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GOEWERMENTSKENNISGEWING.

DEPARTEMENT VAN SPOORWEË, HAWENS EN LUGDIENS.

No. R. 1045.] [15 Julie 1960.

SUID-AFRIKAANSE SPOORWEË EN HAWENS.

PERSONEELREGULASIES.

Die volgende personeelregulasies wat opgestel is kragtens artikel *twee-en-dertig* van die Wet op Spoorweg- en Hawediens, 1960 (Wet no. 22 van 1960), en goedgekeur is deur Sy Eksellensie die Goewerneur-generaal, word vir algemene inligting uitgereik.

Hierdie regulasies tree op 1 September 1960 in werking en vervang van dié datum af alle personeelregulasies wat voorheen van krag was.

D. H. C. DU PLESSIS,
Hoofbestuurder.

Hoofbestuurder se kantoor,
Johannesburg.
1 September 1960.

GOVERNMENT NOTICE.

DEPARTMENT OF RAILWAYS, HARBOURS AND AIRWAYS.

No. R. 1045.] [15 July 1960.

SOUTH AFRICAN RAILWAYS AND HARBOURS.

STAFF REGULATIONS.

The following Staff Regulations, framed under section *thirty-two* of the Railways and Harbours Service Act, 1960 (Act No. 22 of 1960), and approved by His Excellency the Governor-General are issued for general information.

These regulations are operative with effect from 1st September, 1960, from which date they supersede all staff regulations formerly in force.

D. H. C. DU PLESSIS,
General Manager.

Office of the General Manager,
Johannesburg.
1st September, 1960.

SUID-AFRIKAANSE SPOORWEË EN HAWENS.

PERSONEELREGULASIES.

HOOFSTUK I.

VOORAFGAANDE BEPALINGS.

Woordbepalings.

1. (1) By die vertolking van hierdie regulasies het die woorde en uitdrukkings wat daarin gebruik word, die verskeie betekenisse wat daaraan gegee word in die Wet op Spoorweg- en Hawediens, 1960 (hierna „die Wet" genoem), tensy dit uit die verband anders blyk.

(2) Die woord „departementshoof" beteken—

die Hoofbestuurder,
die Adjunk-hoofbestuurder,
'n assistent-hoofbestuurder,
'n afdelingsbestuurder,
die Elektrotegniese Hoofingenieur,
die Hooflugdiensbestuurder,
die Hoofmagasynsuperintendent,
die Hoofrekenmeester,
die Hoofsinjaalingenieur,
die Siviele Hoofingenieur,
die Verversingsbestuurder,
die Werktuigkundige Hoofingenieur,
of enige amptenaar wat wettig in die plek van een van die bogenoemde amptenare waarneem;

en die woord „departementsonderhoof" beteken—

die Adjunk-hoofsuperintendent van Polisie,
die Administratiewe Sekretaris van die Minister,
die Adviserende Hawensingenieur,
'n afdelingshawe-ingenieur,
'n afdelingsingenieur,
'n afdelingsingenieur (outobeweegkrag),
'n afdelingsinjaalingenieur,
die Assistent-hoofmagasynsuperintendent,
die Assistent-hoofrekenmeester,
die Assistent-hoofsinjaalingenieur,
'n assistent-hoofsuperintendent,
die Assistent-lugdiensbestuurder,
die Assistent-verversingsbestuurder,
die Beplanningshoofingenieur,
die Bestuurder, Publisiteits- en Reisdepartement,
die Brugingenieur,
'n elektrotegniese afdelingsingenieur,
'n elektrotegniese assistent-hoofingenieur,
die Hoofkantoorrekenmeester,
die Hoofsekretaris van die Siekefonds van die Suid-Afrikaanse Spoorweë en Hawens,
'n hoofsuperintendent,
die Hooftarieweamptenaar,
die Inkomsterekenmeester,
'n inspeksie-ingenieur,
'n magasynsuperintendent,
die Outobeweegkragingenieur, Langlaagte,
'n plaaslike rekenmeester,
die Prinsipaal, Spoorwegkollege,
die Sekretaris, Kommissie van die Suid-Afrikaanse Spoorweg- en Hawediens,
die Senioringenieur (outobeweegkrag),
die Seniorlugvaartingenieur,
'n siviele assistent-hoofingenieur,
'n superintendent (administratief) in die kantoor van 'n departementshoof,
die Superintendent (handel) in die Lugdiensdepartement,
'n superintendent in die Hoofkantoor of in 'n afdelingskantoor,

SOUTH AFRICAN RAILWAYS AND HARBOURS.

STAFF REGULATIONS.

CHAPTER I.

PRELIMINARY.

Interpretations.

1. (1) In the interpretation of these regulations, the words and expressions used therein have the several meanings assigned to them in the Railways and Harbours Service Act, 1960 (hereinafter referred to as "the Act"), unless the context otherwise indicates.

(2) The term "head of department" means—

the General Manager,
the Deputy General Manager,
an Assistant General Manager,
the Catering Manager,
the Chief Accountant,
the Chief Airways Manager,
the Chief Civil Engineer,
the Chief Electrical Engineer,
the Chief Mechanical Engineer,
the Chief Signal Engineer,
the Chief Stores Superintendent,
a System Manager,
or any officer who is lawfully acting in place of one of the abovementioned officers;

and the term "sub-head of department" means—

the Administrative Secretary to the Minister,
the Assistant Airways Manager,
the Assistant Catering Manager,
the Assistant Chief Accountant,
an Assistant Chief Civil Engineer,
an Assistant Chief Electrical Engineer,
an Assistant Chief Mechanical Engineer,
the Assistant Chief Signal Engineer,
the Assistant Chief Stores Superintendent,
an Assistant Chief Superintendent,
the Automotive Engineer, Langlaagte,
the Bridge Engineer,
the Chief Planning Engineer,
the Chief Rates Officer,
a Chief Superintendent,
the Deputy Chief Superintendent of Police,
the General Secretary to the South African Railways and Harbours Sick Fund,
the Harbours Advisory Engineer,
the Head Office Accountant,
an Inspecting Engineer,
a Local Accountant,
the Manager, Publicity and Travel Department,
a Mechanical Engineer in charge of a Mechanical Depot,
the Principal, Railway College,
the Revenue Accountant,
the Secretary, South African Railways and Harbours Service Commission,
the Senior Aeronautical Engineer,
the Senior Automotive Engineer,
a Stores Superintendent,
a Superintendent (Administrative) in the office of a head of department,
a Superintendent at Headquarters or in a System office,
the Superintendent (Commercial) in the Airways Department,
the Superintendent (Staff) in the Airways Department,
a System Automotive Engineer,
a System Electrical Engineer,

die Superintendent (personeel) in die Lugdiensdepartement,
die Sweisingenieur,
'n werktuigkundige assistent-hoofingenieur,
'n werktuigkundige ingenieur in beheer van 'n werktuigkundige depot,
of enige amptenaar wat wettig in die plek van een van die bogenoemde amptenare waarneem, en enige ander amptenaar wat deur die Hoofbestuurder as 'n departementsonderhoof aangestel mag word.

(3) Die woord „ nie-blanke " beteken 'n Indiër, Kleurling of Bantoe.

(4) Die woord „ polisiemag " het die betekenis wat aan die uitdrukking „ Spoorwegpolisiemag " gegee word in subartikel (9) van artikel *sewe-en-vyftig* van die Konsolidasiewet op die Beheer en Bestuur van Spoorweë en Hawens, 1957 (Wet no. 70 van 1957).

(5) Die woord „ polisiebeampte " beteken enige lid van die „ polisiemag ".

(6) Die woorde „ senior amptenaar " beteken 'n amptenaar wat 'n betrekking beklee waarvan die maksimum salaris £1,110 of hoër is.

(7) (*a*) Die woord „ personeelvereniging " beteken 'n organisasie van die spoorweg- en hawepersoneel wat deur die Administrasie erken word, en die woord „ vakvereniging " beteken enige sodanige organisasie wat kragtens die Wet op Nywerheidsversoening, 1956 (Wet no. 28 van 1956) geregistreer is.

(*b*) (i) Die volgende is die personeelverenigings waaraan die Administrasie amptelik erkenning ingevolge subparagraaf (*a*) verleen het:

Die personeelvereniging wat dienare groep A van die S.A.S. verteenwoordig en as 'n vakvereniging onder die naam „ The South African Railways and Harbours Salaried Staff Association " geregistreer is.

Die personeelvereniging wat dienare groep B van die S.A.S. verteenwoordig en as 'n vakvereniging onder die naam „ The South African Railways and Harbours Locomotive Engineers' Mutual Aid Society " geregistreer is.

Die personeelvereniging wat dienare groep C van die S.A.S. verteenwoordig en as 'n vakvereniging onder die naam „ Running and Operating Staff Union, Group 'C' (S.A.R. & H.)" geregistreer is.

Die personeelvereniging wat dienare groep D van die S.A.S. verteenwoordig en as 'n vakvereniging onder die naam „ Artisan Staff Association (Staff Association representing Group 'D' S.A.R. & H. Servants) " geregistreer is.

Die personeelvereniging wat dienare groep E van die S.A.S. verteenwoordig en as 'n vakvereniging onder die naam „ South African Railways and Harbours Employees' Union " geregistreer is.

Die personeelvereniging wat dienare groep F van die S.A.S. verteenwoordig en as 'n vakvereniging onder die naam „ Die Spoorbond " geregistreer is.

Die personeelvereniging wat die Suid-Afrikaanse Spoorweg- en Hawepolisie verteenwoordig, nl. „ Die Suid-Afrikaanse Spoorweë en Hawens Polisie-Personeelvereniging ". (Hierdie personeelvereniging verteenwoordig beide amptenare en werksmanne.)

(ii) Elkeen van die bogenoemde personeelverenigings verteenwoordig die personeelgroepe waartoe die Minister van tyd tot tyd in oorleg met die betrokke personeelverenigings besluit.

(iii) Aan die Federale Raadplegende Raad van S.A.S. en H.-personeelverenigings, wat bestaan uit verteenwoordigers van elke personeelvereniging wat amptelik deur die Administrasie erken word, is ook amptelik erkenning verleen sodat onderhandelings tussen die Administrasie en die personeelverenigings oor sake wat die lede van meer as een personeelvereniging raak, vergemaklik kan word, en sodat die Administrasie deur een kanaal kan verneem wat die sienswyses van die onderskeie personeelverenigings oor sodanige sake is.

Delegeer en uitoefen van bevoegdhede en magte.

2. (1) Onderworpe aan die beperkings wat opgelê is in die bevoegdhede wat die Goewerneur-generaal kragtens die Wet of ingevolge hierdie regulasies, of wat die Minister of die Hoofbestuurder in ooreenstemming met die Wet en hierdie regulasies mag delegeer, en ook onderworpe aan die beperkings wat ingevolge hierdie regulasies geïmpliseer of deur 'n bevoegde gesag opgelê mag word, kan enige departementshoof of -onderhoof die magte en bevoegdhede uitoefen wat nodig is vir die behoorlike toepassing van hierdie regulasies.

a System Engineer,

a System Harbour Engineer,

a System Signal Engineer,

the Welding Engineer,

or any officer who is lawfully acting in place of one of the abovementioned officers,

and any other officer who may be appointed by the General Manager as a sub-head of department.

(3) The term "non-European" means an Indian, Coloured or Bantu person.

(4) The term "police force" has the meaning assigned to the expression "Railway Police Force" which is contained in sub-section (9) of section *fifty-seven* of the Railways and Harbours Control and Management (Consolidation) Act, 1957 (Act No. 70 of 1957).

(5) The term "policeman" means any member of the "police force".

(6) The term "senior officer" means an officer occupying an appointment to which a maximum salary of £1,110 or higher is applicable.

(7) (*a*) The term "staff association" means a Railway and Harbour Staff organisation recognised by the Administration, and the term "trades union" means any such organisation registered under the Industrial Conciliation Act, 1956 (Act No. 28 of 1956).

(*b*) (i) The following are the staff associations accorded official recognition by the Administration in terms of sub-paragraph (*a*):—

Staff Association representing Group "A" S.A.R. Servants, which has been registered as a trades union under the name of "The South African Railways and Harbours Salaried Staff Association";

Staff Association representing Group "B" S.A.R. Servants, which has been registered as a trades union under the name of "The South African Railways and Harbours Locomotive Engineers' Mutual Aid Society";

Staff Association representing Group "C" S.A.R. Servants, which has been registered as a trades union under the name of "Running and Operating Staff Union, Group "C" (S.A.R. & H.)";

Staff Association representing Group "D" S.A.R. Servants, which has been registered as a trades union under the name of "Artisan Staff Association (Staff Association representing Group "D" S.A.R. & H. Servants)";

Staff Association representing Group "E" S.A.R. Servants, which has been registered as a trades union under the name of "South African Railways and Harbours Employees' Union";

Staff Association representing Group "F" S.A.R. Servants, which has been registered as a trades union under the name of "Die Spoorbond";

Staff Association representing the South African Railway and Harbour Police. "Die Suid-Afrikaanse Spoorweë en Hawens Polisie-Personeelvereniging". (This staff association represents both officers and employees).

(ii) Each of the above-mentioned staff associations represents the groups of staff decided upon from time to time by the Minister in consultation with the staff associations concerned.

(iii) The Federal Consultative Council of S.A.R. & H. Staff Associations which consists of representatives from each of the staff associations officially recognised by the Administration, is also accorded official recognition for the purpose of facilitating negotiations between the Administration and the staff associations on matters affecting members of more than one staff association and to enable the Administration to get the views of the various staff associations on such matters through one channel.

Delegation and Exercise of Powers and Authorities.

2. (1) Subject to the limitations imposed in such powers as may be delegated by the Governor-General under the Act or by these regulations, or by the Minister or the General Manager consistent with the Act and these regulations, and subject also to such restrictions as may be implied by these regulations or may be imposed by competent authority, any head or sub-head of department may exercise such authorities and powers as may be necessary for the proper carrying out of these regulations.

die Werktuigkundige Hoofingenieur—

(i) die bevoegdheid om binne sy eie departement of kantoor—

(*a*) enige persoon as amptenaar in los-, tydelike of vaste diens aan te stel in enige betrekking waarvan die maksimum salaris £660 is; en

(*b*) 'n skaal- of diensverhoging toe te staan aan enige amptenaar wat 'n betrekking met 'n maksimum salaris van £1,100 beklee;

(ii) die bevoegdheid om, onderworpe aan die bepalings van klousule (iv), enige persoon as werksman in los-, tydelike of vaste diens aan te stel en om 'n skaal- of diensverhoging aan enige werksman toe te staan; en

(iii) die bevoegdheid om, onderworpe aan die bepalings van klousule (iv), enige amptenaar wat 'n betrekking met 'n maksimum salaris van £765 beklee, en enige werksman—

(*a*) te ontslaan,

(*b*) te dwing om te bedank,

(*c*) se diens op 'n ander wyse te beëindig, of

(*d*) se besoldiging te verminder;

(iv) elke amptenaar wie se ampsbenaming in subparagraaf (*d*) genoem word, oefen die bevoegdhede wat ingevolge klousules (ii) en (iii) aan hom verleen is, binne sy eie departement of kantoor uit, behalwe die Hoofsuperintendent van Polisie, wat sodanige bevoegdhede ten opsigte van polisiebeamptes in enige departement uitoefen;

(*e*) aan elkeen van die volgende amptenare:

in die Hoofbestuurder se Departement—

die Outobeweegkragingenieur, Langlaagte;

in die Vervoerdepartement—

'n afdelingshawe-ingenieur,
'n afdelingsingenieur,
'n afdelingsingenieur (outobeweegkrag),
'n afdelingsinjaalingenieur,
'n elektrotegniese afdelingsingenieur,
die Goederesuperintendent, Kaserne,
die Hawegoederesuperintendent by Kaapstad en by Durban,
die Hawekaptein by Kaapstad en by Durban,
'n superintendent in 'n afdelingskantoor;

in die Departement Siviele Ingenieurswese—

die Adviserende Hawensingenieur,
die Brugingenieur,
'n distriksingenieur in beheer van 'n aanleg,
'n hawe-ingenieur (nuwe werke),
'n inspeksie-ingenieur,
'n residentingenieur,
'n siviele assistent-hoofingenieur,
die Superintendent (administratief),
die Sweisingenieur;

in die Departement Elektrotegniese Ingenieurswese—

'n elektrotegniese assistent-hoofingenieur,
die Elektrotegniese Ingenieur (elektriese lig en krag) (nuwe werke),
die Elektrotegniese Ingenieur (krag en lig),
die Elektrotegniese Ingenieur (trekkrag) (nuwe werke),
die Elektrotegniese Ingenieur (verbindings) (nuwe werke),
'n inspeksie-ingenieur,
'n residentingenieur (elektrotegnies),
die Seniorverbindingsingenieur (elektrotegnies),
die Superintendent (administratief),
die Toets- en navorsingsingenieur (elektrotegnies), Langlaagte,
die Vuurtoringingenieur;

a System Manager;

(i) power, within his own department or office, to—

(*a*) appoint any person to casual, temporary or permanent employment, as an officer in any appointment the maximum salary applicable to which does not exceed £660; and

(*b*) grant a scale or service increment to any officer, the maximum salary of whose appointment does not exceed £1,100;

(ii) power, subject to the provisions of clause (iv), to appoint any person to casual, temporary or permanent employment, as an employee and to grant a scale or service increment to any employee; and

(iii) power, subject to the provisions of clause (iv), to—

(*a*) dismiss,

(*b*) enforce the resignation of,

(*c*) otherwise terminate the services of, or

(*d*) reduce the emoluments of—

any officer, the maximum salary of whose appointment does not exceed £765, and any employee;

(iv) every officer whose designation is contained in sub-paragraph (*d*) will exercise the powers, vested in him in terms of clauses (ii) and (iii), within his own department or office, except the Chief Superintendent of Police, who will exercise such powers in respect of policemen in any department;

(*e*) to each of the following officers:

in the General Manager's Department—
the Automotive Engineer, Langlaagte;

in the Transportation Department—
the Goods Superintendent, Kaserne,
the Port Captain at Cape Town and at Durban,
the Port Goods Superintendent at Cape Town and at Durban,
a Superintendent in a System Office,
a System Automotive Engineer,
a System Electrical Engineer,
a System Engineer,
a System Harbour Engineer,
a System Signal Engineer;

in the Civil Engineering Department—
an Assistant Chief Civil Engineer,
the Bridge Engineer,
a District Engineer in charge of a Construction,
a Harbour Engineer (New Works),
the Harbours Advisory Engineer,
an Inspecting Engineer,
a Resident Engineer,
the Superintendent (Administrative),
the Welding Engineer;

in the Electrical Engineering Department—
an Assistant Chief Electrical Engineer,
the Electrical Engineer (Communications) (New Works),
the Electrical Engineer (Electric Light and Power) (New Works),
the Electrical Engineer (Power and Light),
the Electrical Engineer (Traction) (New Works),
an Inspecting Engineer,
the Lighthouse Engineer,
a Resident Engineer (Electrical),
the Senior Communications Engineer (Electrical),
the Superintendent (Administrative),
the Test and Research Engineer (Electrical), Langlaagte;

in die Departement Werktuigkundige Ingenieurswese—

'n inspeksie-ingenieur,

die Superintendent (administratief),

'n werktuigkundige assistent-hoofingenieur,

'n werktuigkundige ingenieur in beheer van 'n werktuigkundige depot;

in die Departement Sinjaalingenieurswese—

die Assistent-hoofsinjaalingenieur,

'n inspeksie-ingenieur;

in die Rekenpligtige Departement—

die Assistent-hoofrekenmeester,

die Hoofkantoorrekenmeester,

die Inkomsterekenmeester,

'n plaaslike rekenmeester;

in die Lugdiensdepartement—

die Assistent-lugdiensbestuurder,

die Seniorlugvaartingenieur,

die Superintendent (handel),

die Superintendent (personeel);

in die Verversingsdepartement—

die Assistent-verversingsbestuurder;

in die Publisiteits- en Reisdepartement—

'n assistent-bestuurder, Publisiteits- en Reisdepartement;

in die Magasyndepartement—

die Assistent-hoofmagasynsuperintendent,

'n magasynsuperintendent;

(i) die bevoegdheid om binne sy eie departement en onderworpe aan die bepalings van klousule (iii)—

(*a*) enige persoon as amptenaar of werksman in los-, tydelike of vaste diens aan te stel in enige betrekking waarvan die maksimum salaris £660 is; en

(*b*) 'n skaal- of diensverhoging toe te staan aan enige amptenaar wat 'n betrekking genoem in subklousule (*a*) beklee, en aan enige werksman;

(ii) die bevoegdheid om binne sy eie departement—enige amptenaar wat 'n betrekking met 'n maksimum salaris van £660 beklee of wie se ononderbroke diens hoogstens agt jaar is, en enige werksman—

(*a*) te ontslaan,

(*b*) te dwing om te bedank,

(*c*) se diens op 'n ander wyse te beëindig, of

(*d*) se besoldiging te verminder;

(iii) elke amptenaar wie se ampsbenaming in subparagraaf (*e*) genoem word en wat by die hoofkantoor van sy departementshoof gestasioneer is, oefen die bevoegdhede wat ingevolge klousule (i) aan hom verleen is, namens sy departementshoof uit, behalwe 'n assistent-bestuurder, Publisiteits- en Reisdepartement, wat sodanige bevoegdhede namens die Bestuurder, Publisiteits- en Reisdepartement uitoefen;

(*f*) aan elkeen van die volgende amptenare:

die Adjunk-hoofsuperintendent van Polisie,

'n superintendent van Polisie;

(i) die bevoegdheid om namens die Hoofsuperintendent van Polisie—

(*a*) enige persoon as amptenaar of werksman in los-, tydelike of vaste diens aan te stel in enige betrekking waarvan die maksimum salaris £660 is; en

(*b*) 'n skaal- of diensverhoging toe te staan aan enige amptenaar wat 'n betrekking genoem in subklousule (*a*) beklee, en aan enige werksman;

in the Mechanical Engineering Department—
an Assistant Chief Mechanical Engineer,
an Inspecting Engineer,
a Mechanical Engineer in charge of a Mechanical Depot,
the Superintendent (Administrative);

in the Signal Engineering Department—
the Assistant Chief Signal Engineer,
an Inspecting Engineer;

in the Accounting Department—
the Assistant Chief Accountant,
the Head Office Accountant,
a Local Accountant,
the Revenue Accountant;

in the Airways Department—
the Assistant Airways Manager,
the Senior Aeronautical Engineer,
the Superintendent (Commercial),
the Superintendent (Staff);

in the Catering Department—
the Assistant Catering Manager;

in the Publicity and Travel Department—
an Assistant Manager, Publicity and Travel Department;

in the Stores Department—
the Assistant Chief Stores Superintendent,
a Stores Superintendent;

(i) power, within his own department, and subject to the provisions of clause (iii), to—

(*a*) appoint any person to casual, temporary or permanent employment, as an officer or an employee, in any appointment the maximum salary applicable to which does not exceed £660; and

(*b*) grant a scale or service increment to any officer holding an appointment mentioned in sub-clause (*a*) and to any employee;

(ii) power, within his own department, to—

(*a*) dismiss,

(*b*) enforce the resignation of,

(*c*) otherwise terminate the services of, or

(*d*) reduce the emoluments of—

any officer, the maximum salary of whose appointment does not exceed £660 or whose continuous service does not exceed eight years and any employee;

(iii) every officer, whose designation is contained in sub-paragraph (*e*) and who is stationed at the headquarters of the head of his department, when exercising the powers vested in him in terms of clause (i), will do so on behalf of the head of his department, except an Assistant Manager, Publicity and Travel Department, who will do so on behalf of the Manager, Publicity and Travel Department;

(*f*) to each of the following officers—

the Deputy Chief Superintendent of Police,
a Superintendent of Police;

(i) power, on behalf of the Chief Superintendent of Police, to—

(*a*) appoint any person to casual, temporary or permanent employment as an officer or an employee, in any appointment the maximum salary applicable to which does not exceed £660; and

(*b*) grant a scale or service increment to any officer holding an appointment mentioned in sub-clause (*a*) and to any employee;

(ii) die bevoegdheid om enige amptenaar wat 'n betrekking met 'n maksimum salaris van £660 beklee of wie se ononderbroke diens hoogstens agt jaar is, en enige werksman—

(*a*) te ontslaan,

(*b*) te dwing om te bedank,

(*c*) se diens op 'n ander wyse te beëindig, of

(*d*) se besoldiging te verminder;

(*g*) aan elkeen van die volgende amptenare:

in die Hoofbestuurder se Departement—
die Vise-prinsipaal, Spoorwegkollege;

in die Vervoerdepartement—
'n assistent-afdelingsingenieur,
'n assistent-superintendent in 'n afdelingskantoor,
'n distrikshawe-ingenieur,
'n distriksingenieur,
'n eersteklerk in 'n afdelingskantoor,
'n elektrotegniese ingenieur,
die Hawegoederesuperintendent by Oos-Londen en by Port Elizabeth,
die Hawekaptein by Oos-Londen en by Port Elizabeth,
'n sinjaalingenieur;

in die Departement Siviele Ingenieurswese—
'n assistent-residentingenieur,
die Assistent-superintendent (administratief),
die Assistent-sweisingenieur (spoorbaan- en struktuurwinkel), Elandsfontein,
'n distrikshawe-ingenieur (nuwe werke),
'n distriksingenieur op 'n aanleg;

in die Departement Elektrotegniese Ingenieurswese—
die Assistent-superintendent,
'n distriksingenieur (elektrotegnies),
'n elektrotegniese ingenieur;

in die Departement Werktuigkundige Ingenieurswese—
die Assistent-superintendent (administratief),
'n eersteklerk,
'n werktuigkundige assistent-ingenieur in 'n werktuigkundige depot,
'n werktuigkundige ingenieur (behalwe dié in beheer van 'n werktuigkundige depot);

in die Departement Sinjaalingenieurswese—
'n sinjaalingenieur;

in die Verversingsdepartement—
'n assistent-superintendent;

in die Magasyndepartement—
'n assistent-magasynsuperintendent;

(i) die bevoegdheid om binne sy eie departement, en onderworpe aan die bepalings van klousule (iii), enige persoon as werksman in los-, tydelike of vaste diens aan te stel en om 'n skaal- of diensverhoging aan enige werksman toe te staan; en

(ii) die bevoegdheid om binne sy eie departement enige werksman—

(*a*) te ontslaan,

(*b*) te dwing om te bedank,

(*c*) se diens op 'n ander wyse te beëindig, of

(*d*) se besoldiging te verminder;

(iii) elke amptenaar wie se ampsbenaming in subparagraaf (*g*) genoem word en wat by die hoofkantoor van sy departementshoof gestasioneer is, oefen die bevoegdhede wat ingevolge klousule (i) aan hom verleen is, namens sy departementshoof uit;

(*h*) aan 'n polisieoffisier—

die bevoegdheid om enige persoon as spesiale konstabel in losdiens aan te stel en om die diens van sodanige spesiale konstabel te beëindig.

(ii) power to—

(*a*) dismiss,

(*b*) enforce the resignation of,

(*c*) otherwise terminate the services of, or

(*d*) reduce the emoluments of—

any officer, the maximum salary of whose appointment does not exceed £660 or whose continuous service does not exceed eight years, and any employee;

(*g*) to each of the following officers:

in the General Manager's Department—

the Vice-Principal, Railway College;

in the Transportation Department—

an Assistant Superintendent in a System Office,
an Assistant System Engineer,
a Chief Clerk in a System Office,
a District Engineer,
a District Harbour Engineer,
an Electrical Engineer,
the Port Captain at East London and at Port Elizabeth,
the Port Goods Superintendent at East London and at Port Elizabeth,
a Signal Engineer;

in the Civil Engineering Department—

an Assistant Resident Engineer,
the Assistant Superintendent (Administrative),
the Assistant Welding Engineer, Permanent Way and Structural Workshop, Elandsfontein,
a District Engineer on a Construction,
a District Harbour Engineer (New Works);

in the Electrical Engineering Department—

the Assistant Superintendent,
a District Engineer (Electrical),
an Electrical Engineer;

in the Mechanical Engineering Department—

an Assistant Mechanical Engineer in a Mechanical Depot,
the Assistant Superintendent (Administrative),
a Chief Clerk,
a Mechanical Engineer (other than in charge of a Mechanical Depot);

in the Signal Engineering Department—

a Signal Engineer;

in the Catering Department—

an Assistant Superintendent;

in the Stores Department—

an Assistant Stores Superintendent;

(i) power, within his own department, and subject to the provisions of clause (iii), to appoint any person to casual, temporary or permanent employment as an employee, and to grant a scale or service increment to any employee; and

(ii) power, within his own department, to—

(*a*) dismiss,

(*b*) enforce the resignation of,

(*c*) otherwise terminate the services of, or

(*d*) reduce the emoluments of—

any employee;

(iii) every officer, whose designation is contained in sub-paragraph (*g*) and who is stationed at the headquarters of the head of his department, when exercising the powers vested in him in terms of clause (i), will do so on behalf of the head of his department;

(*h*) to a commissioned police officer—

power to appoint any person to casual employment as a special constable and to terminate the services of such a special constable.

(3) Onderworpe aan die bepalings van paragraaf (5), is 'n amptenaar wat wettig waarneem in die plek van een van die amptenare aan wie bevoegdhede gedelegeer is ingevolge die bepalings van paragraaf (2), beklee met die bevoegdhede van die amptenaar vir wie hy waarneem.

(4) Die aanstelling van 'n persoon vir die doel genoem in artikel *sewe-en-vyftig* van die Konsolidasiewet op die Beheer en Bestuur van Spoorweë en Hawens, 1957 (Wet no. 70 van 1957), moet gemaak word ingevolge die bevoegdhede wat kragtens die bepalings van subparagraaf (*a*), (*b*), (*c*), (*d*), (*f*) of (*h*) van paragraaf (2) gedelegeer word.

(5) Die Hoofbestuurder kan die uitoefening van die bevoegdhede van enigeen van die amptenare wat in hierdie regulasie genoem word, na goeddunke beperk in so 'n mate as wat hy nodig ag.

(6) Daar moet nie beskou word dat die bevoegdhede wat in hierdie regulasie verleen word, die Goewerneur-generaal enige bevoegdheid ontneem wat hy ingevolge enige wet besit nie.

Delegeer van bevoegdhede deur die Hoofbestuurder.

3. (1) Die Hoofbestuurder kan aan enige amptenaar die bevoegdheid delegeer om namens en ten behoewe van hom enigeen van die magte en bevoegdhede uit te oefen wat vir die toepassing van hierdie regulasies nodig is.

