yearly report shall be supplied to the Government Printer by the head of each branch (through the Superintendent) on the efficiency, regularity, and punctuality of each employee under his control.

Employees shall be notified at once of the nature of any adverse report.

*Performance of Duties.*

18. (1) Heads of branches shall see that each employee is competent for the work he is set to do, and that the work is performed in a proper manner. Any remissness of duty, want of punctuality, or wastefulness on the part of any employee shall be at once reported to the Superintendent.

(2) Whenever it is found that an employee, whilst not guilty of a direct breach of any regulation, is yet not giving satisfaction in the performance of his duty or otherwise he shall be informed in writing of the fact by the Superintendent, and of the direction in which he is failing.

(3) In submitting the annual reports under Regulation 17 the Superintendent shall mention the instances in which such notification has been given, and state what the effect has been.

*Employee charged with Offence before Court.*

19. If any employee is convicted by any Court of any offence arising from improper conduct of such employee, the head of his branch (through the Superintendent) shall immediately report the circumstances to the Government Printer, who shall forward such report to the Commissioner.

*Insobriety.*

20. If the Superintendent or head of a branch observes at any time that any employee under his supervision is unfit to perform his duties properly by reason of overindulgence in intoxicating liquor or drugs, he shall immediately report the matter to the Government Printer.

*Intoxicating Liquor.*

21. Any employee found introducing or causing to be introduced intoxicating liquors into the premises shall be deemed to be guilty of improper conduct.

*Unsatisfactory Work.*

22. If any employee is negligent, careless, or indolent in the discharge of his duty, the head of the branch shall, in the case of a minor offence, reprimand or caution the employee; but in the case of offences of a more serious nature, or if a further offence is committed, it shall be the duty of the head of the branch (through the Superintendent) to report the circumstances to the Government Printer, who shall deal with the matter in terms of section 52 of the Act.

*Employees seeking Redress.*

23. Any employee who has cause to complain of the conduct of another employee shall make his complaint to the head of his branch within seven days of the date on which such conduct is alleged to have occurred. Such complaint shall be immediately forwarded to the Government Printer (through the Superintendent), who shall forthwith call upon the person complained of to furnish an explanation. If the Government Printer considers the matter sufficiently serious he shall refer the matter to the Commissioner. This regulation shall not apply in cases where the redress of such complaints is provided for in the duly approved rules or regulations of a Chapel.

*Confidential Work.*

24. To ensure due secrecy, Ministerial statements and memoranda, Customs-tariff alterations, policy measures, and all work of a strictly confidential character shall, when practicable, be entrusted only to employees of the permanent staff. Should the extent or urgency of the work, however, require a wider distribution, it shall be the duty