

of the Superintendent and overseers to confine it to as few hands as possible.

*Suggestions for Improvements invited.*

25. Suggestions that tend towards economy and efficient working of the different branches are invited from employees. Such suggestions should be forwarded by heads of branches (through the Superintendent) to the Government Printer, and if adopted will be duly recognized.

*Applications of Employees: How to be made.*

26. The application of any employee for promotion, leave of absence, or in respect to any other matter affecting his position in the Department shall be made by the applicant himself, through the head of his branch, to the Superintendent, who shall forward same to the Government Printer. If an application is made by or through any other person it will be treated as irregular.

*Right of Appeal.*

27. In addition to the right of appeal conferred by the provisions of section 17 of the Public Service Amendment Act, 1927, in the event of any employee feeling aggrieved with any decision of the Government Printer affecting himself personally or the branch in which he serves, permission will be given such employee to state the grounds of his dissatisfaction, in writing, to the Commissioner. Such statement shall be handed to the Government Printer, who shall forward it to the Commissioner within four days, together with such remarks or explanation as he feels called upon to make. The decision of the Government Printer shall remain in force until such time as the decision of the Commissioner is given. The employee shall have the right to appear before the Commissioner and state his case either personally or by a representative from the staff, and call evidence in support of his case.

*Remaining in or returning to the Premises after Hours. Visitors.*

28. An employee shall not remain in or return to departmental premises after working-hours without the permission of the head of his branch.

Strangers are not allowed in the workrooms except by authority of the Government Printer or the Superintendent.

*Notice to Employees.*

29. Whenever notice is by the Act required to be given to an employee of any decision or of any other matter, it shall be sufficient if notice of such decision or matter is sent to such employee by a post letter, addressed to him at the branch in which he is employed, or if notice of such decision or matter is published in the *Public Service Official Circular*.

*Registering Addresses of Employees.*

30. The place of residence of each employee, and any change of residence, shall be at once notified to the head of his branch, who will be responsible for seeing that the names and addresses are registered.

*Notice when leaving Service.*

31. Any permanent employee wishing to leave the service of the Department may be required to give three months' notice of his intention so to do: Provided that in special cases the Commissioner may reduce the period of notice upon such terms as he considers reasonable.

*Employees not to visit other Branches.*

32. Each employee shall confine himself to that part of the branch in which he is engaged, and shall not visit or work in any other part unless authorized by his controlling officer.

*Accidents.*

33. Every accident on duty shall be immediately reported to the head of the branch, who will make a report on the prescribed form and forward same (through the Superintendent) to the Government Printer. Every accident shall be reported as soon as possible, care being taken to preserve all important facts in connection with the