(2) Onderworpe aan sodanige beperkings as wat die Hoofbestuurder van tyd tot tyd mag oplê, kan die Adjunk-hoofbestuurder, 'n assistent-hoofbestuurder, die Hoofsuperintendent (personeel), die Assistent-hoofsuperintendent (personeel) of 'n superintendent (personeel) of enige amptenaar wat wettig in die plek van een van hierdie amptenare waarneem, enigeen van die magte en bevoegdhede wat deur die Wet of hierdie regulasies aan die Hoofbestuurder verleen is, namens en ten behoewe van die Hoofbestuurder uitoefen.

Aanstel van die Kommissie van die Suid-Afrikaanse Spoorweg- en Hawediens.

4. Regulasie no. 2 is onderworpe aan die volgende bepalings:

(1) Daar is 'n kommissie wat bekend is as die Kommissie van die Suid-Afrikaanse Spoorweg- en Hawediens (hierna die Kommissie genoem), met die bevoegdhede, pligte en funksies wat in hierdie regulasies bepaal word.

(2) Die Kommissie bestaan uit drie lede wat, onderworpe aan die bepalings van hierdie regulasies, deur die Goewerneur-generaal aangestel word uit amptenare in die Diens, behalwe in die geval van heraanstellings ingevolge die bepalings van subparagraaf (*b*) van paragraaf (3). Een van die drie lede word deur die Goewerneur-generaal as voorsitter van die Kommissie aangewys.

(3) (*a*) 'n Lid van die Kommissie word aangestel vir die tydperk wat ten tyde van sy aanstelling deur die Goewerneur-generaal vasgestel word en wat hoogstens vyf jaar beloop, met dien verstande dat, behalwe soos in die eersvolgende subparagraaf bepaal, sodanige aanstelling nie vir 'n langer tydperk is as tot die datum waarop die lid die uitdiens-treeouderdom bereik nie.

(*b*) Nadat hierdie voorgeskrewe ampstermyn verstryk het, kan sodanige lid weer aangestel word, mits sodanige heraanstelling nie vir 'n langer tydperk is as tot die datum waarop die lid die ouderdom van vyf-en-sestig jaar bereik nie.

(*c*) Die ampstermyn van alle lede van die Kommissie is onderworpe aan die bepalings in hierdie regulasie met betrekking tot uitsetting uit of neerlegging van 'n betrekking.

(4) 'n Persoon in die Diens wat aangestel word as lid van die Kommissie of om as lid daarvan waar te neem, kan vir die doeleindes van enige pensioenregte wat hom kragtens enige wet mag toekom, die tydperk van sy diens as sodanige lid of waarnemende lid laat bereken as deel van en deurlopend met sy dienstydperk in die Diens, en vir alle ander doeleindes word hy as 'n amptenaar in die Diens beskou.

As 'n lid van die Kommissie wat in die Diens was op die datum van sy aanstelling as sodanige lid, nie weer in die Kommissie aangestel word na verstryking van sy ampstermyn as lid van die Kommissie nie en op dié datum nog nie die superannuasieouderdom bereik het nie, moet hy sy pligte in die Diens hervat in die betrekking wat aan hom toegewys mag word, met dien verstande dat sodanige betrekking nie van 'n laer graad moet wees as dié wat hy op die datum van sy aanstelling in die Kommissie beklee het nie.

(3) An officer, when lawfully acting in place of any officer to whom power is delegated under the provisions of paragraph (2), is, subject to the provisions of paragraph (5), vested with the powers of the officer for whom he is acting.

(4) The appointment of a person for the purpose mentioned in section *fifty-seven* of the Railways and Harbours Control and Management (Consolidation) Act, 1957 (Act No. 70 of 1957), shall be made in terms of the powers delegated under the provisions of sub-paragraph (*a*), (*b*), (*c*), (*d*), (*f*) or (*h*) of paragraph (2).

(5) The General Manager may, in his discretion, impose such limitations in respect of the exercise of the powers of any of the officers referred to in this regulation as he may deem necessary.

(6) The powers conferred in this regulation shall not be construed as divesting the Governor-General of any powers possessed by him under any law.

Delegation of Powers by General Manager.

3. (1) The General Manager may delegate to any officer the power to exercise in his name and on his behalf any of the authorities and powers necessary for the carrying out of these regulations.

(2) Subject to such limitations as the General Manager may impose from time to time, the Deputy General Manager, an Assistant General Manager, the Chief Superintendent (Staff), the Assistant Chief Superintendent (Staff), or a Superintendent (Staff), or any officer lawfully acting in place of one of these officers, may exercise in the name and on behalf of the General Manager any of the authorities and powers vested in the General Manager by the Act or these regulations.

Appointment of South African Railways and Harbours Service Commission.

4. Regulation No. 2 shall be subject to the following provisions:—

(1) There shall be a Commission, styled the South African Railways and Harbours Service Commission, with such powers, duties, and functions as by these regulations are prescribed, hereinafter referred to as the Commission.

(2) The Commission shall consist of three members who shall, subject to the provisions of these regulations, be appointed by the Governor-General from officers in the Service except in the case of re-appointments under sub-paragraph (*b*) of paragraph (3). One of the three members shall be designated by the Governor-General as Chairman of the Commission.

(3) (*a*) A member of the Commission shall hold office for such period, up to a maximum of five years, as may, at the time of his appointment be determined by the Governor-General, provided that, save as is provided in the next succeeding sub-paragraph, such appointment shall not be made for a period extending beyond the date on which the member will attain his retiring age.

(*b*) On the expiry of this prescribed period of office, such member shall be eligible for re-appointment, provided that such re-appointment shall not be made for a period extending beyond the date on which the member will attain the age of sixty-five years.

(*c*) The tenure of office of all members of the Commission shall be subject to the provisions contained in this regulation as to removal from, or vacation of office.

(4) Any person employed in the Service who is appointed to be, or to act as, a member of the Commission, shall be entitled to have the period of his service as such member or acting member reckoned as part of, and continuous with, his employment in the Service for the purposes of any rights in respect of pension which he derives under any law, and for all other purposes whatsoever he shall be deemed to be an officer in the employ of the Service.

A member of the Commission who, at the date of his appointment as such, was employed in the Service, and who, at the expiration of his term of office as a member of the Commission, is not re-appointed thereto, and who at that date has not reached superannuation age, shall resume his duties in the Service in such post as may be assigned to him, provided that such post shall not be of a lower grade than that occupied by him at the date of his appointment to the Commission.

(5) In geval van siekte, ongeskikraking, afwesigheid van diens of skorsing van 'n lid van die Kommissie, kan die Goewerneur-generaal 'n persoon in die plek van sodanige lid aanstel om gedurende sodanige siekte, ongeskiktheid, afwesigheid of skorsing as lid van die Kommissie waar te neem, en in soortgelyke omstandighede wys die Goewerneur-generaal enige lid of waarnemende lid van die Kommissie aan om as voorsitter van die Kommissie waar te neem.

As 'n lid sterf of bedank, kan die Goewerneur-generaal die vakature wat aldus ontstaan, vir die onverstreke gedeelte van die oorlede of uitgetrede lid se ampstermyn aanvul.

(6) (*a*) Aan elke lid van die Kommissie word die salaris of vergoeding betaal waartoe die Goewerneur-generaal by die aanstelling of heraanstelling van sodanige lid mag besluit.

(*b*) Daarbenewens word die bedrae wat by regulasie bepaal of andersins deur die Goewerneur-generaal gemagtig is, aan elke lid van die Kommissie betaal vir reis- en verblyfkoste wat hy aangaan in die uitvoering van sy pligte weg van die kantoor van die Kommissie af. Bowendien ontvang 'n lid wat 'n amptenaar is, die toelaes en voorregte wat toegestaan word aan of geniet word deur amptenare wat ooreenstemmende salarisse ontvang, terwyl 'n lid wat nie 'n amptenaar is nie, die toelaes en voorregte ontvang wat deur die Goewerneur-generaal gemagtig word.

(7) Die Goewerneur-generaal kan enige lid van die Kommissie uit sy betrekking verwyder of skors, met inagneming van die bepalings van die Wet in gevalle waar die lid van die Kommissie 'n amptenaar in die Diens is.

Bevoegdhede en pligte van Kommissie.

5. (1) Die Kommissie wat in regulasie no. 4 genoem word, het die bevoegdhede en voer die pligte uit wat in hierdie regulasies beskryf word, asook alle ander pligte wat die Goewerneur-generaal skriftelik aan hom toewys.

(2) Behalwe in die geval van die betrekkings hoofbestuurder en adjunk-hoofbestuurder, moet die Kommissie 'n aanbeveling doen wanneer dit nodig is om 'n persoon in 'n ander hoedanigheid as dié van 'n losdienaar aan te stel in 'n pos in die Diens wat as dié van 'n amptenaar geklassifiseer is, om 'n amptenaar tot 'n hoër pos te bevorder of om 'n werksman te bevorder tot 'n pos wat as dié van 'n amptenaar geklassifiseer is. Sodanige aanbevelings moet soos volg gedoen word:

(i) In die geval van sodanige aanstelling of bevordering buite die bevoegdhede wat ingevolge regulasie no. 2 (2) (*b*) (i) gedelegeer is—aan die Hoofbestuurder om saam met sy aanbeveling aan die Minister deurgestuur te word.

(ii) In die geval van sodanige aanstelling of bevordering binne die bevoegdhede wat gedelegeer is ingevolge regulasie no. 2 (2) (*b*) (i), 2 (2) (*c*) (i) of 2 (2) (*e*) (i), in die geval van 'n aanstelling deur die Outobeweegkragingenieur, Langlaagte—aan die Hoofbestuurder.

(iii) In die geval van sodanige aanstelling of bevordering binne die bevoegdhede wat gedelegeer is ingevolge regulasie no. 2 (2) (*d*) (i) of 2 (2) (*e*) (i) (behalwe 'n aanstelling deur die Outobeweegkragingenieur, Langlaagte), of regulasie no. 2 (2) (*f*) (i)—deur die Hoofbestuurder aan die betrokke departementshoof, of in die geval van aanstellings of bevorderings in die—

kantoor van die Spoorweg- en Haweraad	aan die Administratiewe Sekretaris van die Minister;
kantoor van die Kommissie van die Suid-Afrikaanse Spoorweg- en Hawediens	aan die Sekretaris, Kommissie van die Suid-Afrikaanse Spoorweg- en Hawediens;
polisiemag.....	aan die Hoofsuperintendent van Polisie;
Publisiteits- en Reisdepartement....	aan die Bestuurder, Publisiteits- en Reisdepartement;
Siekefonds van die S.A.S. en H.....	aan die Hoofsekretaris, Siekefonds van die S.A.S. en H.;

(5) In the case of illness, incapacitation, absence from duty or suspension of any member of the Commission, the Governor-General may, in the place of such member, appoint a person to act as a member of the Commission during such illness, incapacitation, absence, or suspension, and in similar circumstances the Governor-General shall designate any member or acting member of the Commission to act as Chairman of the Commission.

In the event of the death or resignation of any member, the Governor-General may fill the vacancy so caused for the period during which the vacating member would, but for his vacation of office, have continued in office.

(6) (*a*) There shall be paid to each member of the Commission such salary or fee as the Governor-General may upon appointment or re-appointment of such member decide.

(*b*) There shall also be paid to each member of the Commission, in respect of expenses incurred by him in travelling and subsistence when discharging his duties away from the office of the Commission, such sums as are prescribed by regulation or are otherwise authorised by the Governor-General. In addition, a member who is an officer shall receive such allowances and privileges as are drawn by, or accorded to, officers who are in receipt of similar salaries, while a member who is not an officer shall receive such allowances and privileges as are authorised by the Governor-General.

(7) The Governor-General may remove or suspend any member of the Commission from office, regard being had, in case of a member of the Commission who is an officer in the Service, to the provisions of the Act.

Commission's Powers and Duties.

5. (1) The Commission referred to in Regulation No. 4 shall have the powers and perform the duties described in these regulations and such other duties as may be assigned to it in writing by the Governor-General.

(2) The Commission shall, except in the case of the positions of General Manager and Deputy General Manager, make a recommendation whenever it is necessary to appoint a person, in other than a casual capacity to a post in the Service classified as that of an officer; to promote an officer to a higher post; or to promote an employee to a post classified as that of an officer. Such recommendations shall be made as follows:—

(i) In the case of such an appointment or promotion beyond the powers delegated in terms of Regulation No. 2 (2) (*b*) (i)—to the General Manager for transmission, with his recommendation, to the Minister.

(ii) In the case of such an appointment or promotion within the powers delegated in terms of Regulation No. 2 (2) (*b*) (i), 2 (2) (*c*) (i) or 2 (2) (*e*) (i) in the case of an appointment made by the Automotive Engineer, Langlaagte—to the General Manager.

(iii) In the case of such an appointment or promotion within the powers delegated in terms of Regulation No. 2 (2) (*d*) (i) or 2 (2) (*e*) (i) (excluding an appointment made by the Automotive Engineer, Langlaagte,) or 2 (2) (*f*) (i)—through the General Manager to the head of the Department concerned or, in the case of appointments or promotions in the:

Office of the Railways and Harbours Board	to the Administrative Secretary to the Minister;
Office of the South African Railways and Harbours Service Commission	to the Secretary, South African Railways and Harbours Service Commission;
Police Force.....	to the Chief Superintendent of Police;
Publicity and Travel Department..	to the Manager, Publicity and Travel Department;
S.A.R. & H. Sick Fund.....	to the General Secretary, S.A.R. & H. Sick Fund;

met dien verstande dat die bepalings van hierdie paragraaf nie van toepassing is nie—

(*a*) op gevalle waar die bevordering ingevolge bestaande regulasies outomaties is;

(*b*) op 'n amptenaar se aanstelling in of bevordering tot 'n betrekking genoem in subparagraaf (ii) of (iii) van hierdie paragraaf, waarvan die maksimum salaris £1,100 is en ten opsigte waarvan daar vasgestel kan word dat die pligte wat daaraan verbonde is, gepaard gaan met verantwoordelikheid in verband met die gebruik of veilige bedryf van die spoorweë en hawens of van enige ander vervoerdienste wat deur die Administrasie beheer word. Die bevoegdhede wat ingevolge regulasie no. 2 gedelegeer is, is van toepassing op die aanstellings wat hierin genoem word.

(3) Om die Kommissie in staat te stel om die aanbeveling te doen wat in paragraaf (2) genoem word, moet hy deur die amptenare genoem in die eersvolgende paragraaf voorsien word van 'n lys van die kandidate vir die betrekking as dit 'n nuwe aanstelling in die Diens is of 'n lys van die dienare wat vir 'n betrekking genomineer is in die geval van bevordering tot 'n hoër graad of klas, tesame met lyste waarin volledige besonderhede van hulle kwalifikasies verstrek word, asook hulle diensrekords en 'n lys van die persone wat die seniors is van die dienare wat vir bevordering genomineer is (as daar sulke persone is), met volledige redes waarom sodanige persone oor die hoof gesien is.

In die geval van 'n aanstelling of bevordering genoem in subparagraaf (2) (i) of (2) (ii) moet die Hoofbestuurder die voormelde lyste en besonderhede aan die Kommissie stuur, en in die geval van 'n aanstelling of bevordering genoem in paragraaf (2) (iii) moet dit aan die Hoofbestuurder vir deursending aan die Kommissie gestuur word deur die betrokke departementshoof of die Hoofsuperintendent van Polisie, die Bestuurder, Publisiteits- en Reisdepartement, die Hoofsekretaris van die Siekefonds van die S.A.S. en H., die Administratiewe Sekretaris van die Minister, of die Sekretaris van die Kommissie van die Suid-Afrikaanse Spoorweg- en Hawediens.

(4) As 'n aanbeveling wat die Kommissie aangaande 'n aanstelling of bevordering ooreenkomstig die bepalings van subparagraaf (2) (ii) doen, nie deur die Hoofbestuurder aangeneem word nie, moet die aanbeveling na die Minister verwys word, en hy sal in oorleg met die Hoofbestuurder daaroor besluit.

As 'n departementshoof of 'n ander amptenaar genoem in subparagraaf (2) (iii) nie die aanbeveling van die Kommissie aangaande 'n aanstelling of bevordering ooreenkomstig die bepalings van subparagraaf (2) (iii) kan aanneem nie, moet hy die stukke saam met die aanbeveling van die Kommissie aan die Hoofbestuurder stuur. As die Hoofbestuurder nie die Kommissie se aanbeveling kan aanneem nie, moet dit na die Minister verwys word, en hy sal in oorleg met die Hoofbestuurder daaroor besluit.

(5) Die Kommissie is daarop geregtig om insae te hê in sodanige amptelike stukke en state, en om sodanige verder inligting by die Hoofbestuurder in te win as wat nodig mag wees vir die uitoefening van die bevoegdhede en pligte ingevolge hierdie regulasie, met dien verstande dat geen amptenaar versoek moet word om inligting te verstrek of dokumente of stukke te toon as dit na die mening van die Minister strydig met die openbare belang sou wees om sodanige inligting te verstrek of stukke te vertoon nie.

(6) 'n Aanbeveling wat deur 'n meerderheid van die Kommissie gedoen is, moet vir die doeleindes van hierdie regulasie beskou word as 'n aanbeveling van die Kommissie.

(7) Wanneer die Kommissie ook al ingevolge hierdie regulasie 'n bevoegdheid of funksie uitoefen, kan sodanige bevoegdheid of funksie namens die Kommissie uitgeoefen word deur enige lid daarvan wat deur die Kommissie daartoe gedelegeer is, met dien verstande dat 'n aanbeveling as gevolg van sodanige delegering, deur 'n meerderheid van die Kommissie gedoen moet word.

(8) Sodanige instruksies as wat vir die doeltreffende uitvoering van hierdie regulasie nodig mag wees, kan van tyd tot tyd uitgevaardig word.

Instel van die Spoorweg- en Hawepolisiemag.

6. (1) Daar is 'n Spoorweg- en Hawepolisiemag ingestel wat bestaan uit soveel lede as wat nodig geag word vir die doel gemeld in artikel *sewe-en-vyftig* van die Konsolidasiewet op die Beheer en Bestuur van Spoorweë en Hawens, 1957 (Wet no. 70 van 1957), en waarvan die lede belas is met die bevoegdhede en funksies wat in daardie artikel bepaal word.

provided the provisions of this paragraph shall not apply—

(*a*) where promotion is automatic under existing regulations;

(*b*) to the appointment or promotion of an officer to any position falling within sub-paragraph (ii) or (iii) of this paragraph, the maximum salary of which does not exceed £1,100, and in respect of which it may be determined that the duties pertaining thereto involve responsibility with respect to the use or safe working of the Railways and Harbours or any other transport services controlled by the Administration. In respect of the appointments referred to herein, the powers delegated in terms of Regulation No. 2 will apply.

(3) To enable the Commission to make the recommendation referred to in paragraph (2), the General Manager shall, in respect of an appointment or promotion referred to in sub-paragraph (2) (i) or (2) (ii), and the head of department concerned, or the Chief Superintendent of Police, the Manager, Publicity and Travel Department, the General Secretary to the S.A.R. & H. Sick Fund, the Administrative Secretary to the Minister, or the Secretary to the South African Railways and Harbours Service Commission, shall in respect of any appointment or promotion referred to in sub-paragraph (2) (iii) forward to the Commission, through the General Manager, a list of the names of the persons who are candidates for the post, in the case of a new appointment to the Service, or a list of the servants nominated for a post in the case of promotion to a higher grade or class, together with schedules setting forth full details of their qualifications, their service records, and a list of persons (if any) who are senior to the servants nominated for promotion with full reasons for passing them over.

(4) If a recommendation made by the Commission in respect of an appointment or promotion pursuant to sub-paragraph (2) (ii) is not accepted by the General Manager, the recommendation shall be referred to the Minister who, in consultation with the General Manager, shall decided.

If a head of department or other officer referred to in sub-paragraph (2) (iii) is unable to accept the recommendation of the Commission in respect of an appointment or promotion pursuant to sub-paragraph (2) (iii), he shall forward the papers, with the Commission's recommendation to the General Manager. If the General Manager is unable to accept the Commission's recommendation it shall be referred to the Minister who, in consultation with the General Manager, shall decide.

(5) The Commission shall be entitled to have access to such official documents and records and to obtain such further information from the General Manager as may be necessary for the exercise of the powers and duties under this regulation provided that no officer shall be called upon to give any information or produce any documents or papers which, in the opinion of the Minister, it would be contrary to public interests to disclose.

(6) A recommendation made by a majority of the Commission shall be deemed, for the purposes of this regulation, to be a recommendation of the Commission.

(7) Whenever under this regulation the Commission is exercising any power or function, such power or function may be exercised on behalf of the Commission by any member thereof delegated thereto by the Commission, provided that any recommendation made in consequence of such delegation shall be made by a majority of the Commission.

(8) Such instructions may be issued from time to time as may be necessary for the efficient carrying out of the objects and purposes of this regulation.

Establishment of the Railways and Harbours Police Force.

6. (1) There shall be established a Railways and Harbours Police Force which shall consist of so many servants as are deemed necessary for the purpose mentioned in section *fifty-seven* of the Railways and Harbours Control and Management (Consolidation) Act, 1957 (Act No. 70 of 1957), the members of which shall be charged with the powers and functions prescribed in that section.

(2) Wanneer daar nie genoeg polisiebeamptes op 'n plek beskikbaar is om op daardie plek enigeen van die pligte te verrig wat genoem word in artikel *sewe-en-vyftig* van die Konsolidasiewet op die Beheer en Bestuur van Spoorweë en Hawens, 1957, nie, of om 'n persoon in wettige bewaring van sodanige plek na 'n ander plek te vervoer nie, kan soveel allesins gewenste persone as wat nodig mag wees, as spesiale konstabels aangestel word om sodanige werk te verrig. Wanneer 'n spesiale konstabel sodanige diens doen, word hy as 'n polisiebeampte beskou.

Voorregte en toelaes nie 'n reg nie.

7. Die toekenning van voorregte en toelaes ingevolge hierdie regulasies moet nie op so 'n wyse vertolk word dat 'n dienaar 'n reg op sodanige voorregte en toelaes het nie.

Opskorting van beperkende voorwaardes gedurende oorlog of 'n nasionale noodtoestand.

8. Enigeen van of al die beperkings wat voorgeskryf word deur 'n regulasie wat op die diensvoorwaardes van 'n dienaar van toepassing is, kan met die goedkeuring van die Minister, òf in die algemeen òf in die toepassing daarvan op besondere persone, opgehef, opgeskort of verslap word om omstandighede wat voortspruit uit 'n oorlog of nasionale noodtoestand die hoof te bied.

Dienare op wie die regulasies van toepassing is.

9. Die Personeelregulasies is—

(1) van toepassing op vaste en tydelike dienare behalwe waar daar in 'n regulasie uitdruklik anders vermeld word;

(2) van toepassing op blanke dienare in 'n los hoedanigheid behalwe—

(*a*) waar daar in 'n regulasie anders vermeld word; of

(*b*) waar daar in enige instruksie wat die Hoofbestuurder van tyd tot tyd mag uitreik, diensvoorwaardes uiteengesit word wat verskil van dié wat in enige regulasie(s) bepaal word en wat kragtens die bepalings van subartikel (2) van artikel *vier* van die Wet op sodanige losdienare of op enige klas van sodanige losdienare van toepassing is;

(3) nie van toepassing op nie-blanke dienare nie, maar in die geval van nie-blanke polisiebeamptes geld dié regulasies in hoofstukke I en II en in ander hoofstukke waarin diensvoorwaardes bepaal word wat uitdruklik op polisiebeamptes of op nie-blanke polisiebeamptes van toepassing is.

HOOFSTUK II.

ALGEMEEN—ALLE DIENARE.

Geskiktheid vir indiensneming.

10. (1) Onderworpe aan die bepalings van artikel *agt* van die Wet en van die hieropvolgende paragrawe, moet 'n persoon wat kragtens artikel *vier* van die Wet andersins vir aanstelling in 'n betrekking of pos in die Diens geskik is, nie sonder die goedkeuring van die Hoofbestuurder as amptenaar of werksman in diens geneem word nie tensy hy—

(*a*) ouer as vyftien jaar is maar nog nie die ouderdomsgrens bereik het wat volgens die onderstaande tabel van toepassing is op die besondere betrekking waarin dit die voorneme is om hom aan te stel nie:

Betrekking waarvoor die voorgeskrewe uitdienstreeouderdom soos volg is—	*Aanstelling moet gemaak word voor bereiking van die ouderdom van—*
(i) 53 jaar	40 jaar.
(ii) 58 jaar	48 jaar.
(iii) 60 jaar	45 jaar.
(iv) 63 jaar	53 jaar.

(*b*) matig in sy gewoontes is;

(*c*) met goeie gevolg ingeënt of as onvatbaar vir inenting gesertifiseer is; en nie—

(*d*) insolvent is nie;

(*e*) te eniger tyd tot gevangenisstraf sonder die keuse van 'n boete veroordeel is nie.

Die toepassing van die bepalings van hierdie paragraaf is onderworpe aan die beperkings wat van tyd tot tyd bekend gemaak mag word.

(2) When, in any locality, there are insufficient policemen available to perform in that locality any of the duties mentioned in section *fifty-seven* of the Railways and Harbours Control and Management (Consolidation) Act, 1957, or to convey any person in lawful custody from any such locality to any other place, so many fit and proper persons as may be necessary may be appointed as special constables to perform any such duty. When so employed, a special constable shall be deemed to be a policeman.

Privileges and Allowances not a Right.

7. The granting of privileges and allowances under these regulations shall not be construed as conferring on any servant a right thereto.

Suspension of Restrictive Conditions in Time of War or National Emergency.

8. Any or all of the restrictions prescribed by any regulation governing the conditions of employment of a servant may, with the approval of the Minister, be waived, suspended or relaxed, either generally or in their application to particular persons, to meet circumstances arising from the existence of a state of war or national emergency.

Applicability of the Regulations.

9. The Staff Regulations are—

(1) applicable to permanent and temporary servants except where specifically stated to the contrary in any regulation;

(2) applicable to European servants employed in a casual capacity except—

(*a*) where stated to the contrary in any regulation; or

(*b*) where, in any instruction which may be issued by the General Manager from time to time, service conditions, differing from those prescribed in any regulation(s), are set out which, in terms of sub-section (2) of section *four* of the Act, are stated to be applicable to such casual servants or to any class of such casual servants;

(3) inapplicable to non-European servants except, in the case of non-European policemen, those contained in Chapters I and II and those regulations contained in other Chapters which prescribe conditions of service specifically applicable to policemen or to non-European policemen.

CHAPTER II.

GENERAL—ALL SERVANTS.

Eligibility for Employment.

10. (1) Subject to the provisions of section *eight* of the Act, and of succeeding paragraphs, a person who is otherwise eligible, in terms of section *four* of the Act, for appointment to any office or post in the Service shall not, without the approval of the General Manager, be employed as an officer or an employee unless he—

(*a*) is over fifteen years and under the age limitation, applicable to the particular position to which he is to be appointed, that is shown in the following table:—

Position for which the prescribed retiring age is—	*Appointment to be effected before reaching the age of—*
(i) 53 years	40 years.
(ii) 58 years	48 years.
(iii) 60 years	45 years.
(iv) 63 years	53 years.

(*b*) is of temperate habits;

(*c*) has been successfully vaccinated or certified as not being susceptible to vaccination; and is not—

(*d*) an insolvent;

(*e*) a person who has at any time been sentenced to imprisonment without the option of a fine.

The application of this paragraph shall be subject to such restrictions as may be notified from time to time.

(2) (*a*) 'n Blanke kandidaat vir aanstelling in die betrekking polisiebeampte moet—

(i) die ouderdom van 19 jaar bereik het en onder die ouderdom van 45 jaar wees;

(ii) minstens 5 voet 8 duim lank wees en 'n borsmaat van minstens 36 duim hê;

(iii) nie weens 'n strafregtelike misdryf veroordeel gewees het nie en toelaat dat sy vingerafdrukke afgeneem word;

(iv) ongetroud of 'n wewenaar sonder kinders wees;

(v) bewys lewer van goeie gedrag; en

(vi) deur middel van 'n beëdigde of plegtige verklaring die waarheid bevestig van die antwoorde wat hy op die departementele vorm vir aansoek om indiensneming verstrek het;

met dien verstande dat die Hoofsuperintendent van Polisie enigeen van of al die vereistes van klousules (i), (ii) en (iv) na goeddunke kan ophef in die geval van 'n applikant wat spesiale kwalifikasies besit.

(*b*) As 'n blanke applikant vir aanstelling in die betrekking polisiebeampte in 'n ander vertakking van die Diens werk of as hy in die Staatsdiens van die Unie van Suid-Afrika of in die diens van 'n provinsiale administrasie is, mag hy nie na sodanige betrekking oorgeplaas word nie tensy hy voldoen aan die vereistes van subparagraaf (*a*).

(*c*) Nie-blanke applikante vir aanstelling in die betrekking polisiebeampte moet oor een-en-twintig en onder vyf-en-veertig jaar wees, liggaamlik en geestelik gesond, 'n sterk gestel hê en geskik vir polisiediens en van goeie gedrag wees, met dien verstande dat die Hoofsuperintendent van Polisie na goeddunke die inskrywing van enige applikant kan magtig wat oor vyf-en-veertig jaar is en spesiaal aanbeveel word. Alle nie-blanke applikante moet hulle vingerafdrukke laat afneem voordat hulle ingeskryf word.

(3) 'n Kandidaat vir indiensneming as vakleerling moet 'n departementele mededingende eksamen aflê voordat sy indiensneming in daardie hoedanigheid oorweeg kan word. Sodanige kandidaat kan hierdie eksamen aflê slegs as hy—

(*a*) op 2 Januarie van die jaar na dié waarin hy die eksamen aflê, nie onder vyftien of oor agtien jaar is nie (tensy die Hoofbestuurder anders gemagtig het), en

(*b*) in die Standerd ses- of 'n gelykstaande of hoër eksamen geslaag het of in Standerd ses is, en in laasgenoemde geval moet hy in die Standerd seseksamen slaag gedurende die jaar waarin hy die departementele mededingende eksamen aflê.

(4) (*a*) Onderworpe aan die bepalings van subparagrawe (*c*) en (*d*) moet 'n kandidaat vir aanstelling as amptenaar, 'n opvoedkundige sertifikaat besit waarvan die standaard minstens dié van die Junior Sertifikaat van die Universiteit van Suid-Afrika is, of 'n gelykstaande of hoër eksamen met goeie gevolg afgelê het, maar die Hoofbestuurder kan hierdie vereiste ophef in die geval van die aanstelling in die skeepspersoneel van 'n persoon wat in besit is van 'n sertifikaat van bekwaamheid as gesagvoerder of masjinis van 'n skip op vreemde vaart, wat uitgereik is deur 'n erkende gesag van 'n Statebondsland, of van sodanige ander kwalifikasie as wat deur die Administrasie goedgekeur mag word.

(*b*) Om in aanmerking te kan kom vir aanstelling in die betrekking klerk of telegrafis, moet 'n kandidaat ook onder 36 jaar wees, of as hy die graad Baccalaureus Artium, Legum Baccalaureus of Baccalaureus Commercii besit of enige ander graad wat vir die Administrasie aanneemlik is, moet hy nog nie 39 jaar wees nie. Daarbenewens moet sodanige kandidaat in 'n departementele mededingende eksamen slaag as sodanige eksamen afgeneem word in die jaar waarin sy aansoek om toelating tot die Diens oorweeg word.

(*c*) Geen bepaling in hierdie regulasie moet op so 'n wyse vertolk word dat dit die Hoofbestuurder belet om magtiging te gee dat 'n amptenaar wat voorheen diens in die graad klerk of telegrafis gedoen het, weer in sodanige graad aangestel word nie, onderworpe egter aan die bepalings van artikel *agt* van die Wet.

(*d*) Geen bepaling in hierdie regulasie moet op so 'n wyse vertolk word dat dit 'n amptenaar of 'n werksman belet om in 'n gesalarieerde betrekking (behalwe in die hoedanigheid van klerk of telegrafis) aangestel te word as hy na die mening van sy departementshoof of -onderhoof besondere bekwaamheid aan die dag gelê het en kwalifikasies besit wat hom vir die betrekking geskik maak nie, met dien verstande dat sy opvoedkundige kwalifikasies moet voldoen aan die vereistes wat die Hoofbestuurder van tyd tot tyd vir sodanige betrekking mag bepaal.

(5) (*a*) 'n Persoon moet indien moontlik ten tyde van sy aanvanklike aanstelling as dienaar of anders binne drie maande daarna, bevredigende bewys van sy geboortedatum lewer, en as hy getroud is, ook van sy huwelik.

(2) (*a*) A European candidate for appointment to the position of policeman must—

(i) have attained the age of 19 years and be under the age of 45 years;

(ii) be not less than 5 feet 8 inches in height and have a minimum chest measurement of 36 inches;

(iii) not have been convicted of any criminal offence and must submit to a fingerprint test;

(iv) be unmarried or a widower without children;

(v) produce evidence of good character; and

(vi) by affidavit or solemn declaration affirm the truthfulness of the replies given by him on the departmental form of application for employment;

provided that the Chief Superintendent of Police may, in his discretion, waive any or all of the requirements of clauses (i), (ii) and (iv) in the case of an applicant possessing special qualifications.

(*b*) A European applicant for appointment to the position of policeman who is a servant employed in another branch of the Service or who is employed in the Public Service of the Union of South Africa or in the service of a Provincial Administration may not be transferred to such an appointment unless he complies with the requirements of sub-paragraph (*a*).

(*c*) Non-European applicants for appointment to the position of policeman must be over twenty-one and under forty-five years of age, physically and mentally sound, of strong constitution, fit for police service, and of good character, provided that the Chief Superintendent of Police may, in his discretion, authorise the enrolment of any such applicant who is over forty-five years of age and is specially recommended. All non-European applicants must submit to finger-print test before being enrolled.

(3) A candidate for employment as an apprentice must undergo a departmental competitive examination before his engagement in that capacity can be considered. Such a candidate will be eligible to undergo this examination only if—

(*a*) on the 2nd January in the year following that within which he undergoes the examination, he will not be under fifteen or over eighteen years of age (unless otherwise sanctioned by the General Manager); and

(*b*) he has passed the sixth standard, or an equivalent or higher examination, or he is in the sixth standard which he must pass during the year within which he undergoes the departmental competitive examination.

(4) (*a*) Subject to the provisions of sub-paragraphs (*c*) and (*d*), a candidate for appointment as an officer must be in possession of an educational certificate of a standard not lower than the junior certificate of the University of South Africa, or have passed an equivalent or higher examination, but the General Manager may waive this requirement in respect of the appointment to the nautical staff of a person who holds a certificate of competency, as master or engineer of a foreign-going ship, granted by a recognised authority of a Commonwealth country, or such other qualification as may be approved by the Administration.

(*b*) To be eligible for appointment to the position of clerk or telegraphist, a candidate must also be under 36 years of age or, if he holds a degree in Arts, Law or Commerce, or any other degree acceptable to the Administration, under 39 years of age; furthermore such candidate must also pass a departmental competitive examination if one is held within the year in which his application for admission to the Service is considered.

(*c*) Nothing in this regulation shall be construed as preventing the General Manager from authorising the re-appointment to the grade of clerk or telegraphist of an officer who has had previous service in such grade, subject, however, to the provisions of section *eight* of the Act.

(*d*) Nothing in this regulation shall be construed as preventing an officer or an employee from being appointed to a post on the salaried staff (other than in the capacity of clerk or telegraphist) if he has, in the opinion of the head or sub-head of his department, displayed special aptitude and possesses qualifications which render him suitable for the post, provided his educational qualifications conform to such requirements as may be laid down from time to time by the General Manager in respect of such post.

(5) (*a*) A person must produce, at the time of his initial appointment as a servant, if practicable, or otherwise within three months thereafter, satisfactory evidence of the date of his birth and, if married, of his marriage.

(*b*) 'n Departementshoof of -onderhoof kan na goeddunke 'n langer tydperk ná die datum van 'n persoon se indiensneming aan hom toestaan om een van of albei die betrokke sertifikate te lewer. As 'n dienaar nie sodanige sertifikaat lewer binne die tydperk wat toegelaat word nie, kan sy diens beëindig word.

(6) 'n Persoon mag in geen hoedanigheid tot die Diens toegelaat word nie tensy hy 'n onvoorwaardelike sertifikaat van gesondheid verkry nadat hy deur 'n spoorwegdokter ondersoek is tensy daar in die geval van 'n blanke applikant vir aanstelling as polisiebeampte gesertifiseer is dat hy 'n sterk gestel het en in staat is om polisiewerk te doen.

(7) Die bepalings van hierdie regulasie is nie van toepassing op 'n persoon wat in 'n los hoedanigheid aangestel word nie, behalwe in die mate bepaal in subparagraaf (*c*) van paragraaf (2).

Aanstellingsformaliteite— Polisiebeamptes.

11. (1) Elke applikant wat vir aanstelling as polisiebeampte aangeneem word, moet 'n dienskontrak met die Administrasie sluit en daarbenewens die insweringsvorm onderteken wat in bylae B of C van hierdie regulasies uiteengesit word.

(2) (*a*) Elke persoon moet by aanstelling as polisiebeampte 'n sertifikaat van aanstelling ontvang waarop sy foto en 'n afdruk van sy regterduim verskyn.

(*b*) Sertifikate van aanstelling wat uitgereik word aan lede van die polisiepersoneel wat jaarliks besoldig word, word deur die Hoofbestuurder onderteken en dié wat aan ander polisiebeamptes uitgereik word, word deur die Hoofsuperintendent van Polisie onderteken.

(3) (*a*) Aan elke persoon wat aangestel word as polisieoffisier soos omskryf in paragraaf (1) van regulasie no. 45, word 'n aanstelling deur die Goewerneur-generaal toegeken.

(*b*) Aan elke persoon wat as hoofkonstabel aangestel word, word 'n brevet deur die Minister toegeken.

Voorbehoud insake die indiensneming van 'n dienaar se seun of ander naverwant.

12. 'n Seun of ander naverwant van 'n dienaar mag nie sonder goedkeuring van die departementshoof regstreeks onder die dienaar se beheer werk nadat hy die ouderdom van een-en-twintig jaar bereik het nie.

Verantwoordelikhede van personeel.

13. (1) 'n Departementshoof of -onderhoof is verantwoordelik vir die doeltreffende en ekonomiese administrasie van die departement of afdeling wat aan sy beheer toevertrou is.

(2) 'n Dienaar wat verantwoordelik is vir die werk van ander dienare moet—

(*a*) orde en dissipline handhaaf onder die dienare oor wie hy beheer uitoefen, en toesien dat hulle die vasgestelde diensure nakom;

(*b*) spesiale aandag aan die doeltreffende reëling van die werk en indeling van die dienare onder sy beheer bestee en spaarsaamheid beoefen in die werkmetodes en die getal dienare wat gebruik word; en

(*c*) sorg dat die voorrade en materiaal wat aan hom of die dienare onder sy beheer uitgereik word, veilig bewaar word en dat oortollige voorrade en materiaal sonder versuim na die Magasyndepartement teruggestuur word.

(3) Elke dienaar is deur sy onmiddellike hoof aan sy departementshoof of -onderhoof verantwoordelik vir die behoorlike en doeltreffende verrigting van die werk wat aan hom toegewys is.

(4) 'n Dienaar—

(*a*) moet gehoorsaam wees aan alle persone wat oor hom gestel is;

(*b*) moet nie ongehoorsaam wees aan 'n wettige bevel wat deur 'n bevoegde gesag aan hom gegee is of sodanige bevel veronagsaam nie, en ook nie nalatig of traag wees in die uitvoering van sy plig nie;

(*c*) moet, onderworpe aan die bepalings van artikel *drie* van die Wet, op sodanige plek en in sodanige hoedanigheid werk as wat 'n departementshoof of -onderhoof mag bepaal;

(*d*) moet hom gedurende die diensure wat neergelê word, geheel en al aan die Diens en die uitvoer van sy ampspligte wy;

(*b*) A head or sub-head of department may, in his discretion, allow a person a longer period from the date of his engagement within which to produce either or both of the certificates in question. A servant who does not produce any such certificate within the period allowed is liable to have his employment terminated.

(6) A person may not be admitted to the Service in any capacity unless he obtains a clear certificate of health after examination by a Railway Medical Officer and, in the case of a European applicant for appointment as policeman is certified to be of strong constitution and equal to the performance of police duty.

(7) The terms of this regulation shall not apply in respect of the appointment of any person in a casual capacity, except to the extent prescribed in sub-paragraph (*c*) of paragraph (2).

Appointment Formalities—Policemen.

11. (1) Every applicant accepted for appointment as policeman, in addition to entering into a contract of service with the Administration, will be required to subscribe to the 'form of attestation' which is contained in Annexure B or C to these regulations.

(2) (*a*) Every person shall receive, on his appointment as policeman, a certificate of appointment on which must appear his photograph and an impression of his right thumb.

(*b*) Certificates of appointment issued to police staff remunerated on an annual basis will be signed by the General Manager and those issued to other policemen will be signed by the Chief Superintendent of Police.

(3) (*a*) Every person appointed as a police officer as defined in paragraph (1) of Regulation No. 45 will be granted a commission by the Governor-General.

(*b*) Every person appointed as a head constable will be granted a warrant by the Minister.

Reservation Regarding the Employment of a Servant's Son or other near Relative.

12. A son or other near relative of a servant shall not be employed directly under the latter's control after he attains the age of twenty-one years, without the approval of the head of the department.

Responsibilities of Staff.

13. (1) A head or sub-head of department is responsible for the efficient and economical administration of the department or branch entrusted to his control.

(2) A servant who is responsible for the work of other servants—

(*a*) must maintain order and discipline amongst the servants working under his control and see that they observe the fixed hours of duty;

(*b*) must give special attention to the efficient arrangement of work and disposition of the servants employed under his control and must exercise economy in the methods of working and the number of servants employed; and

(*c*) is held responsible for the safe custody of stores and material issued to him or to the servants working under his control and for seeing that surplus stores and material are promptly returned to the Stores Department.

(3) Every servant is responsible, through his immediate superior, to the head or sub-head of his department for the proper and efficient discharge of the work allotted to him.

(4) A servant—

(*a*) must be obedient to all persons placed in authority over him;

(*b*) must not disobey or disregard a lawful order given to him by competent authority or be negligent or indolent in the execution of his duty;

(*c*) is required, subject to the provisions of section *three* of the Act, to serve at such place and in such capacity as a head or sub-head of department may determine;

(*d*) must devote himself entirely to the Service and the discharge of his official duties during such hours of duty as may be laid down;

(*e*) mag nie gedurende sy diensure sy diens sonder magtiging verlaat om private sake te verrig of gedurende sy diensure private besoekers ontvang of op 'n ander wyse sy aandag aan private sake skenk nie;

(*f*) mag nie sonder magtiging van diens afwesig wees, sy vasgestelde diensure verander, of diens met 'n ander dienaar omruil nie;

(*g*) is onderworpe aan die reëls, regulasies en instruksies wat van tyd tot tyd van krag is en moet die bepalings daarvan nakom;

(*h*) moet in die geval van siekte die omstandighede sonder versuim aan sy onmiddellike hoof rapporteer of anders reël dat die omstandighede aldus gerapporteer word, en ook reël dat die nodige geneeskundige sertifikaat wat sy afwesigheid van diens dek, binne 48 uur van die begin van sy afwesigheid van diens aan sy onmiddellike hoof voorgelê word;

(*i*) moet sy onmiddellike hoof sonder versuim van 'n verandering in sy woonadres in kennis stel;

(*j*) wat in die huwelik tree, moet sy huweliksertifikaat binne ses maande na die huweliksdatum toon en sy onmiddellike hoof daarna sonder versuim in kennis stel as daar 'n verandering in sy huwelikstaat plaasvind.

(5) (*a*) Aan elke dienaar word eksemplare van die reëls, regulasies en instruksies verskaf wat na die mening van sy departementshoof of -onderhoof vir sy leiding nodig is.

(*b*) 'n Dienaar sal op redelike tye elke geleentheid kry om die reëls, regulasies en instruksies te lees wat op hom van toepassing is.

(6) (*a*) Elke dienaar in 'n betrekking in die Lugdiensdepartement waarvan die bekleër as voorwaarde van sy diens in besit moet wees van 'n noodsaaklike lisensie of lisensies wat ingevolge die bepalings van die Lugvaartregulasies uitgereik is, moet sodanige lisensie(s) van tyd tot tyd op eie koste vernuwe soos bepaal in die gemelde regulasies.

(*b*) 'n Dienaar wat lid van 'n lugbemanning is, moet hom onderwerp aan enige geneeskundige ondersoek wat die Hooflugdiensbestuurder of die Lugvaartgeneeskundige hom te eniger tyd mag beveel om te ondergaan.

(7) Elke polisiebeampte moet sy aangewese pligte binne die omvang van artikel *sewe-en-vyftig* van die Konsolidasiewet op die Beheer en Bestuur van Spoorweë en Hawens, 1957 (Wet no. 70 van 1957) verrig.

Huwelik—Polisiebeamptes.

14. (1) Onderworpe aan die bepalings van paragraaf (3) mag 'n polisiebeampte nie in die huwelik tree nie, tensy—

(*a*) hy drie jaar bevredigende diens in die polisiemag gehad het;

(*b*) die Hoofsuperintendent van Polisie oortuig is van die geskiktheid van die vrou met wie hy in die huwelik wil tree;

(*c*) hy, as hy versoek word om dit te doen, die Hoofsuperintendent van Polisie oortuig dat sy finansiële stand sodanig is dat hy 'n vrou kan onderhou sonder om sy dienste as polisiebeampte te benadeel;

(*d*) hy skriftelike toestemming om te trou, ontvang het van die Hoofsuperintendent van Polisie of van enige ander polisieoffisier wat gemagtig is om sodanige toestemming te gee;

met dien verstande dat as die Hoofsuperintendent van Polisie oortuig is dat daar uiters buitengewone omstandighede bestaan, hy die bepalings van subparagraaf (*a*) na goeddunke kan ophef in 'n besondere geval.

(2) 'n Polisiebeampte wat toestemming verkry om te trou, moet binne drie maande na die datum waarop hy die toestemming ontvang, trou met die vrou wat in sy aansoek om sodanige toestemming genoem word. As hy in gebreke bly om dit te doen, word daar beskou dat die toestemming wat aan hom verleen is om te trou, teruggetrek is.

(3) Die bepalings van hierdie regulasie is nie van toepassing op 'n polisiebeampte wat voor 1 Julie 1934 in dié hoedanigheid in diens was en op 1 Julie 1934 minstens drie jaar diens voltooi het nie.

DIENSURE.

Alle dienare.

15. (1) Die diensure vir elke graad, klas of afdeling dienare is soos van tyd tot tyd bekend gemaak. 'n Dienaar wat tydelik op 'n plek behalwe sy gewone werkplek werk, moet die diensure nakom wat vasgestel is vir sy graad op die plek waar hy tydelik werk as dit verskil van die diensure wat vir sy graad by sy gewone werkplek vasgestel is.

(*e*) may not, during his hours of duty, without authority, leave his duties to attend to private business, receive private visitors, or otherwise allow his attention to be engaged with private affairs;

(*f*) may not absent himself from duty, alter his appointed hours of attendance, or exchange duty with any other servant, without authority;

(*g*) is subject to and must comply with the provisions of such rules, regulations and instructions as are in force from time to time;

(*h*) must, in case of illness, immediately report the circumstances to his immediate superior or otherwise arrange for the circumstances to be so reported and must also arrange for any necessary medical certificate covering his absence from duty to be submitted to his immediate superior within 48 hours of the commencement of his absence from duty;

(*i*) must promptly notify his immediate superior of any change in his address;

(*j*) who marries must produce his marriage certificate within six months of the date of his marriage and thereafter must promptly notify his immediate superior should there be any change in his marital status.

(5) (*a*) Every servant will be supplied with a copy of such rules, regulations and instructions as the head or sub-head of his department considers necesssary for his guidance.

(*b*) Every facility will be afforded at reasonable times for a servant to read rules, regulations and instructions affecting him.

(6) (*a*) Every servant in the Airways Department who occupies an appointment the holder of which is required as a condition of his service to be in possession of an essential licence or licences issued under the provisions of the Air Navigation Regulations, must, at his own expense renew such licence(s) from time to time as required by the provisions of the said regulations.

(*b*) A servant who is a member of an aircrew shall be required to submit himself to any medical examination which the Chief Airways Manager or the Aviation Medical Officer may, at any time, order him to undergo.

(7) Every policeman shall perform his allotted duties within the scope of section *fifty-seven* of the Railways and Harbours Control and Management (Consolidation) Act, 1957 (Act No. 70 of 1957).

Marriage—Policemen.

14. (1) Subject to the provisions of paragraph (3), a policeman may not marry unless—

(*a*) he has had three years' satisfactory service in the police force;

(*b*) the Chief Superintendent of Police is satisfied as to the suitability of the woman he desires to marry;

(*c*) he satisfies the Chief Superintendent of Police, if called upon to do so, that his financial position is such as will enable him to maintain a wife without detriment to his duties as a policeman;

(*d*) he has obtained written permission to marry from the Chief Superintendent of Police or from any other commissioned police officer authorised to grant such permission;

provided that if the Chief Superintendent of Police is satisfied that very exceptional circumstances exist, he may waive, in his discretion, compliance, in any individual case, with the provisions of sub-paragraph (*a*).

(2) A policeman who obtains permission to marry is required to marry the woman named in his application for such permission within three months of the date he receives the permission, failing which the permission granted to him to marry is deemed to be withdrawn.

(3) The provisions of this regulation are inapplicable to a policeman who has been employed in that capacity from a date prior to the 1st July, 1934, and who, on the 1st July, 1934, had completed not less than three years' service.

HOURS OF DUTY.

All Servants.

15. (1) The hours of duty for each grade or class or section of servants shall be as notified from time to time. A servant working temporarily at other than his normal place of employment shall observe the hours of duty fixed for his grade at the place at which he is temporarily employed, if these are different from the hours of duty fixed at his normal place of employment.

(2) (*a*) Elke dienaar moet sodanige tydperk(e) bo en behalwe sy gewone diensure op weekdae en sodanige tydperk(e) op Sondae en vakansiedae werk as wat vir die vereistes van die Diens nodig mag wees.

(*b*) Al die tyd van elke polisiebeampte is tot die beskikking van die Administrasie, maar aan elke polisiebeampte word sover moontlik in elke tydperk van sewe agtereenvolgende dae een dag vry van diens toegestaan as 'n rusdag. As daar weens die vereistes van die Diens nie weekliks 'n rusdag aan 'n polisiebeampte toegestaan kan word nie, moet die vereiste getal rusdae (op die grondslag van een rusdag in elke tydperk van sewe agtereenvolgende dae) aan hom toegestaan word binne sodanige langer tydperk as wat onvermydelik mag wees.

(3) Ondanks enige bepalings in hierdie regulasie, kan die Hoofbestuurder die amptelike diensure vir enige graad, klas, afdeling of getal dienare van tyd tot tyd vermeerder of verminder.

Alle dienare behalwe die treinpersoneel.

(4) Die diensure vir elke dag moet van tyd tot tyd deur die departementshoof of -onderhoof vir elke kantoor, stasie, depot, werkwinkel, lokomotiefloods of ander werkplek vasgestel word ooreenkomstig die vereistes van die werk, en moet so gereël word dat daar sover moontlik 'n kort skof op 'n Saterdag of ander weekdag gewerk word, behalwe in gevalle waar 'n vyfdaagse week van toepassing is.

(5) (*a*) Op sentrums waar die daaglikse diens van vier-en-twintig uur tussen twee of meer dienare verdeel word, moet sodanige dienare op so 'n wyse skofte omruil as wat deur 'n departementshoof of -onderhoof bepaal mag word.

(*b*) Wanneeer dit as gevolg van 'n omruiling van skofte nodig is dat daar op enige weekdag tyd op omruilskofte gewerk moet word wat meer of minder is as die gewone daaglikse diensure, word daar nie meer of minder as 'n dag se besoldiging aan 'n amptenaar vir sodanige dag betaal nie, terwyl al sodanige tyd in die geval van 'n werksman as blote tyd bereken word.

Werksmanne van die Verversingsdepartement.

(6) (*a*) 'n Werksman van die Verversingsdepartement wat op 'n eetwa diens doen, kan na 'n rit van minstens 48 uur van diens vrygestel word met volle betaling ooreenkomstig die onderstaande skaal:

'n Rit wat meebring dat 'n werksman van sy tuisdepot weg is vir—	*Tydperk van diens vrygestel.*
(i) 48 uur maar minder as 72 uur	12 uur.
(ii) 72 tot 96 uur	24 uur.
(iii) Langer as 96 uur maar hoogstens 144 uur	36 uur.
(iv) Langer as 144 uur maar hoogstens 240 uur	48 uur.
(v) Langer as 240 uur	72 uur.

(*b*) As sodanige werksman spesiale diens moet doen voor die aanvang of na die voltooiing van 'n rit wat minder as 48 uur duur, word die tydperk wat deur sodanige spesiale diens in beslag geneem word, by die tyd van die rit gereken vir die toepassing van die bepalings van paragraaf (*a*), mits die tussenpoos (as daar 'n tussenpoos is) tussen die beëindiging van die spesiale diens en die tyd waarop daar vir diens aangemeld word voordat die rit begin, of tussen die tyd waarop daar van diens afgeboek word na voltooiing van die rit en die aanvang van die spesiale diens, na gelang van die geval, nie meer as drie uur duur nie.

Ambagspersoneel.

(7) 'n Uurliks besoldigde werksman kan sy diens tydens 'n nagskof 15 minute lank in departementele tyd onderbreek om te eet. Die omskrywing van „nagskof" is soos van tyd tot tyd deur die Hoofbestuurder bekend gemaak.

Alle werksmanne.

(8) Die Minister kan die diensure per dag of per week van enige graad, klas, afdeling of getal werksmanne na goeddunke verminder, en sodanige vermindering sal 'n eweredige loonvermindering meebring, tensy daar anders besluit word.

POSDIENS.

16. 'n Dienaar wat posdiens verrig, moet sodanige eed in verband met die uitvoering van pospligte aflê as wat die Departement van Poswese gewoonlik vereis van sy eie amptenare en werksmanne wat soortgelyke dienste verrig.

(2) (*a*) Every servant must work such period(s) in excess of his ordinary hours of duty on weekdays and for such period(s) on Sundays and holidays as the exigencies of the Service require.

(*b*) The whole time of every policeman is at the disposal of the Administration, but every policeman shall, as far as practicable, be granted, as a rest day, one day off duty in every period of seven consecutive days. If, due to the exigencies of the Service, a rest day cannot be granted to a policeman weekly, he must be granted the appropriate number of rest days (on the basis of one rest day in each period of seven consecutive days) within such longer period as may be unavoidable.

(3) Notwithstanding anything contained in this regulation, the General Manager may, from time to time, increase or reduce the official hours of duty for any grade, class, section or number of servants.

All Servants Other Than the Running Staff.

(4) The hours of duty for each day shall be fixed from time to time by the head or sub-head of the department for each office, station, depot, workshop, running shed or other place of employment to suit the necessities of the work and so arranged, except where a five-day week is in operation, that as far as practicable a short shift may be worked on a Saturday or other weekday.

(5) (*a*) At centres where twenty-four hours daily duty is divided between two or more servants, such servants will exchange shifts in such manner as may be determined by a head or sub-head of department.

(*b*) Where, in consequence of an interchange of shifts, it is necessary for time to be worked on change-over shifts on any weekday which is more or less than the ordinary daily hours of duty, no more or less than a day's pay will be granted to an officer in respect of such day while, in the case of an employee, all such time worked will be computed as straight time.

Employees of the Catering Department.

(6) (*a*) An employee of the Catering Department working on a dining car may be allowed time off duty with full pay, after a trip of not less than 48 hours, according to the following scale:—

Trip covering a period of absence from home depot of—	*Time off duty of—*
(i) 48 but under 72 hours.....	12 hours.
(ii) 72 to 96 hours.....	24 hours.
(iii) over 96 to 144 hours.....	36 hours.
(iv) over 144 to 240 hours.....	48 hours.
(v) over 240 hours.....	72 hours.

(*b*) If such an employee is required to undertake special duty either before the commencement or after the completion of a trip, the duration of which is under 48 hours, the period occupied on such special duty will be added to that of the trip for the purpose of the application of the provisions of paragraph (*a*), provided that the interval, if any, between the termination of the special duty and the time of reporting for duty prior to the commencement of the trip or between the time of booking off duty upon completion of the trip and the commencement of special duty, as the case may be, does not exceed three hours.

Artisan Staff.

(7) An hourly paid employee will, when working a night-shift, be allowed a break of 15 minutes for food in departmental time. The definition of a "night-shift" shall be as notified by the General Manager from time to time.

All Employees.

(8) A reduction may, in the discretion of the Minister, be made in the hours of duty per day or per week in respect of any grade, class, section or number of employees and such reduction will carry with it a proportionate decrease in wages, unless otherwise decided.

POSTAL WORK.

16. A servant dealing with postal work will be required to take such oath in regard to the conduct of postal business as is usually required by the Postal Department of its own officers and employees who carry out similar duties.

ROOK.

17. 'n Dienaar word nie toegelaat om op die persele van die Administrasie te rook terwyl hy op diens is of gedurende werkure in uniform is nie.

Die toepassing van hierdie regulasie kan na goeddunke van 'n departementshoof of -onderhoof opgeskort word in gevalle waar daar geen gevaar van brand bestaan nie.

MATIGHEID.

18. (1) Tensy dit nodig is vir die uitvoer van sy pligte, mag 'n dienaar geen sterk drank of narkotiese artsenymiddels in sy besit hê terwyl hy op diens is, of dit op die persele van die Administrasie bring of laat bring nie.

(2) 'n Dienaar moet nie onder die invloed van sterk drank of 'n narkotiese artsenymiddel wees terwyl hy op diens is of wanneer hy hom vir diens aanmeld of moet aanmeld nie, en hy moet ook nie sterk drank of 'n narkotiese artsenymiddel gebruik wanneer hy op diens is, of sterk drank of 'n narkotiese artsenymiddel uit gewoonte oormatig gebruik nie.

(3) Onderworpe aan die bepalings van paragraaf (3) van regulasie no. 31 mag 'n dienaar wat op diens is, nie sonder die toestemming van die stasiemeester of 'n ander gemagtigde beampte die buffet van 'n stasieverversingskamer binnegaan nie.

(4) 'n Dienaar wat in die Lugdiensdepartement werk, mag te gener tyd sterk drank in 'n openbare plek drink wanneer hy in uniform is nie.

(5) 'n Dienaar wat lid van 'n lugbemanning is, mag nie sterk drank drink gedurende die tydperk van agt uur onmiddellik voor die tyd wat hy geboek is om op diens te gaan nie.

DOBBELARY VERBODE.

19. Geen weddenskappe, loterye, uitlotings, of ander soorte dobbelary word op die Administrasie se persele toegelaat nie, en ook nie die verkoop van kaartjies in verband daarmee nie.

GELD LEEN, SKULDBEWYSE, INSOLVENSIE, ENS.

20. (1) 'n Dienaar mag nie 'n party tot 'n akkommodasiewissel of tot 'n tjek of skuldbewys vir akkommodasiedoeleindes wees nie, hetsy sodanige handelwyse geldelike moeilikheid tot gevolg het of nie.

(2) 'n Departementshoof of -onderhoof kan 'n uitsondering op die bepalings van paragraaf (1) skriftelik magtig, mits hy hom deur ondersoek daarvan oortuig dat die voorgestelde transaksie aangegaan word vir 'n goeie doel wat nie in verband staan met spekulasie, dobbelary of enige onbehoorlike handeling nie, en dat dit die applikant nie in geldelike moeilikheid sal bring nie. So 'n transaksie moet in geen omstandighede goedgekeur word as dit tussen dienare van die Administrasie aangegaan word nie.

(3) As 'n dienaar skuld aangaan wat hy nie kan betaal nie, of insolvent raak of afstand doen van sy boedel, of 'n skikking met sy skuldeisers tref, of as 'n geregshof 'n siviele gyselingsbevel teen hom uitvaardig, kan daar teen hom opgetree word soos in die geval van 'n tugoortreding, tensy hy kan toon dat die skulde, insolvensie, afstanddoening, akkoord of siviele gyselingsbevel deur onvermydelike teenspoed veroorsaak is.

VALSE VERKLARINGS.

21. 'n Dienaar mag nie bewus 'n onjuiste of valse verklaring in sy amptelike hoedanigheid maak nie.

NIE-AMPTELIKE BEDRYWIGHEDE.

22. 'n Dienaar mag nie sonder die skriftelike toestemming van 'n departementshoof—

(i) winsgewende werk buite die Diens doen of onderneem om dit te doen nie;

(ii) òf regstreeks òf onregstreeks vir homself of ander handel dryf nie;

(iii) werk vir homself of vir ander op die Administrasie se persele doen nie;

(iv) die dienste van dienare van die Administrasie gedurende werkure vir private doeleindes gebruik of sodanige gebruik van dienste deur ander toelaat nie, hetsy dit die voorneme is om vir sodanige dienste te betaal of nie.

SMOKING.

17. A servant is not allowed to smoke on the premises of the Administration whilst on duty or when in uniform during working hours.

The operation of this regulation may, in the discretion of a head or sub-head of department, be suspended where no risk of fire is involved.

INTEMPERANCE.

18. (1) A servant shall not, except in the course of his duty, have in his possession whilst on duty, or bring or cause to be brought on to the premises of the Administration any intoxicating liquor or narcotic drug.

(2) A servant must not be under the influence of intoxicating liquor or a narcotic drug when on duty, or when reporting for or due to report for duty, neither must he drink intoxicating liquor or consume narcotic drugs when on duty nor habitually consume to excess any intoxicant or narcotic drug.

(3) Subject to the provisions of paragraph (3) of Regulation No. 31, a servant may not enter a station refreshment room bar whilst on duty without the permission of the station master or other authorised official.

(4) A servant employed in the Airways Department may not, at any time when in uniform, drink intoxicating liquor in a public place.

(5) A servant who is a member of an aircrew may not drink intoxicating liquor during the period of eight hours immediately preceding the time at which he is booked to assume duty.

GAMBLING PROHIBITED.

19. Betting, lotteries, raffles, sweepstakes, the sale of tickets in connection therewith, or any other kind of gambling shall not be permitted on the Administration's premises.

BORROWING MONEY, PROMISSORY NOTES, INSOLVENCY, ETC.

20. (1) A servant may not become a party to an accommodation bill, or to a cheque or promissory note for accommodation purposes, whether such action results in pecuniary embarrassment or not.

(2) A head or sub-head of department may, in writing, authorise an exception from the provisions of paragraph (1) provided he satisfies himself by inquiry that the proposed transaction is being entered into for good cause unconnected with speculation, gambling, or any improper dealing, and is not likely to lead the applicant into pecuniary embarrassment. Such a transaction shall in no case be sanctioned between servants of the Administration.

(3) A servant who contracts debts which he is unable to liquidate, or becomes insolvent or assigns his estate or compromises with his creditors, or who has a decree of civil imprisonment made against him by any court of law, will be liable to be dealt with as for disciplinary infringement unless he can show that the debts, insolvency, assignment, composition, or decree of civil imprisonment has been occasioned by unavoidable misfortune.

FALSE STATEMENTS.

21. A servant must not in his official capacity make an incorrect or false statement, knowing the same to be incorrect or false.

UNOFFICIAL ACTIVITIES.

22. A servant may not without the written permission of a head of department—

(i) perform or undertake to perform remunerative work outside the Service;

(ii) trade, either directly or indirectly, for himself or others;

(iii) do work for himself or others on the Administration's premises;

(iv) employ servants of the Administration for private purposes during working hours, or permit such employment by others, whether or not it is intended to pay for such services.

BELEEFDHEID.

23. 'n Dienaar moet beleef en diensvaardig wees en sy amptelike mededelings in beleefde taal stel. Hy moet behoorlike geriewe verskaf vir sake wat verrig moet word, versigtig wees om juiste inligting te verstrek en, wanneer hy daarom versoek word, sy naam en graad of rang verstrek.

AANNAME VAN GELDE, ENS.

24. 'n Dienaar mag geen kommissie, gelde of vergoeding, hetsy in die vorm van kontant of andersins, vir sy werk eis of sonder toestemming aanneem as dit nie sy besoldiging is wat deur die Departement aan hom betaal word nie. 'n Dienaar moet sy onmiddellike hoof dadelik van die aanbod van sodanige kommissie, gelde of vergoeding in kennis stel.

VOORWAARDES VAN TOEPASSING OP DEPARTEMENTELE HUISVESTING.

25. (1) (*a*) As 'n departementshoof besluit dat 'n dienaar (behalwe 'n polisiebeampte) weens die aard van sy pligte in 'n departementele huis of, as hy ongetroud is, in 'n departementele kamer moet woon, moet sodanige dienaar die verblyfplek bewoon wat aan hom toegewys is.

(*b*) As die Hoofsuperintendent van Polisie besluit dat 'n polisiebeampte weens die vereistes of vir die gerief van die Diens in 'n departementele huis of, as hy ongetroud is, in 'n departementele kamer moet woon, moet sodanige polisiebeampte die verblyfplek bewoon wat aan hom toegewys is.

(*c*) 'n Dienaar wat 'n verblyfplek ingevolge die bepalings van hierdie paragraaf bewoon, moet huur betaal teen die toepaslike tarief in ooreenstemming met die huurskaal wat deur die Administrasie bepaal is. Die huur word ingevorder deur dit van sy betaalstaat af te trek.

(2) As 'n dienaar genoem in paragraaf (1) 'n huis bewoon en met verlof gaan vir 'n tydperk—

(*a*) van hoogstens ses-en-dertig dae, kan daar van hom vereis word om een kamer in sy huis gedurende die tydperk van sy verlof tot beskikking van die Departement te stel;

(*b*) van meer as ses-en-dertig dae, kan daar van hom vereis word om gedurende die tydperk van sy verlof òf die gebruik van een kamer aan die Departement af te staan òf sy huis tot beskikking van die Departement te stel en indien nodig, sy meubels in een kamer te bêre.

(3) As 'n dienaar akkommodasie tot beskikking van die Departement moet stel, sal sy huur vir die tydperk waartydens die akkommodasie nodig is, verminder word met die huurwaarde van sodanige akkommodasie, en as die hele huis gebruik word, sal geen huur van hom gevorder word nie.

(4) Die bepalings van paragrawe (2) en (3) is ook van toepassing op 'n dienaar wat weens siekte of besering van diens afwesig is en op versoek van 'n spoorwegdokter vir meer as ses-en-dertig dae van sy werkplek weggaan.

(5) As 'n dienaar wat aflosdiens doen, van 'n departementele verblyfplek of 'n gedeelte daarvan gebruik maak, betaal hy huur teen die gewone skaal vir die akkommodasie wat hy gebruik.

(6) (*a*) (i) 'n Polisiebeampte wat 'n departementele verblyfplek bewoon, hetsy ingevolge die bepalings van hierdie regulasie of andersins—

(*a*) mag nie 'n persoon sonder die magtiging van die Hoofsuperintendent van Polisie as kosganger of loseerder inneem nie;

(*b*) word nie toegelaat om 'n familielid behalwe sy eggenote en kinders by hom te laat inwoon sonder die toestemming van sy bevelvoerende offisier nie, en sodanige toestemming mag net in uitsonderlike omstandighede verleen word; en

(*c*) kan deur die Hoofsuperintendent van Polisie beveel word om sodanige verblyfplek te ontruim, en geen rede hoef vir sodanige bevel verstrek te word nie.

(ii) Vir die toepassing van die bepalings van hierdie subparagraaf beteken die uitdrukking „bevelvoerende offisier" die offisier wat as sodanig aangewys is om bevel te voer oor die lede van die polisiemag vir 'n bepaalde afdeling of streek en dié wat vir diens of tug daaraan verbonde is.

(*b*) 'n Dienaar (behalwe 'n polisiebeampte) wat 'n departementele verblyfplek bewoon, hetsy ingevolge die bepalings van hierdie regulasie of andersins, mag geen persoon sonder die magtiging van sy departementshoof of -onderhoof as kosganger of loseerder inneem nie, hetsy sodanige persoon in diens van die Departement is of nie.

(*c*) 'n Polisiebeampte mag nie sonder die toestemming van die Hoofsuperintendent van Polisie, en 'n ander dienaar nie sonder die toestemming van sy departementshoof of -onderhoof, die departementele verblyfplek wat aan hom toegewys is, vir 'n ander departementele verblyfplek omruil nie.

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COURTESY.

23. The conduct of a servant must be civil and obliging, and he must couch his official communications in courteous language. He must afford proper facilities for business to be performed, be careful to give correct information, and when asked, give his name and rank.

ACCEPTANCE OF FEES, ETC.

24. A servant shall not demand nor may he accept without permission in respect of the performance of his duties any commission, fee, or reward, pecuniary or otherwise (not being his emoluments paid to him by the Department). A servant shall report promptly to his immediate superior the offer of such commission, fee, or reward.

CONDITIONS RELATIVE TO THE OCCUPATION OF DEPARTMENTAL QUARTERS.

25. (1) (*a*) Should a head of department decide that it is necessary for the servant (other than a policeman), owing to the nature of his duties, to reside in a departmental house or, if he is unmarried, in a departmental room, such servant must occupy the quarters assigned to him.

(*b*) Should the Chief Superintendent of Police decide that it is necessary for a policeman, to meet the requirements or the convenience of the Service, to reside in a departmental house or, if he is unmarried, in a departmental room, such policeman must occupy the quarters assigned to him.

(*c*) A servant occupying quarters in terms of this paragraph will be required to pay rent at the appropriate rate in accordance with the scale of rental charges laid down by the Administration. The rental will be collected, by deduction from his emoluments, through the medium of his paysheets.

(2) A servant referred to in paragraph (1), in occupation of a house, who proceeds on leave of absence for a period—

(*a*) not exceeding thirty-six days, may be required to place one room in his house at the disposal of the Department during the period of his leave;

(*b*) exceeding thirty-six days, may be required to place, during the period of his leave, either one room or his house at the disposal of the Department, storing his furniture in one room, if necessary.

(3) If a servant is required to place accommodation at the disposal of the Department, his rental, in respect of the period during which the accommodation is required, shall be reduced by the rental value of such accommodation, no rental being charged if the whole house is utilised.

(4) The provisions of paragraphs (2) and (3) will also be applicable to a servant who is absent from duty due to sickness or injury, if he is ordered away from his place of employment by a Railway Medical Officer for a period of more than thirty-six days.

(5) Where use is made by a servant employed on relief duty of the whole or any portion of departmental quarters, he shall pay rental at the usual scale for the accommodation occupied.

(6) (*a*) (i) A policeman occupying departmental quarters, whether in terms of this regulation or otherwise—

(*a*) may not board or lodge any person without the authority of the Chief Superintendent of Police; and

(*b*) is not permitted to have any relative, other than his wife and children, resident with him without the permission of his commanding officer, which permission may be given only under exceptional circumstances;

(*c*) may be ordered by the Chief Superintendent of Police to vacate such quarters without any reason therefor being given.

(ii) For the purpose of the application of the provisions of this sub-paragraph, the term "commanding officer" means the officer designated as such in command of the members of the police force for any given System or other area or attached thereto for duty or discipline.

(*b*) A servant (other than a policeman) occupying departmental quarters, whether in terms of this regulation or otherwise, may not board or lodge any person, whether employed by the Department or not, without the authority of the head or sub-head of his department.

(*c*) A policeman may not without the permission of the Chief Superintendent of Police—and any other servant may not without the permission of the head or sub-head of his department—exchange the departmental quarters allotted to him for other departmental quarters.

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(7) Waar 'n menasie vir Spoorwegpolisie op magtiging van die Hoofsuperintendent van Polisie opgerig is, moet bedrae wat deur 'n polisiebeampte aan die fondse van sodanige menasie verskuldig is, ingevorder word deur middel van aftrekkings van sy betaalstaat.

BESKERMING VAN EIENDOM.

26. 'n Dienaar mag geen eiendom van die Departement of goed wat in die bewaring van die Departement is, vir sy eie gebruik aanwend nie, en behalwe wanneer dit nodig is vir die uitvoer van sy ampspligte, mag hy nie sodanige eiendom of goed van die Administrasie se persele verwyder nie, tensy hy vooraf skriftelik toestemming daartoe van sy departementshoof of -onderhoof ontvang het en 'n kwitansie verkry het vir die bedrag waarteen sodanige eiendom of goed gewaardeer word.

POLITIEKE EN OPENBARE SAKE.

27. (1) 'n Dienaar mag nie—

(*a*) in die openbaar kommentaar lewer oor die bestuur of bedryf van die Diens nie;

(*b*) mededelings aan die openbare pers doen oor politieke aangeleenthede (behalwe ingevolge die voorwaardes bepaal in paragraaf (2)) of oor aangeleenthede in verband met die Diens nie;

(*c*) inligting oor die aangeleenthede of die sake van die Diens of van sy personeel openbaar maak of 'n amptelike dokument of boek aan persone toon wat nie in die Diens is nie, tensy hy dit in die uitvoering van sy plig moet doen;

(*d*) inligting wat deur hom ingewin of aan hom meegedeel is uit hoofde van sy betrekking met die Diens, vir 'n ander doel as die uitvoer van sy ampspligte gebruik nie, selfs al maak hy sodanige inligting nie openbaar nie.

(2) Dit staan enige dienaar vry om hom verkiesbaar te stel as lid van die Unieparlement of 'n provinsiale raad. Sodra sodanige dienaar nominasie aanvaar, moet hy 'n voorwaardelike bedanking indien wat op so 'n wyse voorwaardelik is dat dit in werking tree sodra hy verkies word. So 'n voorwaardelike bedanking word nie aangeneem as die betrokke dienaar nie verkies word nie. Aan 'n dienaar wat nominasie aanvaar, word sodanige verlof sonder loon toegestaan as wat na die nominasiedatum in verband met sy kandidatuur nodig mag wees.

As hy nie verkies word nie, kan hy sy werk sonder diensonderbreking hervat en word die tydperk van afwesigheid van diens as verlof sonder loon beskou.

(3) (*a*) Aan 'n dienaar kan daar na goeddunke van 'n departementshoof toestemming verleen word om nominasie te aanvaar vir verkiesing tot lid van 'n munisipale raad, dorpsbestuur, gesondheidskomitee, hospitaalraad, skoolraad, plaaslike bestuur of ander ondergeskikte liggaam, mits sy departementshoof oortuig is daarvan dat dit nie die dienaar se werk as lid van die Diens sal benadeel nie.

(*b*) Onderworpe aan die vereistes van die Diens, sal sodanige verlof sonder loon aan 'n dienaar toegestaan word as wat vir kandidatuurdoeleindes na sy nominasie en vir die bywoning van vergaderings van die raad of komitee nodig mag wees.

(4) 'n Dienaar mag nie versoeke onderteken wat aan kandidate gerig is om hulle vir die Unieparlement of 'n provinsiale raad verkiesbaar te stel nie, en hy mag nie (behalwe ingevolge die voorwaardes bepaal in paragraaf (2)) openlik of aktief aan verkiesings deelneem nie, hetsy skriftelik of deur middel van openbare toesprake. 'n Dienaar mag ook nie in 'n komitee dien wat hom dit ten doel stel om die verkiesing van 'n besondere kandidaat vir die Parlement of 'n provinsiale raad te bevorder of te verhinder nie.

(5) 'n Dienaar mag openbare vergaderings van kandidate vir verkiesing tot lede van die Unieparlement of 'n provinsiale, afdelings- of munisipale raad bywoon en op sulke vergaderings stem oor enige voorstelle wat ingedien word.

(6) Kennisgewings waarin daar om stemme vir 'n besondere kandidaat vir 'n parlementêre of ander verkiesing gevra word, mag nie vasgesit of vertoon word op persele wat aan die Administrasie behoort of onder sy beheer is nie. Versoekskrifte of adresse met 'n partyoogmerk mag nie binne sodanige persele vertoon of vir ondertekening aangebied word nie.

(7) Daar mag nie op die Administrasie se persele stemme gewerf word vir parlementêre of ander verkiesings nie.

(8) Aan 'n dienaar wat gestasioneer is in die distrik waarin hy as kieser vir parlementêre of provinsiale raadsverkiesings geregistreer is en wat op die dag van 'n verkiesing van diens afwesig wil wees om sy stem uit te bring omdat hy nie in sy eie tyd kan stem nie, kan daar, onderworpe aan die vereistes van die Diens, sodanige spesiale verlof met loon toegestaan word as wat vir dié doel nodig mag wees.

(7) Where a railway police mess has been established on the authority of the Chief Superintendent of Police, the recovery of charges due to such mess funds by a policeman shall be effected by deduction from his emoluments, through the medium of his paysheets.

SAFEGUARDING OF PROPERTY.

26. A servant shall not convert to his own use any departmental property or goods, which are in the custody of the Department, and any such property or goods shall not be removed by a servant from the Administration's premises other than in the discharge of his official duties, unless he has first obtained written permission from the head or sub-head of his department, and obtained a receipt for the value at which such property or goods is assessed.

POLITICAL AND PUBLIC AFFAIRS.

27. (1) A servant may not—

(*a*) publicly comment on the management or working of the Service;

(*b*) communicate with the public press on political matters (except under the conditions provided for in paragraph (2)) or on matters connected with the Service;

(*c*) disclose any information concerning the affairs or the business of the Service or of its staff, or show any official document or book to persons not employed in the Service, unless he is required to do so in the course of his duty;

(*d*) use for any purpose other than for the discharge of his official duties information gained by or conveyed to him through his connection with the Service, notwithstanding that he does not disclose such information.

(2) Any servant who desires to seek election to the Union Parliament or to a Provincial Council is free to do so. Any such servant shall simultaneously with the acceptance of nomination, tender a conditional resignation, so conditional as to take effect immediately upon election. Such a conditional resignation shall not be accepted unless the servant concerned is successful in his candidature. A servant accepting nomination will be allowed such leave without pay as may be necessary in connection with his candidature subsequent to the date of nomination.

If unsuccessful in his candidature, he may resume duty without break in his service, the period of absence from duty being treated as leave without pay.

(3) (*a*) A servant may in the discretion of a head of department be granted permission to accept nomination for election to a municipal council, village management board, health committee, hospital board, school board, local board, or other minor body, subject to the proviso that the head of his department is satisfied that the servant's duties as a member of the Service will not thereby be interfered with.

(*b*) Subject to the exigencies of the Service, such leave of absence without pay as may be necessary will be allowed for the purpose of candidature subsequent to nomination and attendance at meetings of the council, board or committee.

(4) A servant may not sign a requisition for candidates to stand for election to the Union Parliament or to a Provincial Council, nor may he (except under the conditions provided for in paragraph (2)) take an open or active part in electioneering either by public speaking or writing, or serve on a committee having for its object the promotion of, or prevention of the return of any particular candidate to Parliament or to a Provincial Council.

(5) A servant may attend public meetings held by candidates seeking election to the Union Parliament, a Provincial, Divisional or Municipal Council, and may vote at such meetings upon any resolutions submitted.

(6) Notices soliciting votes for any particular candidate for Parliamentary or other elections shall not be affixed or exhibited on premises which are the property of or under the control of the Administration. Memorials or addresses with a "party" object shall not be exhibited or presented for signature within such premises.

(7) Canvassing in connection with Parliamentary or other elections will not be permitted on the Administration's premises.

(8) A servant stationed in the district in which he is registered as a voter in connection with Parliamentary or Provincial Council elections who desires to be absent from duty on the day of an election for the purpose of recording his vote, and whose vote cannot be recorded in his own time may, subject to the exigencies of the Service, be granted such special paid leave of absence as may be necessary for the purpose.

(9) As die Departement 'n dienaar oorgeplaas het van die plek waar hy as kieser geregistreer is en geskikte reëlings vir die verrigting van sy werk getref kan word, kan spesiale verlof met loon vir 'n tydperk van hoogstens een dag aan hom toegestaan en 'n vrypas of vrykaartjie aan hom uitgereik word om te reis na die plek waar hy as kieser geregistreer is en sy stem uit te bring. As die reis nie in een dag afgelê kan word nie en die dienaar vir 'n langer tydperk van diens vrygestel kan word, kan vakansieverlof met loon (as daar sodanige verlof aan hom verskuldig is) of verlof sonder loon aan hom toegestaan word vir die nodige bykomende tydperk. Spesiale verlof met loon word nie toegestaan aan 'n dienaar wat sy stem per pos kan uitbring nie.

(10) Behalwe soos bepaal in paragrawe (8) en (9) word spesiale verlof met loon nie aan 'n dienaar toegestaan om sy stem uit te bring nie, maar as die vereistes van die Diens dit toelaat, kan hy vir dié doel gebruik maak van enige vakansieverlof wat aan hom verskuldig mag wees.

VERGADERINGS OP DIE ADMINISTRASIE SE PERSELE.

28. Vergaderings wat nie gaan oor die sake van die Diens nie, mag nie sonder die toestemming van die Hoofbestuurder op die Administrasie se persele gehou word nie, maar vergaderings van dienare kan na goeddunke van ontspanningsklubkomitees in spoorwegontspanningsklubs gehou word, onderworpe aan sodanige voorwaardes as wat van tyd tot tyd bekend gemaak mag word.

PUBLISEER VAN KENNISGEWINGS.

29. 'n Dienaar mag nie 'n kennisgewing oor ander aangeleenthede as die sake van die Diens sonder die toestemming van sy departementshoof of -onderhoof op of binne persele plak wat aan die Administrasie behoort of onder sy beheer staan nie.

WAARBORGFONDS.

30. (1) Onderworpe aan die bepalings van paragrawe (2) en (3) moet elke persoon—

(*a*) wat as amptenaar aangestel word, van die datum van sodanige aanstelling vir twaalf agtereenvolgende maande die som van 1s. 0d. per maand tot die Waarborgfonds bydra deur middel van aftrekkings van sy salaris, en daar word beskou dat hy van die datum van sy aanstelling af in daardie Fonds gewaarborg is;

(*b*) wat in 'n werksmanbetrekking aangestel word wat volgens die besluit van die Hoofbestuurder 'n posisie van vertroue is, van die datum van sodanige aanstelling af vir twaalf agtereenvolgende maande die som van 6d. per maand tot die Waarborgfonds bydra deur middel van aftrekkings van sy loon, hetsy hy in 'n posisie van vertroue bly werk of nie, en daar word beskou dat hy van die datum van sodanige aanstelling af in daardie Fonds gewaarborg is.

(2) Daar word beskou dat elke dienaar wat ononderbroke diens van 'n datum voor 1 April 1916 het, in die Waarborgfonds gewaarborg is.

(3) 'n Werksman wat ingevolge hierdie regulasie gewaarborg is of as gewaarborg beskou word en wat tot 'n amptenaarsbetrekking bevorder word, moet van die datum van sy bevordering af vir twaalf agtereenvolgende maande nog 6d. per maand tot die Waarborgfonds bydra deur middel van aftrekkings van sy salaris, met dien verstande dat as sodanige werksman ten tyde van sy bevordering nog nie die volle bedrag tot die Waarborgfonds bygedra het nie, hy steeds 6d. per maand moet bydra vir die oorblywende getal maande wat hy as werksman sou bygedra het, en daarna 1s. 0d. per maand totdat sy bydraes altesaam 12s. 0d. beloop.

(4) (*a*) As sodanige dienaar die Administrasie verlies berokken deur diefstal, verduistering of 'n ander vorm van bedrog, word die bedrag van die verlies op die gemelde dienaar verhaal op die wyse wat deur 'n bevoegde gesag bepaal word. As die bedrag wat aldus verhaal is, te min is om die verlies te dek, moet daar, onderworpe aan die bepalings van subparagraaf (*b*), uit die Waarborgfonds 'n bedrag betaal word wat voldoende is om vir die verlies te vergoed, met dien verstande dat as 'n bedrag daarna op die betrokke dienaar verhaal word, dit in die Fonds terugbetaal moet word.

(*b*) Die Hoofbestuurder beslis of die Fonds in 'n bepaalde geval aanspreeklik is of nie.

(5) Die rekenings van die Fonds word deur die Hoofrekenmeester gehou. Die koste om die Fonds te administreer, word deur die Administrasie gedra, en 'n staat wat die stand van die Fonds aantoon, word jaarliks gepubliseer.

(9) A servant who has been transferred at the instance of the Department from the place at which he is registered as a voter may, if suitable arrangements for the performance of his duties can be made, be granted special paid leave of absence for a period not exceeding one day, and a free pass or free ticket for the purpose of proceeding to the place at which he is registered as a voter and recording his vote. If the journey cannot be completed in one day and the servant can be spared from duty for a longer period, he may be allowed such paid vacation leave as may be due to him or unpaid leave, for any further period necessary. Special paid leave of absence will not be available in cases in which a servant is eligible to record his vote by post.

(10) Except as provided in paragraphs (8) and (9), a servant will not be granted special paid leave of absence for voting purposes, but may, subject to the exigencies of the Service, avail himself of any vacation leave of absence which may be due to him.

MEETINGS ON THE ADMINISTRATION'S PREMISES.

28. Meetings other than for the business of the Service may not be held on the Administration's premises without the permission of the General Manager, but meetings of servants may be held in Railway Recreation Clubs in the discretion of Recreation Club Committees, subject to such conditions as may be notified from time to time.

PUBLICATION OF NOTICES.

29. A servant may not post a notice unconnected with the business of the Service on or within premises which are the property of or are under the control of the Administration without the permission of the head or sub-head of his department.

GUARANTEE FUND.

30. (1) Subject to the provisions of paragraphs (2) and (3) every person who is appointed—

(*a*) as an officer shall, with effect from the date of such appointment, contribute to the Guarantee Fund the sum of 1s. 0d. per month, for a period of twelve consecutive months, by deduction from salary, and shall from the date of his appointment be deemed to be guaranteed in that Fund;

(*b*) to an employee position which the General Manager decides is one of trust shall, with effect from the date of such appointment, contribute to the Guarantee Fund the sum of 6d. per month, for a period of twelve consecutive months, by deduction from wages, whether or not he continues to be employed in a position of trust, and from the date of such appointment he shall be deemed to be guaranteed in that Fund.

(2) Every servant who has had continuous service from a date prior to the 1st April, 1916, shall be deemed to be guaranteed in the Guarantee Fund.

(3) An employee, guaranteed or deemed to be guaranteed in terms of this regulation, who is promoted to the position of officer shall, with effect from the date of his promotion, contribute to the Guarantee Fund a further 6d. per month, for twelve consecutive months, by deduction from salary, provided that if such employee has not, at the time of his promotion, completed his contributions to the Guarantee Fund, he shall continue to contribute 6d. per month for the remaining number of months he would have contributed as an employee, and thereafter 1s. 0d. per month until all his contributions total 12s. 0d.

(4) (*a*) Should such a servant cause loss to the Administration by theft, embezzlement, fraud or other defalcation, the amount of such loss shall be recovered from the said servant in such manner as is directed by competent authority. If the amount so recovered is insufficient to meet the loss, there shall, subject to the provisions of sub-paragraph (*b*), be paid out of the Guarantee Fund a sum sufficient to make good the loss sustained, provided that should any amount be subsequently recovered from the servant concerned, it shall be applied to the reimbursement of the Fund.

(*b*) The liability or otherwise of the Fund in any given case shall be decided by the General Manager.

(5) The accounts of the Fund will be kept by the Chief Accountant. The expenses of administering the Fund will be borne by the Administration and a statement showing the position of the Fund will be published annually.

(6) Die Waarborgfonds word gestabiliseer op die syfer waartoe die Administrasie van tyd tot tyd mag besluit. As die totaal van die Fonds aan die end van 'n jaar meer as hierdie syfer is, word die oortollige bedrag na die Hulpfonds oorgedra.

UNIFORM- EN ANDER UITRUSTING.

31. (1) 'n Dienaar aan wie 'n uniform verskaf is, moet—

(*a*) dit in 'n goeie toestand hou gedurende die tydperk waarvoor dit uitgereik is;

(*b*) in 'n netjiese, skoon en volledige uniform verskyn wanneer hy op diens is en die kentekens aan die uniform behoorlik vertoon, met dien verstande egter dat 'n polisiebeampte wat ondersoekwerk doen en 'n uniform het, sy uniform moet dra slegs wanneer 'n bevoegde gesag hom opdrag gee om dit te doen;

(*c*) nie 'n deel van sy uniform saam met burgerklere dra nie.

(2) Onderworpe aan die bepalings van paragraaf (3) word 'n lid van die uniformpersoneel wat nie op diens is nie, toegelaat om sy uniform te dra—

(*a*) wanneer hy van sy woonplek gaan om op diens te gaan;

(*b*) wanneer hy na sy woonplek gaan nadat hy van diens gegaan het; of

(*c*) te eniger tyd terwyl hy op 'n sentrum weg van sy hoofkwartier is, tensy hy op daardie sentrum aflos of spesiale diens verrig.

(3) Wanneer 'n lid van die uniformpersoneel behalwe 'n polisiebeampte, sy uniform dra, moet hy nie sonder toestemming ingaan by 'n openbare vermaaklikheidsplek of by persele wat gelisensieer is om sterk drank te verkoop nie, tensy hy—

(*a*) dit in die uitvoering van sy plig moet doen; of

(*b*) noodwendig akkommodasie nodig het.

(4) (*a*) 'n Polisiebeampte mag geen wapens, ammunisie of ander uitrusting wat die eiendom van die Administrasie is en ook geen stukke uniformklere sonder die toestemming van 'n polisieoffisier of ander behoorlik gemagtigde amptenaar uitleen, verkoop, verpand of op 'n ander wyse daaroor beskik nie, afgesien daarvan of die tydperk waarvoor dit uitgereik is, verstryk het of nie.

(*b*) 'n Lid van die uniformpersoneel behalwe 'n polisiebeampte, moet geen stuk uniformklere sonder toestemming van die hand sit gedurende die tydperk waarvoor dit uitgereik is nie.

(5) Elke polisieoffisier wat bevel voer oor 'n eenheid van die polisiemag word verantwoordelik gehou daarvoor dat alle polisiebeamptes onder sy bevel hulle volledige uniforms en uitrusting in 'n bruikbare toestand hou.

(6) (*a*) As 'n stuk uniformklere of ander uitrusting wat deur die Administrasie verskaf is, soek raak of beskadig word, moet 'n bedrag wat voldoende is om 'n soortgelyke artikel te verskaf of om die skade te herstel, op die dienaar verhaal word deur dit van sy betaalstaat af te trek.

(*b*) As enige stuk van die uniformklere of van die ander uitrusting van 'n polisiebeampte onder die bevel van 'n polisieoffisier weens nalatigheid van sodanige polisiebeampte in so 'n mate agteruitgegaan het dat dit na die mening van die polisieoffisier onbruikbaar is, kan hy opdrag gee dat die betrokke artikel op koste van die verantwoordelike polisiebeampte vervang word. In sulke gevalle word die vervangkoste ingevorder deur dit van die dienaar se betaalstaat af te trek in sodanige paaiemente as wat die genoemde offisier mag bepaal.

STAAT VAN GENEESKUNDIGE BESONDERHEDE—GENEESKUNDIGE ONDERSOEK, INENTING, ENS.—POLISIEBEAMPTES.

32. (1) 'n Staat van geneeskundige besonderhede moet vir elke polisiebeampte gehou word in 'n vorm waartoe die Hoofsuperintendent van Polisie van tyd tot tyd besluit.

(2) Die Hoofsuperintendent van Polisie of enige polisieoffisier wat deur die Hoofsuperintendent van Polisie daartoe gemagtig is, kan te eniger tyd enige polisiebeampte van laer rang wat vermoedelik aan 'n ongesteldheid, sieklikheid, 'n siekte of besering ly of wat beweer dat hy daaraan ly, beveel om hom geneeskundig deur 'n spoorwegdokter te laat ondersoek of om hom in 'n hospitaal te laat behandel. Elke mediese verslag oor sodanige ondersoek moet sonder versuim aan die Hoofsuperintendent van Polisie voorgelê word.

(3) Elke polisiebeampte moet sodanige inenting, ens., ondergaan as wat die Hoofbestuurder van tyd tot tyd nodig mag ag.

(6) The Guarantee Fund will be stabilised at such figure as the Administration may from time to time decide; any amount in excess of this figure at the end of any year will be transferred to the Benevolent Fund.

UNIFORM AND OTHER EQUIPMENT.

31. (1) A servant who is supplied with a uniform—

(*a*) must maintain it in good order during the period for which it has been issued;

(*b*) must, when on duty, appear in a neat, clean and complete uniform with the badges properly exhibited, provided, however, that a policeman employed on investigation duties, who is in possession of a uniform will wear his uniform only when he is instructed, by competent authority, to do so;

(*c*) must not wear part of his uniform with civilian clothes.

(2) Subject to the provisions of paragraph (3), a uniformed servant, when he is not on duty, is permitted to wear his uniform—

(*a*) when he is proceeding from his place of residence to take up duty;

(*b*) when he is proceeding to his place of residence after relinquishing duty;

(*c*) at any time at a centre away from his headquarters unless he is undertaking relief or special duty at that centre.

(3) A servant other than a policeman, when wearing his uniform, must not, without permission, enter a place of public entertainment, or premises licensed to sell intoxicating liquor, unless—

(*a*) he is required to do so in the course of his duty; or

(*b*) he necessarily requires accommodation.

(4) (*a*) A policeman may not, without the permission of a commissioned police officer or other duly authorised officer, lend, sell, pledge or otherwise dispose of arms, ammunition or other article of equipment, which is the property of the Administration, or any article of uniform clothing, irrespective of whether or not the period for which it has been issued has expired.

(*b*) A servant, other than a policeman, must not, without permission, dispose of any article of uniform clothing during the period for which it has been issued.

(5) Every commissioned police officer who has command of any unit of the police force is held responsible for seeing that all policemen on his command maintain their full uniform and equipment in a serviceable condition.

(6) (*a*) If any article of uniform clothing or other equipment provided by the Administration is lost or damaged, a sum sufficient to supply another such article or to repair the damage may be recovered from the servant concerned by deduction from emoluments through the medium of his paysheets.

(*b*) If any article of the uniform clothing or any article of the other equipment of a policeman on his command has, through such policeman's negligence, deteriorated to a condition which, in the opinion of a commissioned police officer, is unserviceable, he may order that the article concerned is to be replaced at the expense of the policeman responsible. In such cases, the sum representing the cost of replacement will be recovered from emoluments through the medium of the paysheets in such instalments as the said officer may determine.

MEDICAL HISTORY SHEET—MEDICAL EXAMINATION, VACCINATION, INOCULATION, ETC.—POLICEMEN.

32. (1) A medical history sheet shall be maintained for every policeman in a form decided upon from time to time by the Chief Superintendent of Police.

(2) The Chief Superintendent of Police, or any commissioned police officer delegated thereto by the Chief Superintendent of Police, may, at any time, order any policeman of lower rank suspected of or claiming to be suffering from indisposition, ill-health, disease or injury, to submit himself to medical examination by a Railway Medical Officer or to hospital treatment. Every medical report on such an examination shall be submitted promptly to the Chief Superintendent of Police.

(3) Every policeman shall be subject to such vaccination, inoculation, etc., as the General Manager may from time to time deem necessary.

VOLMAGTE, ENS.

33. (1) Die besoldiging wat 'n dienaar verdien, word nie aan iemand anders as sodanige dienaar self betaal nie, behalwe in gevalle waar—

(*a*) hy van sy gewone betaalplek afwesig is omdat hy op diens of met verlof is;

(*b*) hy van diens afwesig is weens siekte of besering op diens, waarvoor 'n behoorlike sertifikaat deur 'n dokter uitgereik is;

(*c*) 'n onherroeplike aftrekorder wat behoorlik voltooi en geseël is, vir teenprestasie vir 'n bepaalde tydperk uitgereik is, waarin magtiging verleen word dat bedrae ten opsigte van lewensversekeringspremies van sodanige dienaar se besoldiging afgetrek word;

(*d*) 'n aftrekorder uitgereik is waarin magtiging verleen word dat bedrae van sodanige dienaar se besoldiging afgetrek word vir bydraes tot die fondse van inrigtings waarvoor die Administrasie hierdie gedragslyn gemagtig het;

(*e*) 'n aftrekorder uitgereik is waarin magtiging verleen word dat bedrae van sodanige dienaar se besoldiging afgetrek kan word vir lidmaatskapgelde van 'n personeelvereniging waarvoor die Department hierdie gedragslyn gemagtig het;

(*f*) hy die Administrasie skriftelik op die voorgeskrewe vorm gemagtig het om sy besoldiging te deponeer by 'n gereg streerde bankier of bouvereniging wat deur die Administrasie goedgekeur is. Geen ooreenkoms of onderneming wat bedoel is om sodanige magtiging vir enige bepaalde of onbepaalde tydperk onherroeplik te maak, word deur die Administrasie erken of is vir hom bindend nie, en die Administrasie kan na goeddunke en sonder om 'n rede daarvoor te verstrek, weier om uitvoering aan sodanige magtiging te gee, of hy kan die toepassing van sodanige magtiging te eniger tyd opskort nadat hy dit aanvanklik aangeneem het; of

(*g*) 'n skuldbeslagorder deur die hof uitgereik is.

(2) In die omstandighede genoem in subparagraaf (1) (*a*) of (1) (*b*) kan 'n dienaar 'n volmag uitreik waardeur 'n ander persoon in staat gestel word om sy betaling te trek. Die volmag moet uitgemaak word op die vorm wat daarvoor voorsien word, en dit moet deur 'n departementshoof of -onderhoof goedgekeur word voordat uitvoering daaraan gegee word. In gevalle waar meer as een bedrag betaal moet word, moet die volmag in duplo uitgemaak word.

(3) In geen ander omstandighede word 'n volmag, sessie of soortgelyke dokument erken waarvan die doel is om 'n derde te magtig om betaling te ontvang nie.

VERDIENSTELIKE GEDRAG.

34. (1) As 'n dienaar op 'n besonder verdienstelike wyse optree en sodoende 'n ongeluk voorkom of die gevolge daarvan tot 'n minimum beperk, of as hy pliggetrouheid in moeilike of buitengewone omstandighede aan die dag lê, lewens red, of op enige ander wyse buitengewoon goeie diens lewer, moet die gesaghebbende dienaar die omstandighede sonder versuim rapporteer aan sy departementshoof of -onderhoof, wat behoorlike bevestiging daarvan moet verkry en dan die besonderhede van die handeling op die diensrekord van die betrokke dienaar moet laat aanteken. As die omstandighede verder erkenning skyn te regverdig, moet hy die saak aan die Hoofbestuurder rapporteer.

(2) 'n Medalje wat bekend staan as die „Medalje vir troue diens in die Spoorwegpolisiemag" kan aan 'n polisiebeampte behalwe 'n offisier toegeken word onder sodanige voorwaardes as waartoe die Hoofbestuurder van tyd tot tyd mag besluit.

GEDRAGSLYN BY DIE INDIEN VAN VERTOË.

35. (1) Behalwe waar uitdruklik anders bepaal word, moet elke mededeling van 'n dienaar aan sy departementshoof of -onderhoof of aan 'n ander hoër gesag, deur sy onmiddellike hoof aangestuur word.

(2) As 'n dienaar 'n persoon regstreeks of onregstreeks en buite die bestek van sy wettige pligte beweeg of probeer beweeg om hom deur invloedwerwing of op 'n ander manier in die dienaar se eie belang of in die belang van enige ander persoon te beywer met die oog op 'n aanstelling, bevordering, oorplasing of voorkeur van enige aard in die Diens, sal stappe teen sodanige dienaar gedoen word soos vir 'n ernstige tugoortreding, en hy stel hom bloot aan ontslag.

POWERS OF ATTORNEY, ETC.

33. (1) The emoluments earned by a servant shall not be paid to any person other than such servant personally, except in cases where—

(*a*) he is absent, either on duty or on account of leave of absence, from the place where payment is usually made;

(*b*) he is absent from duty through sickness or injury on duty, duly certified by a medical practitioner;

(*c*) an irrevocable stop-order has been issued for valuable consideration for a definite period, properly executed and stamped, authorising deductions from emoluments in respect of life insurance premiums;

(*d*) a stop-order has been issued authorising deductions from emoluments of fees for membership of a Staff Association, in respect of which the Administration has authorised this procedure;

(*e*) a stop-order has been issued authorising deductions from emoluments of fees for membership of a Staff Association, in respect of which the Department has authorised this procedure;

(*f*) he has authorised the Administration, in writing, on the prescribed form to deposit his emoluments with a registered banker or building society approved by the Administration. No agreement or undertaking purporting to make such authority irrevocable for any period, definite or indefinite, shall be recognised by or be binding on the Administration, which may, in its discretion, without assigning any reason therefor, refuse to act on such authority, or may, after the initial acceptance of any such authority, suspend, at any time, the operation thereof; or

(*g*) a garnishee order has been issued by the court.

(2) Under the circumstances detailed in sub-paragraph (1) (*a*) or (1) (*b*), a servant may issue a power of attorney enabling another person to draw his pay. The power of attorney should be made out on the form provided and must be approved by a head or sub-head of department before being acted upon. In cases where more than one payment is to be made, the power of attorney should be made out in duplicate.

(3) Under no other circumstances will any power of attorney, cession or equivalent document, purporting to authorise a third party to receive payment, be recognised.

MERITORIOUS CONDUCT.

34. (1) If a servant acts in a particularly meritorious manner by preventing or minimising the consequences of an accident, showing devotion to duty in trying or exceptional circumstances, saving life, or in any other manner renders exceptionally good service, the servant in authority shall forthwith report the circumstances to the head or sub-head of his department, who shall, after due verification, cause particulars of such act to be recorded on the service record of the servant concerned, and where the circumstances seem to warrant further recognition, report the matter to the General Manager.

(2) A medal to be known as the "Railway Police Good Service Medal" may be awarded to a policeman, other than a commissioned officer, under such conditions as may be decided by the General Manager from time to time.

PROCEDURE TO BE FOLLOWED IN MAKING REPRESENTATIONS.

35. (1) Except as otherwise specifically provided, every communication from a servant to the head or sub-head of his department or other superior authority must be forwarded through his immediate superior.

(2) A servant who, directly or indirectly, and beyond the scope of his legal duties, causes or attempts to cause any person to interfere by solicitation or otherwise, in his own interest or in the interest of any other person, in respect of an appointment to, or promotion, transfer or preferment of any kind in the Service shall be dealt with as for a serious disciplinary infringement and will render himself liable to dismissal.

Indien sodanige invloedwerwing plaasvind met die medewete of op aansporing van 'n persoon ten behoewe van wie invloed gewerf word, word daar beskou dat sodanige persoon bowendien gediskwalifiseer is vir aanstelling, bevordering, oorplasing of voorkeur in die Diens.

KLAGTES OF RAPPORTE TEEN ANDER DIENARE.

36. 'n Dienaar wat rede het om 'n klagte of 'n rapport teen 'n ander dienaar in te dien, moet sy klagte of rapport skriftelik indien nie later nie as veertien dae na die datum waarop die gebeurtenis onder sy aandag gekom het.

WYSE WAAROP APPÈLLE MET BETREKKING TOT BEVORDERING EN DIE VERTOLKING VAN REGULASIES INGEDIEN, EN GRIEWE VOORGEDRA MOET WORD.

37. (1) (*a*) 'n Dienaar wat meen dat die bepalings van subartikel (1) van artikel *nege* van die Wet nie by die aanvulling van 'n vakature nagekom is nie, kan deur die gewone amptelike kanale na die Hoofbestuurder appelleer. Appèlle ingevolge hierdie subparagraaf moet deur die dienaar persoonlik ingedien word binne dertig dae na die datum waarop daar bekend gemaak is dat die betrekking aangevul is.

(*b*) 'n Dienaar wat nie met 'n vertolking van 'n regulasie tevrede is nie, kan kragtens artikel *nege-en-twintig* van die Wet, deur die gewone amptelike kanale na die Hoofbestuurder appelleer. Appèlle ingevolge hierdie subparagraaf moet deur die betrokke dienaar persoonlik ingedien word binne veertien dae na die datum waarop hy die vertolking ontvang het.

(*c*) 'n Dienaar wat meen dat hy 'n grief het of dat hy onder 'n nadeel gebuk gaan met betrekking tot sake behalwe dié waarvoor in subparagrawe (*a*) en (*b*) voorsiening gemaak word, en wat herstel verlang, moet eers sy onmiddellik hoër amptenaar nader. As hy nie tevrede is met die beslissing wat deur daardie amptenaar gegee is nie, kan hy skriftelik deur sy onmiddellik hoër amptenaar na sy departementsonderhoof appelleer en daarna, indien nodig, per brief wat deur die gewone amptelike kanale aan sy departementshoof gerig word. Indien hy nog nie tevrede is nie, kan hy per brief deur die gewone amptelike kanale na die Hoofbestuurder appelleer. Appèlle ingevolge hierdie subparagraaf moet in elke geval deur die dienaar persoonlik ingedien word binne veertien dae na die datum waarop hy die beslissing ontvang het waarteen daar geappelleer word.

(2) As die dienaar wat geappelleer het op die wyse wat in paragraaf (1) voorgeskryf word, nie tevrede is met die beslissing van die Hoofbestuurder nie, kan hy binne veertien dae na die datum waarop hy dié beslissing ontvang het, 'n versoek wat deur hom persoonlik onderteken is, deur die gewone amptelike kanale aan die Hoofbestuurder rig dat die saak aan die Spoorweg- en Haweraad vir oorweging voorgelê moet word. Die beslissing van dié Raad is finaal.

(3) As die Hoofbestuurder of die Spoorweg- en Haweraad van mening is dat die saak belangrik genoeg is, kan dit vir aanbeveling na die Versoeningsraad verwys word.

DIENARE WAT UIT DIE DIENS BEDANK.

38. (1) 'n Vaste of tydelike dienaar wat die Diens wil verlaat deur te bedank, moet skriftelik kennis daarvan gee ooreenkomstig die bepalings van artikel *sewe* van die Wet, maar 'n departementshoof of -onderhoof kan die hele voorgeskrewe kennisgewingtydperk of enige gedeelte daarvan ophef.

(2) Daar word beskou dat 'n dienares wat in die huwelik tree, uit die Diens bedank tensy die Hoofbestuurder spesiaal magtig dat sy in diens gehou word. As 'n man en sy eggenote 'n tweeledige betrekking beklee, soos in die Verversingsdepartement, en die eggenoot die Diens verlaat, word daar beskou dat sy eggenote uit die Diens bedank het met ingang die datum waarop haar eggenoot se diens eindig.

(3) 'n Nie-blanke polisiebeampte wat uit die Diens wil bedank, moet dertig dae kennis daarvan gee, maar die Hoofsuperintendent van Polisie kan die hele voorgeskrewe kennisgewingtydperk of enige gedeelte daarvan ophef.

(4) 'n Dienaar wie se formeel ingediende kennisgewing van bedanking aanvaar is, kan nie sy bedanking terugtrek nie tensy hy voor die verstryking van sy kennisgewingtydperk aansoek doen om verlof om sy bedanking terug te trek en 'n departementshoof of -onderhoof hom magtig om dit te doen, maar met dien verstande dat die Hoofbestuurder se goedkeuring verkry moet word as die betrokke dienaar 'n betrekking beklee wat op 'n Uniale grondslag aangevul word.

In addition, any person on whose behalf influence is solicited, if such solicitation takes place with such person's knowledge or at his instigation, will be deemed to be disqualified for an appointment to, or promotion, transfer or preferment in the Service.

COMPLAINTS OR REPORTS AGAINST OTHER SERVANTS.

36. A servant who has cause to complain of or to make a report against another servant shall make the complaint or report in writing not later than fourteen days from the date on which the occurrence comes under his notice.

METHOD OF SUBMITTING APPEALS RELATING TO PROMOTION AND THE INTERPRETATION OF REGULATIONS AND OF REPRESENTING GRIEVANCES.

37. (1) (*a*) Any servant who considers that the terms of sub-section (1) of section *nine* of the Act have not been observed in connection with the filling of any vacancy may appeal through the usual official channels to the General Manager. Appeals under this sub-paragraph must be lodged personally by the servant within thirty days from the date of the publication of the filling of the position.

(*b*) Any servant who is dissatisfied with an interpretation of a regulation may, in terms of section *twenty-nine* of the Act, appeal through the usual official channels to the General Manager. Appeals under this sub-paragraph must be lodged personally by the servant concerned within fourteen days of the date upon which he received the interpretation.

(*c*) Any servant who considers that he has a grievance or that he is suffering under any disability in regard to matters other than those for which provision is made in sub-paragraphs (*a*) and (*b*), and who desires to seek redress, shall first approach his immediate superior officer. If he is dissatisfied with the decision given by that officer, he may then appeal in writing through his immediate superior officer to the sub-head of his department, and thereafter, if necessary, by letter addressed through the usual official channels to the head of his department. If still dissatisfied, he may appeal by letter addressed through the usual official channels to the General Manager. An appeal under this sub-paragraph must be lodged, in each case, personally by the servant concerned within fourteen days of the date upon which he received the decision against which the appeal is made.

(2) If the servant who has appealed in the manner prescribed in paragraph (1) is not satisfied with the decision of the General Manager he may, within fourteen days from the date upon which that decision was received by him, transmit a request signed by him personally through the usual official channels to the General Manager, that the matter be referred to the Railways and Harbours Board for its consideration. The decision of that Board shall be final.

(3) If the General Manager or the Railways and Harbours Board is of the opinion that the matter is of sufficient importance, it may be referred to the Conciliation Board for a recommendation.

RESIGNATION FROM SERVICE.

38. (1) A permanent or temporary servant wishing to leave the Service by resignation will be required to give notice thereof in writing in accordance with the terms of section *seven* of the Act, but a head or sub-head of department may waive the whole or any portion of the period of notice prescribed.

(2) A female servant who marries will be regarded as resigning from the Service unless special authority for the retention of her services is granted by the General Manager. Where husband and wife are employed in a dual appointment, as in the Catering Department, and the husband leaves the Service, the wife will be regarded as resigning from the Service with effect from the date her husband's service terminates.

(3) A non-European policeman wishing to leave the Service by resignation will be required to give thirty days' notice thereof, but the Chief Superintendent of Police may waive the whole or any portion of such notice.

(4) A servant whose formally tendered notice of resignation has been accepted may not withdraw his resignation unless, before the expiration of the period of his notice, he requests permission to withdraw his resignation and a head or sub-head of department authorises him to do so, subject, however, to the General Manager's approval should the servant concerned hold an appointment filled on a Union basis.

'N POLISIEBEAMPTE WAT HOM UITKOOP.

39. Onderworpe aan die goedkeuring van die Hoofsuperintendent van Polisie kan 'n polisiebeampte behalwe 'n offisier hom teen die onderstaande skaal uitkoop in plaas daarvan om die vereiste statutêre kennis te gee ingevolge die bepalings van artikel *sewe* van die Wet of van paragraaf (3) van regulasie no. 38, na gelang van die geval:

	£	s.	d.
(*a*) Blankes:			
gedurende die eerste jaar diens	30	0	0
gedurende die tweede jaar diens	20	0	0
gedurende die derde jaar diens	10	0	0
gedurende 'n daaropvolgende jaar diens	7	10	0
(*b*) Nie-blankes:			
gedurende die eerste jaar diens vir elke maand wat nie in daardie diensjaar voltooi is nie	0	10	0
na voltooiing van twaalf maande diens	0	10	0

BEËINDIGING VAN DIENS—NIE-BLANKE POLISIEBEAMPTES.

40. Wanneer 'n nie-blanke polisiebeampte se diens beëindig word om 'n rede behalwe 'n tugoortreding, is hy geregtig op dertig dae kennisgewing.

DIENSSERTIFIKATE.

41. Net 'n departementshoof of -onderhoof is gemagtig om dienssertifikate uit te reik. Sulke dokumente moet uitgereik word op die amptelike vorm wat vir dié doel verskaf word, en geen dienssertifikaat word aan 'n dienaar gegee wat nie minstens drie maande diens met goeie gedrag voltooi het nie. 'n Dienssertifikaat kan nie as 'n reg geëis word nie, maar word na goeddunke van 'n gemagtigde amptenaar uitgereik.

HOOFSTUK III.

AFDELING I.

ALGEMENE BETAALVOORWAARDES—ALLE DIENARE.

Woordbepalings.

42. Vir die doel van hierdie hoofstuk beteken die uitdrukking—

„blote tyd" tyd wat in geen omstandighede aangevul word nie, en

„Sondagtyd" tyd wat tussen middernag Saterdag en middernag Sondag gewerk word.

Gradering en salaris- en loonskale.

43. (1) (*a*) Elke dienaar moet 'n toepaslike ampsbenaming hê wat so beskrywend moontlik is van die werk wat hy verrig.

(*b*) 'n Ampsbenaming of rang moet nie aan 'n dienaar toegeken of op enige amptelike dokument of staat gebruik word nie, tensy dit in regulasie no. 45 uiteengesit word, in 'n besoldigingslys verskyn of deur die Minister of die Hoofbestuurder ingevolge die bepalings van paragraaf (5) gemagtig is.

(2) (*a*) Die ampsbenamings van—

(i) amptenaarsgrade behalwe dié van senior amptenare; en

(ii) werksmangrade behalwe dié van dienare wat in 'n los hoedanigheid werk;

tesame met die salaris- en loonskale wat daarop van toepassing is, word deur die Hoofbestuurder bepaal, onderworpe aan die bepalings van paragraaf (4).

(*b*) Besonderhede van die grade en van die toepaslike salaris- en loonskale soos vasgestel ingevolge die bepalings van subparagraaf (*a*), moet uiteengesit word in besoldigingslyste wat deur die Hoofbestuurder gepubliseer moet word en aangedui moet word as—

(i) die Besoldigingslys vir Gesalarieerde Personeel—Besoldigingslys no. 1;

(ii) die Besoldigingslys vir Ambagsmanne—Besoldigingslys no. 2;

(iii) die Besoldigingslys vir Treinpersoneel—Besoldigingslys no. 3;

(iv) die Besoldigingslys vir Werksmanpersoneel—Besoldigingslys no. 4; en

(v) die Besoldigingslys vir Polisie—Besoldigingslys no. 5.

(*c*) Die loonskale wat toegepas moet word op alle grade losdienare word van tyd tot tyd deur die Hoofbestuurder bepaal.

PURCHASE OF DISCHARGE—POLICEMEN.

39. Every policeman, other than a commissioned officer, may, in lieu of giving the requisite statutory notice in terms of section *seven* of the Act, or in terms of paragraph (3) of Regulation No. 38, as the case may be, and subject to the approval of the Chief Superintendent of Police, purchase his discharge on the following scale—

	£ s. d.
(*a*) Europeans:	
during the first year of service	30 0 0
during the second year of service	20 0 0
during the third year of service	10 0 0
during any subsequent year of service	7 10 0
(*b*) Non-Europeans:	
during the first year of service.... for each month not completed in that year of service	10s. 0d.
after completion of twelve months' service	10s. 0d.

TERMINATION OF SERVICE—NON-EUROPEAN POLICEMEN.

40. A non-European policeman, on termination of his service for a reason other than a disciplinary infringement, is entitled to thirty days' notice.

CERTIFICATES OF SERVICE.

41. Only a head or sub-head of department is authorised to grant certificates of service. Such documents must be issued on the official form provided for the purpose, and no certificate of service shall be given to a servant who has not completed at least three months' good conduct service. A certificate of service is not claimable as a right, but is issued in the discretion of an authorised officer.

CHAPTER III.

SECTION I.

GENERAL PAY CONDITIONS—ALL SERVANTS.

Interpretations.

42. For the purpose of this Chapter, the term—

"straight time" means time which under any circumstances shall not be subject to enhancement;

"Sunday time" means time worked between midnight Saturday and midnight Sunday.

Grading and Salary and Wage Scales.

43. (1) (*a*) Every servant shall be accorded an appropriate designation which shall be as descriptive as practicable of the work he performs.

(*b*) A designation or rank other than one specified in Regulation No. 45, or included in a Pay Schedule, or authorised by the Minister or the General Manager under the provisions of paragraph (5), shall not be conferred upon any servant, or used on any official document or record.

(2) (a) The designations of—

(i) officer grades other than those of senior officers; and

(ii) employee grades other than those of servants employed in a casual capacity;

together with the salary and wage scales applicable thereto shall, subject to the provisions of paragraph (4), be determined by the General Manager.

(*b*) Particulars of the grades and of the applicable salary and wage scales as determined under the provisions of sub-paragraph (*a*) shall be set forth in pay schedules which shall be published by the General Manager and designated as—

(i) the Salaried Staff Pay Schedule—Pay Schedule No. 1;

(ii) the Artisan Pay Schedule—Pay Schedule No. 2;

(iii) the Running Staff Pay Schedule—Pay Schedule No. 3;

(iv) the Employees' Staff Pay Schedule—Pay Schedule No. 4; and

(v) the Police Pay Schedule—Pay Schedule No. 5.

(*c*) The wage scales to be applied to all grades of casual servants shall be as determined by the General Manager from time to time.

(3) Nadat die besoldigingslyste gepubliseer is soos bepaal in subparagraaf (*b*) van paragraaf (2), kan die Hoofbestuurder, onderworpe aan die bepalings van paragraaf (4), sodanige lyste van tyd tot tyd wysig deur enigeen van die ampsbenamings en/of salaris- of loonskale wat daarin vervat is, te verander, of deur 'n ampsbenaming tesame met die toepaslike salaris- of loonskaal daarby te voeg of daaruit te skrap.

(4) In die geval van sodanige grade as wat die Minister van tyd tot tyd mag bepaal, moet die Hoofbestuurder die goedkeuring van die Minister verkry voordat hy stappe ingevolge paragraaf (2) (*a*) of (3) doen met betrekking tot 'n aangeleentheid wat sodanige grade of die salaris- of loonskale wat daarop van toepassing is, raak.

(5) Die ampsbenamings van die grade van senior amptenare en die salarisskale wat daarop van toepassing is, word bepaal deur—

(*a*) die Hoofbestuurder as die vasgestelde maksimum salaris nie meer is nie as—

(i) £1,230 in die geval van 'n administratiewe, klerklike of verwante betrekking;

(ii) £1,300 in die geval van 'n professionele of tegniese nie-ingenieursbetrekking en in die geval van 'n betrekking in die polisiediens;

(iii) £1,350 in die geval van 'n betrekking in die vliegpersoneel;

(iv) £1,400 in die geval van 'n betrekking in die skeepspersoneel; of

(v) £1,550 in die geval van 'n ingenieurs- of verwante professionele betrekking;

(*b*) die Minister in al die ander gevalle.

(6) Onderworpe aan die bepalings van hierdie regulasies word 'n persoon wat aangestel is—

(*a*) in 'n betrekking wat in Besoldigingslys no. 1 vervat is, besoldig volgens die salarisskaal wat vir sodanige betrekking aangetoon word;

(*b*) in 'n betrekking wat in een van die Besoldigingslyste nos. 2 tot 5 vervat is, besoldig volgens die loonskaal wat vir sodanige betrekking aangetoon word;

(*c*) in 'n betrekking wat gemagtig is deur—

(i) die Minister of die Hoofbestuurder ingevolge paragraaf (5), besoldig volgens die salarisskaal wat vir sodanige betrekking vasgestel is, en

(ii) die Hoofbestuurder ingevolge subparagraaf (*c*) van paragraaf (2), onderworpe aan die bepalings van paragraaf (7) besoldig volgens die loonskaal wat vir sodanige betrekking vasgestel is.

(7) (*a*) Wanneer 'n persoon in 'n werksmangraad aangestel word, kan daar aan hom 'n loon betaal word wat—

(i) hoër is as die vasgestelde minimum loon vir daardie graad, maar nie meer is nie as 21s. 3d. per dag (of die maandelikse of uurlikse ekwivalent daarvan) of die maksimum loon vir sodanige betrekking as dit minder is, mits die persoonlike magtiging daarvoor verkry is van die Hoofsuperintendent van Polisie, die Adjunk-hoofsuperintendent van Polisie, die Bestuurder, Publisiteits- en Reisdepartement, 'n werktuigkundige ingenieur in beheer van 'n werktuigkundige depot of 'n superintendent;

(ii) nie meer is nie as die vasgestelde maksimum loon vir sodanige betrekking, mits die magtiging van die Hoofbestuurder of die persoonlike magtiging van enige ander departementshoof daarvoor verkry is.

(*b*) Die Hoofbestuurder kan na goeddunke magtig dat daar aan 'n bekwame werksman met spesiale ondervinding of 'n werksman wat verdienstelike diens gelewer het, 'n loon betaal word wat meer is as die vasgestelde maksimum loon vir die klas of graad waarin sodanige werksman werk.

(*c*) Vir die doel van hierdie paragraaf word daar beskou dat die uitdrukking „maksimum loon" in die geval van 'n werksman wat 'n diensverhoging of langdiensverhoging(s) ontvang, sodanige diensverhoging of langdiensverhoging(s), na gelang van die geval, insluit.

(3) After the publication of the Pay Schedules in terms of sub-paragraph (*b*) of paragraph (2), the General Manager may, subject to the provisions of paragraph (4), from time to time amend such schedules by making alterations to any of the designations and/or salary or wage scales contained therein, or by adding thereto or deleting therefrom any designation together with the applicable salary or wage scale.

(4) In the case of such grades as the Minister may from time to time specify, the General Manager shall obtain the approval of the Minister before taking any action in terms of paragraph (2) (*a*) or (3) with respect to any matter affecting such grades or the salary or wage scales applicable thereto.

(5) The designations of senior officer grades and the salary scales applicable thereto shall be determined by—

(*a*) the General Manager, where the maximum salary fixed does not exceed—

(i) £1,230 in the case of an administrative, clerical or allied appointment;

(ii) £1,300 in the case of a non-engineering professional or technical appointment and in the case of a police appointment;

(iii) £1,350 in the case of an appointment on the flying staff;

(iv) £1,400 in the case of an appointment on the nautical staff; or

(v) £1,550 in the case of an engineering or an allied professional appointment;

(*b*) the Minister in all other cases.

(6) Subject to the terms of these regulations, a person who is appointed—

(*a*) to a position included in Pay Schedule No. 1 will be remunerated in accordance with the salary scale shown for such position;

(*b*) to a position included in one of the Pay Schedules Nos. 2 to 5 will be remunerated in accordance with the wage scale shown for such position;

(*c*) to a position authorised by—

(i) the Minister or the General Manager in terms of paragraph (5) will be remunerated in accordance with the salary scale fixed for such position;

(ii) the General Manager in terms of sub-paragraph (*c*) of paragraph (2) will, subject to the provisions of paragraph (7), be remunerated in accordance with the wage scale fixed for such position.

(7) (*a*) A person may, on appointment to an employee grade, be paid a wage—

(i) higher than the minimum wage fixed for that grade, but not exceeding 21s. 3d. per day (or its monthly or hourly equivalent) or the maximum wage for such appointment, if less, on the personal authority of the Chief Superintendent of Police, the Deputy Chief Superintendent of Police, the Manager, Publicity and Travel Department, a Mechanical Engineer in charge of a Mechanical Depot or a Superintendent;

(ii) not exeeding the maximum wage fixed for such appointment, on the authority of the General Manager or the personal authority of any other head of department.

(*b*) The General Manager may, in his discretion, authorise the payment to a specially experienced and competent employee or an employee who has rendered meritorious service, of a wage in excess of the maximum wage fixed for the class or grade in which he is employed.

(*c*) For the purpose of this paragraph, the expression "maximum wage" shall, in the case of an employee who is in receipt of a service or long service increment(s), be deemed to include such service increment or long service increment(s), as the case may be.

(8) In gevalle waar die salaris- of loonskaal verbonde aan 'n betrekking van tyd tot tyd gewysig word, is die salaris- of loonskaal wat op die bekleër van so 'n pos van toepassing was onmiddellik voor die datum waarop sodanige wysiging in werking getree het, steeds op sodanige dienaar van toepassing solank hy daardie betrekking beklee, met dien verstande dat enige verbetering in die minimum of maksimum salaris of loon of in die verhogingskaal op sodanige dienaar van toepassing is van die datum waarop die wysiging in werking tree en onder sodanige voorwaardes as wat die Hoofbestuurder mag bepaal.

Werksmanne wat teen maandelikse loonskale besoldig word.

44. (1) Die Hoofbestuurder kan te eniger tyd besluit dat 'n werksman in enige graad besoldig word teen 'n insluitende maandelikse loon wat as voldoende beskou word vir alle dienste wat gelewer word—

(*a*) op weekdae; of

(*b*) op weekdae en Sondae.

(2) As 'n maandeliks besoldigde werksman op wie die bepalings van subparagraaf (1) (*a*) van toepassing is of wat 'n nie-insluitende loon ontvang, nie 'n volle maand gewerk het nie, word sy betaling bereken volgens die getal weekdae waarvoor betaling verskuldig is vergeleke met die getal dae, uitgesonder Sondae, in die betaalmaand. 'n Werksman aan wie daar byvoorbeeld loon vir vier-en-twintig weekdae in 'n maand van een-en-dertig dae met vyf Sondae betaal moet word aangesien hy gedurende daardie maand een-en-twintig dae gewerk en drie dae vakansieverlof met loon en twee dae verlof sonder loon geneem het, ontvang vier-en-twintig ses-en-twintigstes van sy maandelikse loon.

(3) Die betaling van 'n polisiebeampte wat 'n werksman is en nie 'n volle maand gewerk het nie, word bereken op die grondslag van die getal dae wat hy gewerk het en/of met verlof met loon en/of met siekteverlof met loon was en/of van diens afwesig was as gevolg van 'n besering wat hy op diens opgedoen het en waarvoor betaling ingevolge die bepalings van hoofstuk VI verskuldig is, in verhouding tot die totale getal werkdae in sodanige maand. As sodanige polisiebeampte byvoorbeeld 10 dae gewerk het en 12 dae verlof met loon en 4 dae verlof sonder loon geneem het in 'n maand van 31 dae waarin daar 5 rusdae is, ontvang hy twee-en-twintig ses-en-twintigstes van sy loon vir daardie maand.

(4) Die grondslag van betaling van 'n maandeliks besoldigde werksman op wie die bepalings van subparagraaf (*b*) van paragraaf (1) van toepassing is, word van tyd tot tyd deur die Hoofbestuurder bepaal.

Ampsbenamings en range—Polisiebeamptes.

45. (1) Die volgende is die ampsbenamings en range van polisiebeamptes in voorrangorde:

(*a*) Blankes—

(i) Offisiere:

Hoofsuperintendent van Polisie	Brigadier, of sodanige ander rang as wat die Minister mag bepaal.
Adjunk-hoofsuperintendent van Polisie	Kolonel, of sodanige ander rang as wat die Minister mag bepaal.
Superintendent van Polisie (administratief) of (uitvoerend)	Luitenant-kolonel, of sodanige ander rang as wat die Minister mag bepaal.
Seniorinspekteur.....	Majoor, of sodanige ander rang as wat die Minister mag bepaal.
Inspekteur.....	Kaptein, of sodanige ander rang as wat die Minister mag bepaal.
Onderinspekteur.....	Luitenant, of sodanige ander rang as wat die Minister mag bepaal.

(ii) Ander range:

Hoofkonstabel.....	Adjudant-offisier.
Sersant, klas 1	
Sersant, klas 2	
Ondersersant	
Konstabel.	

(*b*) Nie-blankes—

Sersant
Korporaal
Konstabel.

(2) (*a*) 'n Offisier kan te eniger tyd òf die ampsbenaming òf die rang of beide die ampsbenaming en die rang gebruik wat vir sy betrekking bepaal is.

(*b*) 'n Adjudant-offisier moet te alle tye net die ampsbenaming hoofkonstabel gebruik.

(8) Notwithstanding any amendment that may from time to time be made in the salary or wage scale applicable to an appointment, a servant occupying such an appointment immediately prior to such amendment shall, while continuing to occupy that appointment, be governed by the salary or wage scale applicable to him immediately prior to the effective date of the amendment, provided that any improvement in the minimum or maximum salary or wage or in the incremental scale shall apply to such servant, from the effective date of the amendment, under such conditions as the General Manager may determine.

Employees Remunerated at Monthly Wages.

44. (1) The General Manager may at any time decide that an employee in any grade shall be remunerated at such inclusive monthly wage as it is considered will cover all services rendered—

(*a*) on weekdays; or

(*b*) on weekdays and Sundays.

(2) If a monthly-paid employee governed by the provisions of sub-paragraph (1) (*a*) or who is in receipt of a non-inclusive wage has not worked a complete month, his pay shall be calculated on the number of weekdays for which payment is due as compared with the number of days, excluding Sundays, in the paymonth; e.g., an employee who is due to be paid for twenty-four weekdays in a thirty-one-day month in which there are five Sundays, by virtue of having worked on twenty-one weekdays, been on three days' paid vacation leave and on two days' unpaid leave during that month, will receive twenty-four twenty-sixths of his monthly wages.

(3) The payment of a policeman who is an employee, and who has not worked a complete month, will be calculated on the basis of the number of days he has worked and/or been on paid leave and/or on paid sick leave and/or absent from duty due to an injury sustained on duty in respect of which payment is due in terms of Chapter VI, in relation to the total number of working days in such month; e.g., if such a policeman has worked 10 days, been on paid leave for 12 days and on unpaid leave for 4 days in a 31 day month in which there are 5 rest days, he will be paid twenty-two twenty-sixths of his wage for that month.

(4) The basis of payment of any monthly-paid employee governed by the provisions of sub-paragraph (*b*) of paragraph (1) shall be as laid down by the General Manager from time to time.

Designations and Ranks—Policemen.

45. (1) The designations and ranks of policemen, with precedence as given, are:—

(*a*) Europeans—

(i) Officers:

Chief Superintendent of Police	Brigadier, or such other rank as the Minister may designate.
Deputy Chief Superintendent of Police	Colonel, or such other rank as the Minister may designate.
Superintendent of Police (Administrative) or (Operational)	Lieutenant-Colonel, or such other rank as the Minister may designate.
Senior Inspector.....	Major, or such other rank as the Minister may designate.
Inspector.....	Captain, or such other rank as the Minister may designate.
Sub-Inspector.....	Lieutenant, or such other rank as the Minister may designate.

(ii) Other ranks:

Head Constable.....	Warrant Officer.
Sergeant, Class 1	
Sergeant, Class 2	
Lance-Sergeant	
Constable.	

(*b*) Non-Europeans—

Sergeant
Corporal
Constable.

(2) (*a*) A commissioned officer may, at any time, use either the designation or the rank laid down for his appointment, or both such designation and rank.

(*b*) A warrant officer shall, at all times, use the designation of "Head Constable" only.

(3) Polisiebeamptes van dieselfde rang het voorrang in die orde van senioriteit van die datum van aanstelling, met dien verstande dat 'n polisiebeampte wat aangestel word om bevel te voer op 'n pos of stasie, bevel het oor alle ander range wat op daardie plek gestasioneer is, afgesien van die datum van aanstelling.

(4) Blanke polisiebeamptes van enige rang het voorrang bo alle nieblanke polisiebeamptes.

(5) Wanneer 'n offisier wie se dienste deurgaans bevredigend was, uit die Polisiemag tree, kan hy deur die Minister toegelaat word om sy rang te behou, of in 'n besonder verdienstelike geval kan die Minister die rang van sodanige offisier met een graad verhoog, onderworpe aan die volgende voorwaardes:

(*a*) 'n Onderinspekteur moet tien jaar diens as offisier voltooi het;

(*b*) 'n inspekteur moet vyftien jaar diens as offisier of tien jaar as inspekteur voltooi het;

(*c*) 'n seniorinspekteur moet twintig jaar diens as offisier of tien jaar as seniorinspekteur voltooi het;

met dien verstande dat die Minister in spesiale omstandighede 'n hoër rang mag toeken sonder dat die genoemde diensvoorwaardes ten volle nagekom is.

LOONVERHOGINGS.

46. (1) (*a*) 'n Dienaar kan nie aanspraak maak op vordering in sy graad deur middel van loonverhogings na verloop van enige bepaalde tydperk nie. Elke skaal-, spesiale of diensverhoging genoem in hierdie regulasie word aan 'n dienaar toegeken onderworpe aan sy goeie gedrag en die ywer en bekwaamheid waarmee hy die pligte uitvoer wat aan hom opgedra is, en word gemagtig slegs as 'n gemagtigde amptenaar 'n sertifikaat verstrek dat die betrokke dienaar sodanige eienskappe aan die dag gelê het.

(*b*) Vir die toepassing van die bepalings van hierdie regulasie beteken die uitdrukkings „maksimum salaris" en „salaris" of „salariskerf" in die geval van 'n amptenares wat 'n diensverhoging ontvang, onderskeidelik „maksimum salaris plus 'n diensverhoging" en „salaris of salariskerf verhoog deur middel van 'n diensverhoging", en beteken die uitdrukkings „maksimum loon" en „loon" of „loonkerf" in die geval van 'n werksman wat 'n diensverhoging of langdiensverhoging(s) ontvang, onderskeidelik „maksimum loon plus 'n diensverhoging of langdiensverhoging(s)", na gelang van die geval, en „loon of loonkerf verhoog deur middel van 'n diensverhoging of langdiensverhoging(s)", na gelang van die geval.

Skaalverhogings.

(2) (*a*) Vir die toepassing van die bepalings van hierdie regulasie beteken die uitdrukking „skaalverhoging" 'n verhoging in die salaris of loon van 'n dienaar waardeur sy salaris of loon met een kerf in die salaris- of loonskaal van toepassing op sy betrekking vermeerder word om in werking te tree op die verjaardag van die datum waarop hy in sy huidige betrekking aangestel is, of op 'n datum wat ingevolge subparagraaf (*b*) van paragraaf (3) vasgestel is, of as die toekenning van 'n vorige skaalverhoging om enige rede teruggehou is, op 'n datum wat bepaal word ingevolge sodanige instruksies as wat van tyd tot tyd deur die Hoofbestuurder uitgereik mag word.

(*b*) Onderworpe aan die bepalings van hierdie regulasie kom 'n dienaar wat nog nie die maksimum salaris of loon vir sy betrekking bereik het nie, in aanmerking vir skaalverhogings soos bepaal in subparagraaf (*a*), met dien verstande dat as verder loonverhogings ná die bereiking van 'n bepaalde salaris- of loonkerf onderworpe is aan die nakoming van bepaalde voorwaardes, sy salaris of loon nie bo sodanige kerf verhoog kan word nie, behalwe in die mate en onder die voorwaardes bepaal in subparagraaf (*b*) van paragraaf (6), tensy hy aan sodanige besondere voorwaardes voldoen.

Spesiale loonverhogings—Amptenare.

(3) Aan 'n eersteoffisier wat 'n lugtransportvlieënierslisensie verwerf, word die volgende spesiale loonverhoging toegestaan:

(*a*) As hy reeds 'n salaris van £1,000 verdien, ontvang hy 'n spesiale loonverhoging wat in werking tree op die datum waarop hy daardie kwalifikasie verwerf het.

(*b*) As hy nog nie 'n salaris van £1,000 verdien nie, ontvang hy sodanige spesiale loonverhoging as wat nodig is om sy salaris tot £1,050 te verhoog van die datum waarop hy daardie kwalifikasie verwerf of van die datum waarop hy twee jaar diens as eersteoffisier voltooi, watter ook al die jongste is, en die datum waarop sy salaris aldus verhoog word, word dan sy jaarlikse loonverhogingsdatum.

(3) Policemen of the same rank shall take precedence in order of seniority from date of appointment, provided that any policeman appointed to take command at a post or station shall have the command over all other ranks stationed thereat, irrespective of date of appointment.

(4) European policemen of any rank shall have precedence over all non-European policemen.

(5) A commissioned officer whose service throughout has been satisfactory, may, on retirement from the Police Force, be permitted by the Minister to retain his rank, or, in a particularly deserving case, the Minister may, subject to compliance with the following conditions, raise the rank of such officer by one grade:—

(*a*) a Sub-Inspector must have served ten years as a commissioned officer;

(*b*) an Inspector must have served fifteen years as a commissioned officer or ten years in the rank of Inspector;

(*c*) a Senior Inspector must have served twenty years as a commissioned officer or ten years in the rank of Senior Inspector;

provided that the Minister may in special circumstances grant a higher rank without the service conditions set out in the foregoing being fully complied with.

INCREMENTS.

46. (1) (a) A servant may not claim as a right to be entitled to incremental advancement in his grade after the lapse of any particular period. The award to a servant of every scale, special or service increment referred to in this regulation is subject to his good conduct, zeal and the efficient discharge of his allotted duties, and will be authorised only provided a certificate is given by an authorised officer that such qualities have been displayed by the servant concerned.

(*b*) For the purpose of the application of the provisions of this regulation, the expressions "maximum salary" and "salary" or "salary notch" mean, in the case of a female officer who is in receipt of a service increment, "maximum salary plus a service increment" and "salary or salary notch increased by a service increment", respectively, and the expressions "maximum wage" and "wage" or "wage notch", in the case of an employee who is in receipt of a service increment or long service increment(s), mean, respectively, "maximum wage plus a service increment or long service increment(s)", as the case may be, and "wage or wage notch increased by a service increment or long service increment(s)", as the case may be.

Scale Increments.

(2) (*a*) For the purpose of the application of the provisions of this regulation, the term "scale increment" means an increase in the salary or wage of a servant whereby his salary or wage is advanced by one notch in the salary or wage scale applicable to the appointment he holds, with operative effect from the anniversary of the date of his appointment to his present position, or from a date fixed in terms of sub-paragraph (*b*) of paragraph (3), or, if the award of a previous scale increment was withheld for any reason, from a date determined in accordance with such instructions as may be issued by the General Manager from time to time.

(*b*) A servant who has not attained the maximum salary or wage for his appointment will, subject to the provisions of this regulation, be eligible to receive scale increments in terms of sub-paragraph (*a*), provided that if he has attained a salary or wage notch, incremental advancement beyond which is subject to compliance with specific conditions, his salary or wage may not be advanced beyond the said notch, except to the extent and under the conditions provided for in sub-paragraph (*b*) of paragraph (6), unless he complies with such specific conditions.

Special Increments—Officers.

(3) A first officer, who acquires an airline transport pilot licence—

(*a*) when he has attained a salary of £1,000, shall be granted a special increment, operative from the date on which he acquired that qualification;

(*b*) before he has attained a salary of £1,000, shall be granted such special increment as is necessary to advance his salary to £1,050, operative from the date he acquires that qualification or from the date on which he completes two years' service as a first officer whichever is the later; and the date from which his salary is so increased shall become his anniversary incremental date.

(4) (*a*) Onderworpe daaraan dat die bepalings van subparagraaf (*c*) nagekom word, word 'n spesiale loonverhoging toegeken aan—

(i) 'n klerk of telegrafis wat, voordat hy die salaris van £455 verdien, in sodanige departementele vak(ke) kwalifiseer as wat van tyd tot tyd deur die Hoofbestuurder bekend gemaak mag word as 'n voorvereiste vir vordering bo die salariskerf van £455, en sodanige loonverhoging tree in werking op die datum waarop hy aldus kwalifiseer;

(ii) 'n klerk wat in stasiemeesterspligte kwalifiseer voordat hy die salaris van £660 verdien, en sodanige loonverhoging tree in werking op die datum waarop hy aldus kwalifiseer;

(iii) 'n amptenaar wat in 'n snelskrifspoedtoets van minstens 120 woorde per minuut in beide ampstale of in die eksamen vir die „Associate Membership" van die „Institute of Transport" slaag voordat hy die salaris van £660 of die maksimum salaris van sy graad (as dit laer is) verdien, en sodanige loonverhoging tree in werking op die datum waarop hy in die toets of eksamen slaag;

(iv) 'n dameklerk wat, voordat sy die salaris van £435 verdien, in sodanige departementele vak(ke) kwalifiseer as wat van tyd tot tyd deur die Hoofbestuurder neergelê mag word as 'n voorvereiste vir vordering bo die salariskerf van £435, en sodanige loonverhoging tree in werking op die datum waarop sy aldus kwalifiseer.

(*b*) Onderworpe daaraan dat die bepalings van subparagraaf (*c*) nagekom word, word aan 'n amptenaar wat sodanige betrekking beklee as wat die Hoofbestuurder van tyd tot tyd mag bepaal en aan die personeel bekend mag maak, en wat, voordat hy 'n salaris van £765 verdien, 'n universiteitsgraad verwerf wat vir die Administrasie aanneembaar is, 'n spesiale loonverhoging en/of 'n spesiale toelae toegestaan op sodanige grondslag as waartoe die Hoofbestuurder van tyd tot tyd mag besluit.

(*c*) 'n Amptenaar kom nie in aanmerking vir 'n spesiale loonverhoging of 'n spesiale toelae wat ingevolge die bepalings van hierdie paragraaf toegeken kan word nie, tensy hy die vereiste kwalifikasie(s) deur studie in sy eie tyd verwerf het nadat hy tot die Diens toegetree het.

(5) Die Hoofbestuurder kan 'n amptenaar wat ingevolge die bepalings van regulasie no. 2 met die bevoegdheid beklee is om skaalverhogings toe te staan, magtig om spesiale loonverhogings toe te ken—

(*a*) ingevolge paragrawe (3) en (4); en

(*b*) andersins, by tussenpose van minstens ses maande, ooreenkomstig sodanige voorwaardes as wat die Hoofbestuurder van tyd tot tyd mag bepaal,

met dien verstande dat 'n amptenaar net in dié mate met sodanige bevoegdheid beklee is dat hy spesiale loonverhogings kan toeken aan amptenare aan wie hy skaalverhogings kan toestaan.

Spesiale loonverhogings—Werksmanne.

(6) (*a*) Aan 'n werksman wat die eksamen vir die „Associate Membership" van die „Institute of Transport" met goeie gevolg aflê voordat hy die maksimum loon vir sy betrekking ontvang, word 'n spesiale loonverhoging toegestaan van die datum waarop hy in die eksamen geslaag het.

(*b*) Aan 'n stasievoorman wat in goedere- en passasiersdiensrekenings kwalifiseer voordat hy die maksimum loon vir klas 1 ontvang, word 'n dubbelle spesiale loonverhoging toegestaan van die datum waarop hy aldus kwalifiseer, onderworpe daaraan dat sy loon dan nie meer is as die maksimum loon vir klas 1 nie. Indien die toekenning van 'n dubbelle spesiale loonverhoging tot gevolg het dat 'n stasievoorman van klas 2 tot klas 1 bevorder word, moet hy die bekwaamheidstoets van toepassing op die bevordering van klas 2 tot klas 1 aflê voordat die volgende skaalverhoging aan hom toegestaan word. As hy nie in daardie toets slaag voor die eerste jaarlikse loonverhogingsdatum na die toekenning van die dubbelle spesiale loonverhoging nie, word sy verder verhogings teruggehou totdat hy in die toets slaag, en die skaalverhoging tree dan in werking op die datum waarop hy in die toets geslaag het.

(7) Behalwe die verhogings bepaal in paragraaf (6), kan 'n spesiale loonverhoging aan 'n werksman toegestaan word na goeddunke van die Hoofbestuurder of op persoonlike magtiging van—

enige ander departementshoof of, as die Hoofbestuurder dit magtig, van—

'n superintendent of 'n ander amptenaar met 'n gelyke of hoër graad of rang wat ingevolge die bepalings van regulasie no. 2 gemagtig is om loonverhogings aan werksmanne toe te staan;

met dien verstande dat 'n spesiale loonverhoging wat die loon van 'n werksman bo die maksimum loon vir sy graad of klas sal verhoog, nie sonder magtiging van die Hoofbestuurder toegestaan mag word nie, en

(4) (*a*) Subject to compliance with the provisions of sub-paragraph (*c*), a special increment shall be awarded to—

(i) a clerk or telegraphist who, before attaining the salary of £455, qualifies in such departmental subject(s) as may be notified from time to time by the General Manager as a pre-requisite for advancement beyond the £455 salary notch—the increment being operative from the date on which he so qualifies;

(ii) a clerk who, before attaining the salary of £660, qualifies in station master's duties—the increment being operative from the date on which he so qualifies;

(iii) an officer who, before attaining the salary of £660, or the maximum salary for his grade, if lower, passes a shorthand speed test of not less than 120 words per minute in both official languages, or passes the Associate Membership Examination of the Institute of Transport—the increment being operative from the date the test or examination is passed;

(iv) a lady clerk who, before attaining the salary of £435, qualifies in such departmental subject(s) as may be stipulated from time to time by the General Manager as pre-requisite for advancement beyond the £435 salary notch—the increment being operative from the date on which she so qualifies.

(*b*) Subject to compliance with the provisions of sub-paragraph (*c*), an officer, occupying such appointment as the General Manager may from time to time determine and notify to the staff, who obtains a University degree acceptable to the Administration before attaining the salary of £765, shall be granted a special increment and/or a special allowance on such basis as the General Manager may from time to time decide.

(*c*) An officer shall not be eligible to receive a special increment or a special allowance awardable under the provisions of this paragraph unless he acquired the requisite qualification(s) by study in his own time, after entry to the Service.

(5) The General Manager may empower any officer, who, under the provisions of Regulation No. 2, is vested with authority to grant scale increments, to award special increments—

(*a*) in terms of paragraphs (3) and (4); and

(*b*) otherwise, at intervals of not less than six months, in accordance with such conditions as may be laid down from time to time by the General Manager;

provided that an officer shall be so empowered only to the extent of awarding special increments to officers to whom he may grant scale increments.

Special Increments—Employees.

(6) (*a*) An employee, who passes the Associate Membership examination of the Institute of Transport before he attains the maximum wage for his appointment, shall be granted a special increment operative from the date the examination is passed.

(*b*) A station foreman who qualifies in goods and coaching accounts before he has attained the maximum wage for the first class shall, with operative effect from the date he so qualifies, be granted a double special increment subject to his wage not being increased beyond the maximum wage for the first class. Should the award of a double special increment involve the promotion of a station foreman from the second to the first class, he will be required to pass the efficiency test governing advancement from the second to the first class before he is granted his next scale increment. Failure to pass that test prior to the first anniversary incremental date subsequent to the award of the double special increment will necessitate his further incremental advancement being arrested until he passes the test, when the scale increment will be operative from the date the test is passed.

(7) An employee may be granted a special increment, other than under the provisions of paragraph (6), in the discretion of the General Manager, or on the personal authority of—

any other head of department, or, when so authorised by the General Manager, a Superintendent or other officer of equal or higher rank, who has been vested with power, under the provisions of Regulation No. 2, to grant increments to employees;

provided that a special increment, which would increase the wage of an employee beyond the maximum wage for his grade or class, shall not be granted without the authority of the General Manager; and,

verder met dien verstande dat spesiale loonverhogings nie aan 'n werksman wat 'n loon van meer as 21s. 3d. per dag of die uurlikse of maandelikse ekwivalent daarvan ontvang, en ook nie by tussenpose van minder as ses maande toegeken mag word deur 'n gemagtigde amptenaar wat nie 'n departementshoof is nie.

Spesiale loonverhogings—Alle dienare.

(8) Behalwe waar daar anders in hierdie regulasie bepaal word, beteken 'n „spesiale loonverhoging" wat toegeken is deur 'n gemagtigde amptenaar behalwe die Hoofbestuurder, vir die doel van hierdie regulasie 'n verhoging in die salaris of loon van 'n dienaar waardeur sy salaris of loon verhoog word met een kerf in die salaris- of loonskaal wat op sy betrekking van toepassing is. Die toekenning van 'n spesiale verhoging raak nie die datum van die ontvanger se jaarlikse skaalverhoging nie, behalwe soos bepaal in subparagraaf (*b*) van paragraaf (3) en in die laaste sin van subparagraaf (*b*) van paragraaf (6).

Diensverhogings.

(9) (*a*) Aan 'n amptenares wat vyf-en-twintig jaar ononderbroke diens voltooi het en minstens twaalf maande lank die maksimum salaris van enige graad (grade) verdien het wat op sodanige personeel van toepassing is, word 'n diensverhoging van £25 per jaar toegestaan van die datum waarop beide hierdie voorwaardes nagekom is.

(*b*) Aan 'n werksman word van die datum waarop hy tien jaar ononderbroke diens in enige hoedanigheid voltooi, 'n diensverhoging toegestaan van—

(i) 1½d. per uur of die maandelikse ekwivalent daarvan	as hy 'n betrekking beklee wat geklassifiseer is in die Besoldigingslys vir Ambagsmanne (Besoldigingslys no. 2);
of	
(ii) 9d. per dag of die maandelikse ekwivalent daarvan	as hy enige ander betrekking beklee.

Langdiensverhogings (werksmanne van voor die Unie).

(10) In gevalle waar daar aan 'n werksman wat voor 31 Mei 1910 tot die Diens toegetree het, 'n hoër besoldiging as die gewone maksimum van toepassing op sy graad of klas toegestaan is as finale skikking van alle aansprake op konsessies of voorregte (nie statutêre regte nie) wat voor Uniewording toegeken en onder Unievoorwaardes ingetrek is, en as vergoeding vir enige nadeel ten opsigte van betaling, ens. wat hy mag gely het ingevolge of as gevolg van voorwaardes wat sedert Uniewording ingestel is, word so 'n werksman toegelaat om sodanige bykomende besoldiging te behou, tensy hy oorgeplaas word na 'n betrekking waarop sodanige bykomende besoldiging nie van toepassing was nie. Aan 'n werksman wat ingevolge die regulasies in werking voor 1 Maart 1937 daarop geregtig sou geword het om op of na die aanvangsdatum van hierdie regulasies vir sodanige bykomende besoldiging in aanmerking te kom, kan die bykomende besoldiging toegestaan word ooreenkomstig die voorwaardes wat voor 1 Maart 1937 in werking was.

BEVORDERING.

Alle dienare.

47. (1) Behalwe soos bepaal in paragraaf (9) word dienare van enige betrekking na 'n hoër gegradeerde betrekking bevorder slegs as daar 'n vakature in sodanige hoër gegradeerde betrekking bestaan en die werk van die departement waarin sodanige vakature bestaan, dit vereis dat die vakature aangevul word, maar die Hoofbestuurder kan in spesiale gevalle 'n uitsondering op die bepalings van hierdie paragraaf magtig in die geval van die klas-tot-klas-bevordering van 'n werksman wat 'n graad beklee waarin die werk van die klasse nie omruilbaar is nie.

(2) 'n Dienaar kan voorwaardelik bevorder word vir 'n beperkte tyd om sy geskiktheid te toets vir die betrekking waartoe hy bevorder is, en as sodanige dienaar aan die end van die vasgestelde tydperk nie in daardie betrekking aangehou word nie, moet hy na sy vorige graad of klas teruggaan.

(3) As 'n dienaar wat hom laat nomineer het, bevordering aangebied word maar dit daarna van die hand wys, kan hy oor die hoof gesien word as die vereistes van die Diens dit toelaat, en in dié geval stel hy hom daaraan bloot dat hy vir 'n maksimum tydperk van een jaar nie in aanmerking geneem sal word vir bevordering nie.

(4) Tensy die Hoofbestuurder anders bepaal, word alle vakatures aangevul op 'n afdelings- of departementele grondslag, na gelang van die geval, met uitsondering van vakatures vir amptenare waarop maksimum salarisse van meer as £660 van toepassing is.

provided further, that special increments shall not be awarded to any employee in receipt of a wage of more than 21s. 3d. per day or its hourly or monthly equivalent, nor at intervals of less than six months, by an authorised officer other than a head of department.

Special Increments—All Servants.

(8) For the purpose of this regulation, except where provided therein to the contrary, a "special increment" awarded by an authorised officer other than the General Manager, means an increase in the salary or wage of a servant whereby his salary or wage is advanced by one notch in the salary or wage scale applicable to the appointment he holds. The award of a special increase does not affect the recipient's anniversary date of his scale increment except as is provided for in sub-paragraph (*b*) of paragraph (3), and in the concluding sentence of sub-paragraph (*b*) of paragraph (6).

Service Increments.

(9) (*a*) A female officer, who has had twenty-five years' continuous service and has served at least twelve months on the maximum salary of any grade(s) applicable to such staff, shall be granted a service increment of £25 per annum, operative from the date on which both of these conditions are met.

(*b*) An employee shall, with operative effect from the date on which he completes ten years' continuous service in any capacity, be granted a service increment of—

(i) 1¼d. per hour or its monthly equivalent	if he occupies a position classified in the Artisan Pay Schedule (Pay Schedule No. 2);
or	
(ii) 9d. per day or its monthly equivalent	if he occupies any other position.

Long Service Increments (Pre-Union Employees).

(10) Any employee who has been granted remuneration in excess of the normal maximum applicable to his grade or class in final settlement of all claims in respect of pre-Union concessions or privileges (not being statutory rights) discontinued under Union conditions, and in compensation for any disabilities in regard to pay, etc., which certain servants who joined prior to 31st May, 1910, may have suffered under or in consequence of conditions introduced since Union, will be allowed to retain such additional remuneration unless he is transferred to an appointment from which the operation of such additional remuneration was excluded. Any employee who, under the regulations operative prior to 1st March, 1937, would have become eligible for such additional remuneration on or after the date of the commencement of these regulations, may be granted the additional remuneration under the conditions which were operative prior to 1st March, 1937.

PROMOTION.

All Servants.

47. (1) Except as is provided in paragraph (9), promotion from any position to a higher graded position shall be made only if a vacancy exists in such higher graded position and in the work of the department within which such vacancy exists requires it to be filled, but the General Manager may, in special cases, authorise an exception from the provisions of this paragraph in the case of the class to class promotion of an employee occupying a grade within which the work of the classes is not interchangeable.

(2) The promotion of a servant may be made provisionally for a limited period, with a view to testing his suitability for the appointment to which he has been promoted and if, at the end of the period so fixed, such servant is not retained in that appointment, he shall revert to his former grade or class.

(3) If promotion is offered to a servant, who has accepted nomination, and he declines it, he may, if the exigencies of the Service permit, be passed over, and in that case, he shall be liable to have his name excluded from consideration for promotion for a maximum period of one year.

(4) Unless the General Manager otherwise decides, the filling of all vacancies shall be effected on a System or Departmental basis, as the case may be, with the exception of those for officer appointments, the maximum salaries applicable to which exceed £660.

Amptenare.

(5) 'n Kandidaat vir aanstelling in die graad loods in die hawediens moet in besit wees van 'n sertifikaat van bekwaamheid as gesagvoerder van 'n skip op vreemde vaart, wat uitgereik is deur 'n erkende gesag van 'n Statebondsland, of van sodanige ander kwalifikasie as wat deur die Administrasie goedgekeur mag word. Kandidate moet minstens vier-en-twintig en hoogstens vyftig jaar oud wees en in 'n aanlegtoets vir die beroep slaag. Diegene wat ouer as vyf-en-veertig jaar is, moet ook as medies geskik gesertifiseer word.

(6) (*a*) 'n Kandidaat vir aanstelling as eersteoffisier in die Lugdiensdepartement moet ten minste 'n handelsvlieënierslisensie hê, soos voorgeskryf in die Lugvaartregulasies.

(*b*) 'n Kandidaat vir aanstelling as seniorkaptein of kaptein in die Lugdiensdepartement mag nie sonder die magtiging van die Hoofbestuurder in enigeen van daardie betrekkings aangestel word nie, tensy hy—

(i) minstens 1,000 uur gevlieg het;

(ii) minstens vyf-en-twintig jaar oud is, en

(iii) 'n geldige lugtransportvlieënierslisensie besit soos voorgeskryf in die Lugvaartregulasies.

(7) 'n Polisieoffisier kan nie tot 'n hoër graad in die polisiemag bevorder word nie tensy hy in die eksamen of toets geslaag het wat vir sodanige hoër graad nodig geag word. Daar kan ook vereis word dat hy 'n verdere geneeskundige ondersoek ondergaan om vas te stel of hy liggaamlik geskik is vir sodanige bevordering.

(8) (*a*) Die salaris van 'n amptenaar wat bevorder word, word verhoog tot die minimum salaris vir die graad of klas waartoe hy bevorder word of tot die laagste salariskerf in die salarisskaal vir die hoër graad of klas wat 'n minimum verhoging van £20 per jaar sal meebring, onderworpe daaraan dat die maksimum salaris vir die graad of klas nie oorskry mag word nie.

(*b*) Vir die toepassing van die bepalings van hierdie paragraaf beteken die uitdrukkings „ minimum salaris ", „ maksimum salaris ", „ salaris " en „ salariskerf " in die geval van 'n amptenares wat 'n diensverhoging ontvang, onderskeidelik „ minimum salaris ", „ maksimum salaris ", „ salaris " of „ salariskerf ", na gelang van die geval, „ wat deur middel van 'n diensverhoging verhoog is ".

Werksmanne.

(9) As die werk van die klasse binne 'n werksman se graad omruilbaar is, kan sodanige werksman wat twaalf maande diens teen die maksimum loon vir sy klas voltooi het, tot 'n hoër klas in sodanige graad bevorder word mits daar voldoen is aan die bepalings van paragraaf (10) en van sodanige ander voorwaardes as wat bepaal mag word, en op voorwaarde dat sy gedrag goed is en dat hy bekwaam is. Sodanige werksman kan egter nie tot die spesiale klas van sy graad bevorder word nie tensy daar voldoen is aan al die bepalings wat op sodanige bevordering van toepassing is.

(10) (*a*) 'n Werksman mag nie tot 'n hoër graad of klas bevorder word nie, tensy hy in sodanige eksamen of toets geslaag het as wat vir die hoër graad of klas nodig beskou word, of tensy sodanige werksman se kwalifikasies en bekwaamhede na die mening van die departementshoof of -onderhoof voldoende is vir daardie betrekking.

(*b*) Daar kan van 'n polisiebeampte vereis word om 'n verdere geneeskundige ondersoek te ondergaan om vas te stel of hy liggaamlik geskik is om bevorder te word.

(11) (*a*) Die loon van 'n werksman wat bevorder word, word verhoog tot die minimum loon of salaris vir die graad of klas waartoe hy bevorder word of tot die laagste kerf in die betrokke loon- of salarisskaal wat sal meebring dat die werksman by bevordering tot 'n werksmanbetrekking 'n minimum verhoging kry van 1d. per uur, 6d. per dag of £1 per maand, na gelang van die geval, of dat hy by bevordering tot 'n amptenaarsbetrekking 'n minimum verhoging van £20 per jaar kry, onderworpe daaraan dat die maksimum loon of salaris vir die graad of klas waartoe hy bevorder word, nie oorskry mag word nie. As 'n maandeliks besoldigde dienaar bevorder word tot 'n hoër gegradeerde maandeliks besoldigde betrekking en daar ooreenstemmende daagliks of uurliks besoldigde gradering vir beide sodanige maandeliks besoldigde betrekkings verskaf word, word die dienaar se maandelikse loon omgesit in 'n daaglikse of uurlikse loon, na gelang van die geval, wat dan verhoog word ooreenkomstig die gedragslyn wat in hierdie paragraaf uiteengesit word, en daarna word die loon wat aldus verkry word, weer omgesit in 'n maandelikse loon.

Officers.

(5) A candidate for appointment to the grade of pilot in the harbour service must be in possession of a certificate of competency, as master of a foreign-going ship, granted by a recognised authority of a Commonwealth country, or must possess such other qualification as may be approved by the Administration. Candidates must be not less than twenty-four or more than fifty years of age and will be required to pass an aptitude test for the vocation and, in the case of those who are over forty-five years of age, a test for medical fitness.

(6) (*a*) A candidate for appointment as first officer in the Airways Department must be in possession of at least a commercial pilot licence, as prescribed in the Air Navigation Regulations.

(*b*) A candidate for appointment as senior captain or captain in the Airways Department may not be appointed to either of those positions, without the General Manager's authority, unless he—

(i) has completed a minimum of 1,000 hours' flying;

(ii) is not under twenty-five years of age; and

(iii) is in possession of a current airline transport pilot licence as prescribed in the Air Navigation Regulations.

(7) A police officer may not be promoted to a higher grade in the police force unless he has passed such examination or test as may be considered necessary for such higher grade. He may also be required to undergo a further medical examination to determine his physical fitness for such promotion.

(8) (*a*) An officer who receives promotion shall have his salary increased to the minimum salary for the grade or class to which he is promoted, or to the lowest salary notch in the salary scale applicable to the higher grade or class as will afford minimum incremental advancement of £20 per annum, subject to the maximum salary for the grade or class not being exceeded.

(*b*) For the purpose of the application of the provisions of this paragraph, the expressions "minimum salary", "maximum salary", "salary" and "salary notch" mean, in the case of a female officer who is in receipt of a service increment, "minimum salary", "maximum salary", "salary" or "salary notch", as the case may be, "increased by a service increment".

Employees.

(9) Subject to the provisions of paragraph (10), to his good conduct and efficiency, and to such other conditions as may be laid down, an employee, if the work of the classes within his grade is interchangeable, may be promoted to a higher class within such grade when he has completed twelve months' service at the maximum wage of his class, provided that an employee shall not be promoted to the special class of his grade unless all such conditions as may be laid down, governing such promotion, have been complied with.

(10) (*a*) An employee may not be promoted to a higher grade or class unless he has passed such examination or test as may be considered necessary for the higher grade or class, or unless in the opinion of the head or sub-head of department, such employee's qualifications and capabilities are adequate for that position.

(*b*) A policeman may be required to undergo a further medical examination to determine his physical fitness for promotion.

(11) (*a*) An employee who receives promotion shall have his wage advanced to the minimum wage or salary for the grade or class to which he is promoted, or to the lowest notch in the wage or salary scale concerned as will afford, in respect of promotion to an employee position, minimum incremental advancement of 1d. per hour, 6d. per day or £1 per month, as the case may be, or, in respect of promotion to an officer position, minimum incremental advancement of £20 per annum, subject to the maximum wage or salary for the grade or class to which he is promoted not being exceeded. When a monthly paid servant is promoted to a higher graded monthly paid position and equivalent daily or hourly paid grading is provided for both such monthly paid positions, the servant's monthly wage shall be converted to a daily or hourly wage, as the case may be, which wage shall be advanced in accordance with the procedure set out in this paragraph and the wage so arrived at reconverted to a monthly wage.

(*b*) Vir die toepassing van die bepalings van paragraaf (*a*) beteken die uitdrukkings „minimum loon" en „maksimum loon" in die geval van 'n werksman wat 'n diensverhoging of langdiensverhoging(s) ontvang, onderskeidelik „minimum loon plus 'n diensverhoging of langdiensverhoging(s)" en „maksimum loon plus 'n diensverhoging of langdiensverhoging(s)".

(*c*) Vir die toepassing van die bepalings van subparagraaf (*a*) moet die waarde van vry voedsel in ag geneem word as 'n werksman bevorder word van 'n betrekking waarin hy nie vry voedsel ontvang nie tot 'n betrekking waarin hy vry voedsel ontvang of andersom.

BESOLDIGING EN DIENSVOORWAARDES VAN 'N DIENAAR WAT IN 'N ANDER BETREKKING WAARNEEM.

Alle dienare.

48. (1) As 'n dienaar in 'n hoër graad of klas moet waarneem en die volle verantwoordelikhede verbonde aan sodanige betrekking moet aanvaar, kan magtiging verleen word dat bykomende besoldiging, wat bereken word ingevolge die bepalings van paragraaf (2), aan sodanige dienaar betaal word onderworpe aan die beperkings wat van tyd tot tyd opgelê mag word en aan die bepalings van hierdie regulasie.

(2) (*a*) Die bykomende besoldiging word in die vorm van 'n toelae betaal, en behalwe in die geval genoem in subparagraaf (*b*), is dit gelyk aan die loonverhoging wat ingevolge die bepalings van regulasie no. 47 aan die betrokke dienaar toegeken sou word as hy bevorder sou word tot die betrekking waarin hy waarneem, met dien verstande dat as dit die mening is dat die bedrag van die toelae wat aldus bepaal is, nie voldoende vergoeding is vir die dienste en verantwoordelikhede van die betrekking waarin 'n werksman waarneem nie, die departementshoof sodanige hoër toelae kan toestaan as wat hy as billik mag bepaal, onderworpe daaraan dat die totaal van die loon van sodanige werksman en die toelae wat aan hom betaal word, nie meer is as die maksimum loon wat op die hoër gegradeerde betrekking van toepassing is nie. Vir die toepassing van hierdie bepaling beteken die uitdrukking „maksimum loon" in die geval van 'n werksman wat 'n diensverhoging of langdiensverhoging(s) ontvang, „maksimum loon plus 'n diensverhoging of langdiensverhoging(s)".

(*b*) Aan 'n polisiekonstabel wat as 'n ondersersant waarneem, word benewens sy loon 'n toelae teen 'n skaal van 20s. (twintig sjielings) per maand betaal.

(3) As 'n dienaar gedurende die tydperk wat hy in 'n hoër graad of klas waarneem—

(*a*) 'n departementele raads- of komiteevergadering moet bywoon in sy hoedanigheid as lid of plaasvervanger in sodanige raad of komitee;

(*b*) 'n konferensie moet bywoon wat deur die Departement belê is, of

(*c*) 'n kompetisie, konferensie of vergadering van die St. Johnbrigade of die Suid-Afrikaanse Noodhulpliga moet bywoon of inspeksie moet doen of ander ampspligte in verband met die werksaamhede van die Brigade of die Liga moet uitvoer,

verbeur hy nie as gevolg daarvan enige bykomende besoldiging wat aan hom betaal sou geword het vir die tydperk wat hy andersins in die hoër graad of klas sou waargeneem het nie.

(4) (*a*) Onderworpe aan die bepalings van subparagrawe (*b*) en (*c*) en tensy daar uitdruklik anders bepaal word, is die diensvoorwaardes van 'n dienaar wat die pligte van 'n ander graad of klas onderneem, dieselfde as dié wat van toepassing is op die graad of klas waarin hy waarneem, afgesien daarvan of hy bykomende besoldiging ontvang of nie; en verder het 'n polisiekonstabel wat aangestel is om as ondersersant waar te neem, tydens sodanige waarneming dieselfde bevoegdheid en gesag as 'n sersant.

(*b*) As 'n werksman wat 'n betrekking beklee waarvoor daar in die Besoldigingslys vir Treinpersoneel voorsiening gemaak is, vir 'n gedeelte van 'n skof in 'n ander graad waarneem maar die pligte verbonde aan sy eie graad vir enige tydperk op dieselfde dag verrig, word sy betaling gebaseer op sy gewone diensure as dit minder is as die ure wat van toepassing is op die graad waarin hy waarneem.

(*c*) As 'n dienaar behalwe 'n werksman genoem in subparagraaf (*b*), vir minder as een dag in 'n ander graad waarneem en die vasgestelde daaglikse diensure vir daardie graad verskil van dié wat op sy eie graad van toepassing is, moet sy werkure vir die skof dié wees wat bepaal is vir die graad waarin hy die langste gedurende sodanige skof werk, en enige tyd wat hy langer as sodanige ure gewerk het, word as oortyd beskou onderworpe aan die bepalings van hierdie regulasies. As oortyd betaal moet word, is die oortydskaal in sodanige gevalle dié wat van toepassing is op die graad waarin die oortyd werklik gewerk word.

(*b*) In the application of the provisions of sub-paragraph (*a*), the expressions "minimum wage" and "maximum wage" mean, in the case of an employee who is in receipt of a service increment or long service increment(s), "minimum wage plus a service increment or long service increment(s)" and "maximum wage plus a service increment or long service increment(s)", respectively.

(*c*) In the application of the provisions of sub-paragraph (*a*), the value of free food must be taken into account when an employee is promoted from a position to which the facility of free food is inapplicable to one to which the facility of free food is applicable or vice versa.

REMUNERATION AND SERVICE CONDITIONS OF A SERVANT WHEN HE ACTS IN A POSITION OTHER THAN HIS OWN.

All Servants.

48. (1) Subject to such limitations as may be imposed from time to time and to the provisions of this regulation, the payment may be authorised of additional remuneration, assessed in terms of paragraph (2), to a servant who is required to act in a higher grade or class and to undertake the full responsibilities of such appointment.

(2) (*a*) The additional remuneration shall be paid in the form of an allowance and, except as is provided for in sub-paragraph (*b*), shall be equivalent to the increment which would be awarded to the servant concerned under the provisions of Regulation No. 47 had he been promoted to the position in which he is acting; provided that should it be considered that the amount of the allowance so determined affords insufficient remuneration for the duties and responsibilities of the position in which an employee is acting, the head of department may grant such increased allowance as he may determine to be reasonable, subject to the total of the wage of such employee and the allowance paid to him not exceeding the maximum wage applicable to the higher graded appointment. For the purpose of the application of this proviso, the expression "maximum wage" shall, in the case of an employee who is in receipt of a service increment or long service increment(s), be deemed to mean "maximum wage plus a service increment or long service increment(s)".

(b) A police constable, when acting as lance sergeant, shall be paid an allowance at the rate of 20s. (twenty shillings) per month, in addition to his wage.

(3) A servant who, when acting in a higher grade or class is required to—

(*a*) attend a departmental board or committee meeting in his capacity as member or alternate member of such board or committee;

(*b*) attend a conference convened by the Department; or

(*c*) attend at St. John Brigade or a Suid-Afrikaanse Noodhulpliga competition, conference or meeting or to undertake an inspection or perform other official duties connected with the activities of the Brigade or Liga;

shall not, in consequence, be deprived of any additional remuneration that would have been paid to him in respect of the period during which he would otherwise have acted in the higher grade or class.

(4) (*a*) Subject to the provisions of sub-paragraphs (*b*) and (*c*), the service conditions of a servant, when he is undertaking the duties of another grade or class, shall, whether he is in receipt of additional remuneration or not, be those applicable to the grade or class in which he acts, except where specifically provided to the contrary; and, furthermore, a police constable appointed to act as lance sergeant shall, whilst so acting, have the same power and authority as a sergeant.

(*b*) If an employee, who occupies an appointment provided for in the Running Staff Pay Schedule, acts in another grade for a portion of a shift, his pay will, provided he carries out the duties of his own grade for any period on the same day, be based on his ordinary hours of duty when they are less than those applicable to the grade in which he acts.

(*c*) If a servant, other than an employee referred to in sub-paragraph (*b*), acts in another grade for less than one day, and the fixed daily hours of duty for that grade are different from those applicable to his own grade, his working hours for the shift shall be those operative for the grade in which he works longest during such shift, and any time worked in excess of such hours will, subject to the terms of these regulations, be treated as overtime. When overtime is payable, the overtime rate in such cases will be that applicable to the grade in which the overtime is actually worked.

Amptenare.

(5) Nieteenstaande die groter verantwoordelikhede wat gedra word, word geen bykomende besoldiging aan 'n amptenaar betaal—

(*a*) wat lid van die gereelde aflospersoneel is nie; of

(*b*) vir die eerste veertien dae van 'n tydperk van waarneming in hoër graad wat minder as twee maande is nie.

(6) Vir die toepassing van die bepalings van subparagraaf (*b*) van paragraaf (5), of vir die berekening van die getal dae waarvoor 'n toelae vir waarneming in hoër graad betaal kan word, word daar in die geval van waarneming in hoër graad vir 'n tydperk van twee maande of langer, beskou dat sodanige tydperk nie onderbreek word nie deur tydperke—

(*a*) waarin daar vir hoogstens twee dae ander pligte verrig word om aan die vereistes van die Diens te voldoen;

(*b*) van vakansieverlof van hoogstens—

(i) dertig dae in die geval van 'n lid van 'n lugbemanning;

(ii) veertien dae in die geval van enige ander amptenaar; en

(*c*) van siekte van hoogstens twee maande;

met dien verstande dat die tydperke van waarneming in hoër graad onmiddellik voor en na sodanige ander diens, vakansieverlof of siekte gesamentlik minstens vyftien dae is, en verder met dien verstande dat die tydperk(e) van die genoemde ander diens, vakansieverlof en siekte nie as 'n gedeelte van die tydperk van waarneming in hoër graad beskou moet word nie.

Werksmanne.

(7) Bykomende besoldiging word nie betaal nie as die groter verantwoordelikhede gedra word deur 'n werksman—

(*a*) wat lid van die gereelde aflospersoneel is, tensy hy in 'n betrekking waarneem wat as dié van 'n amptenaar geklassifiseer word, of

(*b*) wat in 'n hoër klas van sy graad waarneem in gevalle waar die pligte verbonde aan die klasse in daardie graad as omruilbaar beskou word.

VRYWILLIGE VERLAGING IN STATUS.

49. As 'n dienaar versoek om toegelaat te word om na 'n laer gegradeerde betrekking verlaag te word en daar aan sy versoek voldoen word, moet hy skriftelik verklaar dat hy enige aanpassing in sy salaris of loon en/of in sy jaarlikse loonverhogingsdatum aanvaar wat nodig mag wees om te verseker dat in die geval van sodanige vrywillige verlaging, sy salaris of loon nie hoër is as wat dit sou gewees het en/of sy jaarlikse loonverhogingsdatum nie verskil van wat dit sou gewees het as hy nie bevorder was tot die betrekking waaruit hy verkies het om verlaag te word nie.

TOELAES EN BONUSSE.

50. (1) Behalwe waar anders bepaal, word daar aan 'n dienaar wat op 'n sentrum of in 'n streek werk waar duurtetoeslag of 'n klimaats-, plaaslike, gebieds- of ander gespesifiseerde toelae van toepassing is, sodanige toelae benewens sy salaris of loon betaal as wat van tyd tot tyd vasgestel mag word.

(2) 'n Departementshoof of -onderhoof kan aan 'n dienaar sodanige fietstoelae toestaan as wat nodig mag wees, of hy kan onder sodanige voorwaardes as wat die Hoofbestuurder mag bepaal, 'n amptenaar magtig om 'n fietstoelae toe te staan aan een of meer dienare wat onder sy beheer werk, onderworpe aan sodanige verdere voorwaardes as wat die departementshoof of -onderhoof nodig mag ag.

(3) Die Hoofbestuurder kan magtiging verleen vir die betaling van faktuurtoelaes onder sodanige voorwaardes as wat van tyd tot tyd bepaal mag word.

(4) Die Hoofbestuurder kan onder sodanige voorwaardes as wat hy van tyd tot tyd mag bepaal,

(*a*) aan 'n dienaar sodanige spesiale toelae as wat nodig mag wees of 'n bonus van hoogstens £50 toestaan, met dien verstande dat die toestaan van òf 'n toelae òf 'n bonus onderworpe is aan die goedkeuring van die Minister in die geval van 'n amptenaar wat 'n betrekking met 'n maksimum salaris van meer as £1,100 beklee;

(*b*) aan 'n werksman met besondere ondervinding en bekwaamheid, of wat verdienstelike diens gelewer het, 'n persoonlike toelae toestaan.

(5) Die Hoofbestuurder kan 'n bonus van hoogstens £200 toestaan aan 'n dienaar wat 'n voorstel indien of 'n uitvindsel voorlê wat 'n aansienlike besparing meebring, met dien verstande dat die goedkeuring van die Minister verkry moet word in die geval van 'n amptenaar wat 'n betrekking met 'n maksimum salaris van meer as £1,100 beklee.

Officers.

(5) Notwithstanding the higher responsibilities discharged, no additional remuneration shall be paid to an officer—

(*a*) who is a member of the regular relief staff; or

(*b*) in respect of the first fourteen days of a period of acting in higher grade duty of less than two months.

(6) For the purpose of the application of the provisions of sub-paragraph (*b*) of paragraph (5), or for the purpose of determining the number of days in respect of which an acting in higher grade allowance may be paid where acting in higher grade duty is performed during a period of two months or more, a period of acting in higher grade duty shall be deemed to be uninterrupted by periods of—

(*a*) other duty not exceeding two days to meet Service exigencies;

(*b*) vacation leave not exceeding—

(i) thirty days in the case of a member of an aircrew;

(ii) fourteen days in the case of any other officer; and

(*c*) sickness not exceeding two months;

provided that the aggregate of the periods of acting in higher grade duty immediately preceding and following such other duty, vacation leave or sickness is not less than fifteen days and provided, further, that the period(s) of the said other duty, vacation leave and sickness shall not be regarded as forming a part of the period of acting in higher grade duty.

Employees.

(7) Additional remuneration shall not be paid where the higher responsibilities are discharged by an employee—

(*a*) who is a member of the regular relief staff, unless he acts in an appointment classified as that of an officer; or

(*b*) who acts in a higher class of his grade, when the duties of the classes in that grade are regarded as being interchangeable.

VOLUNTARY REVERSION IN STATUS.

49. A servant who makes a request to be permitted to revert to a lower graded appointment, will, if his request is acceded to, be required to accept, in writing, any adjustment in his salary or wage, and/or in his anniversary incremental date, which may be necessary to ensure that on such voluntary reversion, his salary or wage is not higher than it would have been, and/or his anniversary incremental date is no different from that which it would have been, had he not been promoted to the position from which he has elected to revert.

ALLOWANCES AND BONUSES.

50. (1) A servant employed at a centre or in an area where a climatic, local, cost of living, territorial or other designated allowance is payable, will, except where otherwise provided, be paid, in addition to his salary or wage, such allowance as may be laid down from time to time.

(2) A head or sub-head of department may grant a servant such bicycle allowance as may be necessary or he may, under such conditions as may be laid down by the General Manager, authorise an officer to grant a bicycle allowance to one or more servants employed under his control subject to such further conditions as the head or sub-head of department may deem necessary.

(3) The General Manager may authorise the payment of invoicing allowances under such conditions as may be laid down from time to time.

(4) The General Manager may, under such conditions as he may lay down from time to time, grant—

(*a*) to a servant such special allowance as may be necessary or a bonus not exceeding £50; provided that the granting of either an allowance or a bonus shall be subject to the approval of the Minister in the case of an officer the maximum salary of whose appointment exceeds £1,100;

(*b*) to an employee who is specially experienced and competent, or who has rendered meritorious service, a personal allowance.

(5) The General Manager may grant a bonus not exceeding £200 to a servant who submits a suggestion or invention which results in substantial saving, provided that in the case of an officer the maximum salary of whose appointment exceeds £1,100, the approval of the Minister is obtained.

(6) (*a*) Die volgende vliegtoelaes, wat betaalbaar is onder sodanige voorwaardes as wat die Hoofbestuurder van tyd tot tyd mag bepaal, word toegestaan aan dienare wat lede van lugbemannings is:

Ampsbenaming.	*Aard van toelae.*	*Bedrag per jaar.*
Seniorkaptein	Kapteinstoelae	£400
Kaptein	Kapteinstoelae	£200
Seniorkaptein	Hoofroetetoelae	£300
Eersteoffisier	Hoofroetetoelae	£200
Offisier-navigator	Hoofroetetoelae	£200
Radio-offisier	Hoofroetetoelae	£150
Offisier-boordingenieur	Hoofroetetoelae	£150
Hoofvlugskelner	Hoofroetetoelae	£150
Seniorvlugskelner	Hoofroetetoelae	£150
Vlugskelner	Hoofroetetoelae	£150
Reiswaardin	Hoofroetetoelae	£150

(*b*) Daar is ook differensiële toelaes vir vliegtuigtipes betaalbaar aan vlootkapteins, die hoofvlieginstrukteur, seniorkapteins, seniorvlieginstrukteurs, kapteins en eersteoffisiere, en hierdie toelaes is gebaseer op sodanige formules as wat die Hoofbestuurder van tyd tot tyd mag bepaal.

(7) Die Hoofbestuurder kan magtiging verleen dat daar aan dienare wat opmeet- of aanlegwerk doen, 'n opmeet- of aanlegtoelae, na gelang van die geval, betaal word teen sodanige skaal en onder sodanige voorwaardes as wat hy van tyd tot tyd mag bepaal.

(8) Aan 'n amptenaar wat sy eie opmeetinstrumente verskaf van 'n soort waartoe die Hoofbestuurder van tyd tot tyd besluit, kan 'n instrumenttoelae toegestaan word op sodanige grondslag en onder sodanige voorwaardes as wat die Hoofbestuurder mag bepaal.

(9) Die betaling van 'n burgerdragtoelae aan polisiebeamptes wat ondersoekwerk doen, teen sodanige skaal as wat deur die Administrasie goedgekeur is, kan deur die Hoofbestuurder gemagtig word onder sodanige voorwaardes as wat hy van tyd tot tyd mag bepaal.

(10) Die Hoofbestuurder kan magtiging verleen dat daar aan polisiebeamptes wat ondersoekwerk doen, 'n ondersoektoelae betaal word teen sodanige skaal en onder sodanige voorwaardes as wat hy van tyd tot tyd mag bepaal.

(11) As polisiebeamptes te eniger tyd saamgetrek word op 'n plek waar omstandighede dit noodsaak dat hulle weg van hulle gewone woonplek moet woon, kan die Hoofbestuurder magtiging verleen dat daar aan hulle 'n toelae vir afgesonderde diens betaal word teen sodanige skaal as waartoe hy van tyd tot tyd mag besluit.

(12) Die bonuswerkstelsel wat in werking is in die werkwinkel en elders, of kontrakwerk, of werk wat ingevolge enige vorm van aansporingstoelae of -bonus gedoen word, moet uitgevoer word ooreenkomstig die voorwaardes wat van tyd tot tyd deur die Hoofbestuurder bepaal word.

BYWONING VAN DEPARTEMENTELE ONDERSOEKE, TOETSE EN EKSAMENS.

Amptenare.

51. (1) (*a*) 'n Amptenaar wat 'n departementele ondersoek bywoon, doen dit in die uitvoering en as deel van sy ampspligte, met dien verstande dat 'n amptenaar wat van diens geskors is ten tyde van die ondersoek, geen betaling vir sy bywoning van sodanige ondersoek ontvang nie, tensy hy daarna vrygespreek word of tensy die amptenaar wat met die saak handel, anders besluit.

(*b*) Die bepalings van subparagraaf (*a*) kan ook toegepas word in die geval van 'n amptenaar wat 'n departementele toets of eksamen aflê, onderworpe aan sodanige voorwaardes as wat van tyd tot tyd deur die Hoofbestuurder bekend gemaak mag word.

Werksmanne.

(2) Aan 'n werksman wie se betrekking geklassifiseer is in die Besoldigingslys vir Treinpersoneel (Besoldigingslys no. 3) en wat 'n departementele ondersoek moet bywoon, word die volgende tyd toegestaan onderworpe aan die bepalings van paragraaf (4):

(*a*) As hy geen werk doen op die dag waarop hy die ondersoek bywoon nie, gewone tyd vir die werklike tydperk van bywoning, onderworpe aan 'n minimum van 'n halfdag en 'n maksimum van een dag;

(6) (*a*) The following flying allowances, payable under such conditions as are laid down by the General Manager from time to time, shall be granted to servants who are members of aircrews:—

Designation.	*Nature of Allowance.*	*Amount per annum.*
Senior Captain.....	Captain's allowance.....	£400
Captain.....	Captain's allowance.....	£200
Senior Captain.....	Trunk service allowance...	£300
First Officer.....	Trunk service allowance...	£200
Navigation Officer.....	Trunk service allowance...	£200
Radio Officer.....	Trunk service allowance...	£150
Flight Engineer Officer.....	Trunk service allowance...	£150
Chief Flight Steward.....	Trunk service allowance...	£150
Senior Flight Steward.....	Trunk service allowance...	£150
Flight Steward.....	Trunk service allowance...	£150
Travel Hostess.....	Trunk service allowance...	£150

(*b*) Type differential allowances are also payable to fleet captains, the chief flying instructor, senior captains, senior flying instructors, captains and first officers, based on such formulae as the General Manager may lay down from time to time.

(7) The General Manager may authorise the payment to be made to servants, who are employed on "Survey" or "Construction", of a survey or construction allowance, as the case may be, on such scale and under such conditions as he may lay down from time to time.

(8) An officer, who provides his own survey instruments of a nature decided upon by the General Manager from time to time, may be granted an instrument allowance on such basis and under such conditions as the General Manager may lay down.

(9) The payment to policemen employed on investigation duties of a plain clothes allowance, on such scale as is approved by the Administration, may be authorised by the General Manager under such conditions as he may lay down from time to time.

(10) The General Manager may authorise the payment to policemen employed on investigation duties of an investigation allowance on such scale and under such conditions as he may lay down from time to time.

(11) If, at any time, policemen are concentrated at any place in circumstances necessitating their residing away from their normal place of residence, the General Manager may authorise the payment to be made to them of a detachment duty allowance, on such scale as he may, from time to time, decide.

(12) The bonus-earning system in operation in the workshops and elsewhere, or contract work, or work performed under any form of incentive allowance or bonus, shall be carried out in conformity with the conditions laid down by the General Manager from time to time.

ATTENDANCE AT DEPARTMENTAL INQUIRIES, TESTS AND EXAMINATIONS.

Officers.

51. (1) (*a*) An officer who is required to attend a departmental inquiry shall do so in the performance of and as part of his official duty, provided that no payment in respect of his attendance at such an inquiry shall be made to an officer who, at the time of his attendance, is under suspension from duty, unless he is subsequently exonerated or the officer dealing with the case otherwise decides.

(*b*) The provisions of sub-paragraph (*a*) may also be applied in the case of an officer undergoing a departmental test or examination, subject to such conditions as may be notified from time to time by the General Manager.

Employees.

(2) An employee whose appointment is classified in the Running Staff Pay Schedule (Pay Schedule No. 3), who is required to attend a departmental inquiry, shall, subject to the provisions of paragraph (4), be credited with time as under:—

(*a*) Where no duty is performed on the day upon which attendance at the inquiry takes place, ordinary time for the actual period of attendance, subject to a minimum of half a day and a maximum of one day;

(*b*) as hy werk doen op die dag waarop hy die ondersoek bywoon—

(i) indien die tydperk van die ondersoek korter is as sy amptelike daaglikse diensure, tyd vir die werklike tydperk van bywoning, onderworpe aan 'n maksimum van 'n halfdag, wat soos volg toegestaan word—

(*a*) tyd wat tesame met die tyd wat hy werklik gewerk het, gelykstaande is met sy amptelike daaglikse diensure: as gewone tyd;

(*b*) tyd wat oorbly nadat sy amptelike diensure afgetrek is: as blote tyd;

(ii) indien die tydperk van die ondersoek langer is as sy amptelike daaglikse diensure, blote tyd vir die werklike tydperk van bywoning, onderworpe aan 'n maksimum van 'n halfdag.

(3) Onderworpe aan die bepalings van paragraaf (4), word enige ander werksman wat 'n departementele ondersoek moet bywoon, soos volg betaal:

(*a*) Sy gewone loon word betaal vir sodanige tyd as wat nodig mag wees om by die tyd wat hy werklik gewerk het (as daar sodanige tyd is), te voeg sodat hy 'n dag se loon vir elke vier-en-twintig uur ontvang.

(*b*) Indien hy sodanige ondersoek deels binne en deels buite sy gewone dienstydperk vir daardie dag bywoon, ontvang hy benewens sy gewone loon vir die dag betaling teen die blote skaal vir die tyd wat hy aldus bo en behalwe sy gewone diensure bestee, onderworpe aan 'n maksimum van 'n halfdag se loon.

(*c*) Indien hy sodanige ondersoek bywoon voordat hy sy gewone skof vir daardie dag begin, word hy teen die blote skaal betaal vir die tyd wat hy aldus bestee, onderworpe aan 'n maksimum van 'n halfdag se loon.

(*d*) Indien hy sodanige ondersoek bywoon nadat hy sy gewone skof vir daardie dag voltooi het, word hy teen die blote skaal betaal vir die tyd wat hy aldus bestee, onderworpe aan 'n maksimum van 'n halfdag se loon.

(*e*) Indien hy sodanige ondersoek bywoon nadat hy 'n nagskof voltooi het en—

(i) die ondersoek nie tot ná 1 nm. duur nie, ontvang hy 'n halfdag se loon;

(ii) die ondersoek ná 2 nm. voortduur, ontvang hy geen bykomende betaling nie, maar word hy vir die volgende skof van diens vrygelaat sonder verlies van loon.

(4) 'n Werksman wat 'n departementele ondersoek bywoon terwyl hy van diens geskors is, word nie vir sy bywoning betaal nie, tensy hy daarna vrygespreek word of tensy die amptenaar wat met die saak handel, anders besluit.

(5) As 'n werksman 'n departementele toets of eksamen moet aflê, en daar gereël kan word dat hy dit in sy eie tyd doen, moet hy dit in daardie tyd aflê en ontvang hy geen bykomende betaling vir sodanige bywoning nie, maar andersins is die bepalings van paragraaf (2) of (3), na gelang van die geval, van toepassing, onderworpe aan sodanige voorwaardes as wat die Hoofbestuurder van tyd tot tyd bekend mag maak.

Polisiebeamptes.

(6) Ondanks andersluidende bepalings in hierdie regulasie, is 'n polisiebeampte nie geregtig op enige betaling behalwe sy salaris of loon nie, maar as hy 'n departementele ondersoek in sy eie tyd moet bywoon, kan hy sodanige tyd van diens vrygestel word sonder verlies van salaris of loon en onder sodanige voorwaardes as wat die Hoofbestuurder van tyd tot tyd mag bepaal.

Alle dienare.

(7) Vir die toepassing van hierdie regulasie sluit die uitdrukkings „bywoon" en „bywoning" enige tyd in wat noodwendig deur 'n dienaar bestee word om tussen sy hoofkwartier en die plek van die departementele ondersoek, toets of eksamen te reis, maar daar word nie betaal vir 'n Sondag of gedeelte van 'n Sondag wat in die bywoningstydperk val nie.

BYWONING VAN DEPARTEMENTELE KONFERENSIES EN DEPARTEMENTELE RAADS- EN KOMITEEVERGADERINGS.

52. 'n Dienaar wat 'n departementele konferensie as afgevaardigde bywoon, of wat as lid of plaasvervangende lid van 'n departementele raad of komitee 'n vergadering van sodanige raad of komitee bywoon of ander pligte verrig wat voortspruit uit sy lidmaatskap, verrig sodanige diens as deel van sy ampspligte onder sodanige betaalvoorwaardes as wat die Hoofbestuurder van tyd tot tyd mag neerlê.

(*b*) where duty is performed on the day upon which attendance at the inquiry takes place—

(i) if of less than his official daily hours of duty in duration, time for the actual period of attendance, subject to a maximum of half a day, which will be credited as under:

(*a*) time which, with that actually worked, equals his official daily hours of duty: as ordinary time;

(*b*) time in excess thereof: as straight time;

(ii) if in excess of his official daily hours of duty, straight time for the actual period of attendance, subject to a maximum of half a day.

(3) Any other employee who is required to attend a departmental inquiry shall, subject to the provisions of paragraph (4)—

(*a*) be paid his ordinary wage for such time as may be necessary to make up, with the time (if any) actually worked, a day's wage for every twenty-four hours;

(*b*) if such attendance is partly within and partly outside his normal tour of duty for that day, be paid for time so occupied in excess of his normal tour of duty at straight time with a maximum of half a day's wage, in addition to his ordinary wage for the day;

(*c*) if such attendance takes place prior to the time he commences his normal tour of duty for that day, be paid for the time so occupied at straight time, with a maximum of half a day's wage;

(*d*) if such attendance takes place after he has completed his normal tour of duty for that day, be paid for time so occupied at straight time, with a maximum of half a day's wage;

(*e*) if such attendance takes place after the completion of a night shift and—

(i) does not continue after 1 p.m., be paid half a day's wage;

(ii) continues after 2 p.m., shall receive no additional payment, but shall be relieved from duty for the following shift without loss of wages.

(4) No payment in respect of his attendance at a departmental inquiry shall be made to an employee who, at the time of his attendance, is under suspension from duty, unless he is subsequently exonerated or the officer dealing with the case otherwise decides.

(5) An employee undergoing any departmental test or examination shall, if the attendance can be arranged in his own time, attend at such time without any additional payment, but otherwise the terms of paragraph (2) or (3), as the case may be, will apply, subject to such conditions as may be notified from time to time by the General Manager.

Policemen.

(6) Notwithstanding anything to the contrary in this regulation contained, a policeman is ineligible to receive any payment additional to his salary or wage, but if he is required to attend any departmental inquiry in his own time, he may be allowed such time off duty without loss of salary or wage, under such conditions as may be laid down by the General Manager from time to time.

All Servants.

(7) For the purpose of the application of this regulation, the expression "attendance" includes any time necessarily spent by a servant in travelling between his headquarters and the venue of the departmental inquiry, test or examination, but no payment shall be made in respect of any Sunday or part of a Sunday falling within the period of attendance.

ATTENDANCE AT DEPARTMENTAL CONFERENCES AND AT DEPARTMENTAL BOARD AND COMMITTEE MEETINGS.

52. A servant who attends a departmental conference as a delegate or who, as a member or alternate member of a departmental board or committee, attends a meeting of such board or committee or performs other duties arising out of his membership, shall perform such service as part of his official duties under such conditions of payment as are laid down by the General Manager from time to time.

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BYWONING VAN HOFSITTINGS.

53. (1) 'n Dienaar wat 'n dagvaarding of ander bevel ontvang om as getuie in 'n hof te verskyn, moet sy hoër amptenaar onmiddellik daarvan in kennis stel.

(2) In die geval van getuiegeld en sake in verband met 'n dienaar se bywoning van 'n hofsitting as getuie behalwe dié waarvoor daar in hierdie regulasie voorsiening gemaak word, moet daar gehandel word ooreenkomstig sodanige instruksies as wat van tyd tot tyd bekend gemaak mag word.

(3) 'n Amptenaar wat as getuie in 'n hof verskyn, doen dit in die uitvoering en as deel van sy ampspligte onder sodanige voorwaardes as wat van tyd tot tyd bekend gemaak mag word.

(4) (*a*) As 'n werksman wat 'n betrekking beklee wat in die Besoldigingslys vir Treinpersoneel (Besoldigingslys no. 3) geklassifiseer is, nie sy gewone skof op 'n weekdag kan werk nie omdat hy as getuie in 'n hof moet verskyn, word hy gekrediteer met gewone tyd vir die tyd wat hy aldus bestee, onderworpe aan 'n minimum van 'n halfdag en 'n maksimum van 'n dag se tyd. Die bepalings van hierdie subparagraaf is nie van toepassing op tyd wat op 'n Sondag verloor word nie.

(*b*) Indien 'n ander werksman as dié wat in subparagraaf (*a*) genoem word, as getuie in 'n hof verskyn, word hy vir sodanige tyd betaal as wat nodig mag wees om by die tyd wat hy werklik gewerk het (as daar sodanige tyd is), te voeg sodat hy 'n dag se loon ontvang vir elke vier-en-twintig uur van middernag tot middernag. As sodanige werksman gedagvaar is om in sy eie tyd as getuie in 'n hof te verskyn, word hy, behalwe soos bepaal in paragraaf (5), vir 'n ooreenstemmende tydperk van diens vrygestel of anders teen blote skaal betaal vir die tyd wat hy aldus bestee, onderworpe aan 'n maksimum van 'n halfdag se loon.

(5) As 'n polisiebeampte voor of na sy gewone skof vir die dag as getuie in 'n hof moet verskyn, kan hy sonder verlies van loon van diens vrygestel word vir sodanige tydperk as wat die Hoofbestuurder mag bepaal en onder sodanige voorwaardes as wat hy van tyd tot tyd mag neerlê.

(6) Vir die toepassing van hierdie regulasie sluit die uitdrukkings „verskyn" en „bywoon" enige tyd in wat noodwendig deur 'n dienaar bestee word om tussen sy hoofkwartier en die plek van die hofsitting te reis, maar daar word nie betaal vir 'n Sondag of gedeelte van 'n Sondag wat in die bywoningstydperk val nie.

(7) Die bepalings van hierdie regulasie is nie van toepassing op losdienare nie, behalwe in dié mate wat die Hoofbestuurder van tyd tot tyd mag bepaal.

BETALING VIR REISE OP DIENS.

54. (1) 'n Amptenaar wie se pligte vereis dat hy op 'n Sondag moet reis, word nie daarvoor betaal nie tensy hy noodsaaklike werk op sodanige reis moet verrig.

(2) (*a*) Behalwe waar daar uitdruklik anders bepaal word, word 'n werksman, uitgesonder 'n werksman genoem in subparagraaf (*b*), wat op 'n weekdag op diens as 'n passasier moet reis en derhalwe nie 'n dag se loon in vier-en-twintig uur (bereken van middernag tot middernag) kan verdien nie, vir sodanige gedeelte van die voormelde reistyd betaal as wat sy betaling op 'n dag se loon te staan sal bring, maar as hy 'n dag se loon of meer verdien het deur diens wat hy gedurende die vier-en-twintig uur verrig het, ontvang hy nie betaling vir die reis nie.

(*b*) 'n Werksman, behalwe 'n maandeliks besoldigde werksman, wat 'n betrekking beklee wat in die Besoldigingslys vir Ambagsmanne (Besoldigingslys no. 2) geklassifiseer is of 'n betrekking wat volgens besluit van die Hoofbestuurder 'n verwante betrekking is, en wat, terwyl hy op diens (behalwe aflosdiens) van sy hoofkwartier af weg is, op 'n Saterdag, 'n Sondag of 'n openbare vakansiedag reis of wag gedurende tye wat binne die gewone werkure vir Maandae tot Vrydae (inbegryp) val, word teen die blote skaal betaal vir die tyd wat hy aldus reis of wag.

(3) Behalwe waar daar uitdruklik anders bepaal word, word 'n werksman wat op 'n Sondag op diens as 'n passasier moet reis, vir sodanige reistyd teen die blote skaal betaal, onderworpe aan 'n maksimum van een dag se loon teen die blote skaal, met dien verstande dat as hy op 'n Sondag beide werk en reis, hy net vir dié gedeelte van sy reistyd (indien daar reistyd is) wat tesame met sy werktyd nie meer as 'n sesde van sy amptelike diensure vir die week is nie, teen die blote skaal betaal word.

(4) 'n Werksman wat 'n insluitende maandelikse loon ontvang en wie se pligte dit nodig maak dat hy op 'n Sondag moet reis, word nie daarvoor betaal nie, tensy hy noodsaaklike werk verrig terwyl hy reis.

(5) Ondanks andersluidende bepalings in hierdie regulasie, is 'n polisiebeampte wat op 'n weekdag of 'n Sondag op diens reis, nie geregtig op enige betaling behalwe sy salaris of loon nie, afgesien daarvan of hy werk doen terwyl hy reis of nie.

ATTENDANCE AT COURTS OF LAW.

53. (1) A servant who is required to attend a court of law as a witness under subpoena or other order shall immediately report the fact to his superior officer.

(2) Witness fees and matters in connection with a servant's attendance at court as a witness other than those provided for in this regulation will be dealt with in accordance with such instructions as may be notified from time to time.

(3) An officer, when attending court as a witness, shall do so in the performance of and as part of his official duty under such conditions as may be notified from time to time.

(4) (*a*) An employee occupying an appointment classified in the Running Staff Pay Schedule (Pay Schedule No. 3) who, on account of having to attend court as a witness is prevented from working his ordinary shift on a weekday, shall be credited with ordinary time in respect of the period he is so occupied, subject to a minimum of half a day's time and a maximum of a day's time. The terms of this sub-paragraph will not apply to time lost on a Sunday.

(*b*) An employee, other than one referred to in sub-paragraph (*a*), who attends court as a witness, shall be paid for such time as may be necessary to make up, with the time (if any) actually worked, a day's wage for each twenty-four hours, midnight to midnight. If such an employee attends court as a witness under subpoena in his own time, he shall, except as is provided for in paragraph (5), be allowed equivalent time off duty or otherwise be paid at straight time for the period so occupied with a maximum of half a day's wage.

(5) If a policeman is required to attend court as a witness before or after his normal tour of duty for the day, he may be allowed such time off duty, without loss of wage, as the General Manager may determine and under such conditions as he may lay down from time to time.

(6) For the purpose of the application of this regulation, the expression "attendance" includes any time necessarily spent by a servant in travelling between his headquarters and the venue of the court case, but no payment shall be made in respect of any Sunday or part of a Sunday falling within the period of attendance.

(7) The provisions of this regulation shall not be applicable to casual servants except to such extent as may be laid down by the General Manager from time to time.

PAYMENT WHILST TRAVELLING ON DUTY.

54. (1) An officer whose duties require him to travel on a Sunday will not receive payment therefor unless essential work is performed whilst so travelling.

(2) (*a*) Except where otherwise specifically provided to the contrary, if, by reason of travelling on duty as a passenger on a weekday, an employee, other than an employee referred to in sub-paragraph (*b*), is unable to earn in twenty-four hours, reckoned from midnight to midnight, a day's wages, he shall be paid for such period during which he was unable to work on account of being required to travel as will bring his pay up to a day's wages, but if a day's wages or more has been earned by duty he has performed within the twenty-four hours, he will receive no payment for travelling.

(*b*) An employee, other than a monthly paid employee, who occupies a position classified in the Artisan Pay Schedule (Pay Schedule No. 2), or one which the General Manager has decided is an allied position, will be paid at straight rates for any time on a Saturday, a Sunday or a public holiday which falls within the ordinary working hours applicable on Mondays to Fridays inclusive, during which he is travelling or waiting when away from his headquarters on duty (other than relief duty).

(3) Except where otherwise specifically provided to the contrary, an employee, who is required to travel on duty as a passenger on a Sunday, will be paid at straight time for any time travelling subject to a maximum of one day's wages at straight time, provided that if he both works and travels on a Sunday, only that portion (if any) of his travelling time which when added to his working time, does not exceed one-sixth of his official weekly hours of duty, will be paid for at straight rates.

(4) An employee who is in receipt of an inclusive monthly wage whose duties require him to travel on a Sunday will not receive payment therefor unless essential work is performed whilst so travelling.

(5) Notwithstanding anything to the contrary in this regulation contained, a policeman who travels on duty on a weekday or a Sunday, is ineligible to receive any payment, additional to his salary or wage, irrespective of whether or not he performs any work while so travelling.

(6) As 'n werksman wat tydelik op 'n stasie of plek weg van sy hoofkwartier werk, die nodige magtiging van sy hoër amptenaar verkry, kan hy sy tuiste gedurende naweke onder die volgende voorwaardes besoek:

(*a*) Een keer per week as die treindiens dit moontlik maak dat hy in sy eie tyd reis sodat hy sy diens die Maandagoggend op die vasgestelde tyd kan hervat.

(*b*) Een keer elke twee weke as die treindiens—hetsy goedere- of passasiersdiens—dit nie moontlik maak dat die werksman in sy eie tyd reis nie, en in so 'n geval kan die werksman deels in die Administrasie se tyd reis, met dien verstande dat betaling vir hoogstens ses uur per maand (drie uur elke twee weke) vir hierdie doel toegestaan word. As enige ander tyd vir die reis in beslag geneem word, word daar nie daarvoor betaal nie.

(*c*) Een keer per maand as die treindiens—hetsy goedere- of passasiersdiens—dit nie moontlik maak dat die werksman in sy eie tyd reis nie. In so 'n geval kan die werksman deels in die Administrasie se tyd reis, met dien verstande dat betaling vir hoogstens twaalf uur per maand vir hierdie doel toegestaan word. As enige ander tyd vir die reis in beslag geneem word, word daar nie daarvoor betaal nie.

OORTYD EN SONDAGTYD.

AMPTENARE BEHALWE POLISIEBEAMPTES.

Oortyd.

55. (1) (*a*) Behalwe soos hierin bepaal, ontvang 'n amptenaar wat weens die vereistes van die Diens langer as die gewone diensure op weekdae of 'n dienstydperk op 'n openbare vakansiedag moet werk, geen betaling vir sodanige tyd nie, behalwe onder sodanige voorwaardes as wat deur die Hoofbestuurder bekend gemaak mag word.

(*b*) 'n Telegrafis wat uitsluitend telegraafwerk doen en wat langer as die gewone diensure op weekdae of 'n dienstydperk op 'n openbare vakansiedag moet werk, word vir sodanige tyd betaal.

(*c*) 'n Amptenaar wat op 'n hawevaartuig werk, word betaal vir alle oortyd wat hy op weekdae werk.

(*d*) 'n Tikster of 'n telefonis wat oortyd op weekdae of 'n dienstydperk op 'n openbare vakansiedag moet werk, word vir sodanige tyd betaal.

(*e*) Met die uitsondering van amptenare op wie subparagraaf (*c*) van toepassing is, word 'n amptenaar nie vir oortyd betaal as sy besoldiging meer as £900 is of as hy 'n senior amptenaar is nie, afgesien van wat sy salaris is.

Sondagtyd.

(2) (*a*) (i) Onderworpe aan die bepalings van klousule (ii) en van paragraaf (3) word 'n amptenaar (behalwe 'n polisiebeampte) betaal vir noodsaaklike werk op Sondae wat behoorlik deur 'n verantwoordelike amptenaar gemagtig is.

(ii) 'n Senior amptenaar word nie vir werk op Sondae betaal nie, tensy sodanige betaling regstreeks op bronne buite die Diens verhaal kan word.

(*b*) As betaling ingevolge hierdie regulasie verskuldig is vir werk wat op 'n Sondag gedoen word, is die volgende minimum betalings van toepassing:

(i) Vir een dienstydperk: Betaling soos vir 2 uur.

(ii) Vir twee afsonderlike dienstydperke: Betaling soos vir 4 uur.

(iii) Vir drie afsonderlike dienstydperke: Betaling soos vir 6 uur.

(iv) Vir daaropvolgende dienstydperke: Die werklike tyd gewerk, plus die minimum betaling vir 6 uur soos hierbo bepaal.

Die minimum betalings wat hierin uiteengesit word, is onderworpe aan die voorwaarde dat daar nie vir twee of meer dienstydperke meer betaal moet word as wat betaal sou gewees het indien die amptenaar die hele tydperk ononderbroke op diens was nie.

(*c*) As 'n amptenaar opdrag ontvang om op 'n bepaalde stasie of op 'n bepaalde trajek te wees om besondere pligte op 'n Sondag te verrig, kan magtiging verleen word dat hy vir 'n redelike aantal ure Sondagtyd betaal word, onderworpe aan die bepalings van hierdie paragraaf.

(3) 'n Lid van 'n lugbemanning is nie geregtig op betaling vir vliegdiens wat hy op 'n Sondag verrig nie, maar word in plaas daarvan 'n ooreenstemmende tydperk van diens vrygestel sonder verlies van salaris.

(6) An employee working temporarily at a station or place away from his headquarters may, on obtaining the necessary authority from his superior officer, visit his home at weekends on the following conditions:—

(*a*) Once a week if the train service permits of his travelling in his own time and enables him to take up duty at the scheduled time on the Monday morning.

(*b*) Once per fortnight if the train service—either goods or passenger—does not permit of the employee travelling in his own time in which case the employee will be allowed to travel partly in the Administration's time, provided that payment for not more than six hours per month (three hours per fortnight) shall be allowed for this purpose. If any other time is occupied on the journey, it will not be paid for.

(*c*) Once a month if the train service—either goods or passenger—does not permit of the employee travelling in his own time, in which case the employee will be allowed to travel partly in the Administration's time, provided that payment for not more than twelve hours per month shall be allowed for this purpose. If any other time is occupied on the journey, it will not be paid for.

WEEKDAY OVERTIME AND SUNDAY TIME.

OFFICERS OTHER THAN POLICEMEN.

Weekday Overtime.

55. (1) (*a*) Except as herein provided, an officer who is required by the exigencies of the Service to work beyond the ordinary hours of duty on weekdays, or to work a period of duty on a public holiday, will not be paid for such time except under such conditions as may be notified by the General Manager.

(*b*) A telegraphist engaged exclusively on telegraph work, who is required to work beyond the ordinary hours of duty on weekdays or to work a period of duty on a public holiday, will be paid for such time.

(*c*) An officer employed on a harbour craft will be paid for all overtime worked on weekdays.

(*d*) A typist or a telephonist who is required to work overtime on weekdays or to work a period of duty on a public holiday will be paid for such time.

(*e*) With the exception of officers governed by sub-paragraph (*c*), weekday overtime will not be paid to an officer who is in receipt of emoluments exceeding £900, or to any senior officer, irrespective of salary.

Sunday Time.

(2) (*a*) (i) Subject to the provisions of clause (ii) and of paragraph (3), an officer (other than a policeman) will be paid for essential Sunday work duly authorised by a responsible officer.

(ii) A senior officer will not be paid for Sunday work unless such payment is directly recoverable from sources outside the Service.

(*b*) When payment is due in terms of this regulation for duty performed on a Sunday, the following minimum payments will apply:—

(i) For one period of duty: Payment to be made as for 2 hours.

(ii) For two separate periods of duty: Payment to be made as for 4 hours.

(iii) For three separate periods of duty: Payment to be made as for 6 hours.

(iv) For subsequent periods of duty: Actual time worked, plus the minimum payment of 6 hours as provided for above.

The minimum payments detailed herein are subject to the proviso that no higher payment shall be made for two or more periods of duty than that which would be made if the officer were continuously on duty for the overall period.

(*c*) If an officer is instructed to be at a given station or on any given section to perform specific duties on a Sunday, the payment to him of reasonable Sunday time may, subject to the terms of this paragraph, be authorised.

(3) A member of an aircrew is ineligible to receive payment in respect of any flying duty undertaken on a Sunday, but will be granted, in lieu thereof, equivalent time off duty without loss of salary.

Algemene voorwaardes.

(4) (*a*) In gevalle waar betaling vir oortyd of Sondagtyd toelaatbaar is ingevolge hierdie regulasie, word dit toegestaan teen die toepaslike tarief uiteengesit in die betrokke skaal in afdeling no. 1 van die betaallys vir Sondagtyd en oortyd wat in bylae A van hierdie regulasies verskyn.

(*b*) Die uitdrukking „besoldiging" in hierdie regulasie beteken salaris plus enige toelae vir waarneming in hoër graad wat ingevolge regulasie no. 48 betaal word.

(*c*) By die berekening van betaling word gedeeltes van 'n uur van minder as dertig minute buite rekening gelaat, en word daar vir dertig minute en langer soos vir een uur betaal. Die afronding van orige minute is van toepassing op die totale oortyd of Sondagtyd wat gedurende 'n maand gewerk is en nie op elke afsonderlike dienstydperk nie.

(*d*) As dit gerieflik is, kan 'n amptenaar wat 'n tydperk van gemagtigde diens op 'n Sondag of openbare vakansiedag of 'n gemagtigde tydperk van oortyd op 'n weekdag werk waarvoor betaling ingevolge hierdie regulasie verskuldig is, kies om in plaas van sodanige betaling, vir 'n ooreenstemmende tydperk gedurende die daaropvolgende twee maande van diens vrygestel te word sonder verlies van salaris.

(*e*) Ondanks die bepalings van hierdie regulasie, kan die Hoofbestuurder die betaling van oortyd of Sondagtyd na goeddunke magtig as omstandighede volgens sy mening dit regverdig.

OORTYD EN SONDAGTYD.

Werksmanne behalwe dié wat betrekkings beklee wat in Besoldigingslyste nos. 3 en 5 geklassifiseer is.

56. (1) (*a*) 'n Werksman wat 'n betrekking beklee wat nie in Besoldigingslys no. 3 of 5 geklassifiseer is nie, en deur 'n gemagtigde beampte beveel word om langer te werk as die gewone daaglikse diensure wat vir sy betrekking vasgestel is, of om 'n dienstydperk op 'n Sondag te werk, word vir sodanige diens besoldig teen die toepaslike skaal wat in hierdie regulasie voorgeskryf word, onderworpe aan die bepalings van hierdie regulasie en, in die geval van 'n werksman behalwe 'n uurliks besoldigde werksman, aan sodanige beperkings as wat die Hoofbestuurder van tyd tot tyd mag oplê.

(*b*) Van 'n vakleerling wat onder die ouderdom van negentien jaar is, word daar in die reël nie verwag om oortyd te werk nie.

(2) Betalings ingevolge hierdie regulasie word gebaseer—

(*a*) in die geval van 'n werksman wie se besoldiging voedsel insluit, op sy loon plus die geraamde bedrag vir voedsel;

(*b*) in die geval van 'n werksman wat in 'n hoër graad of klas waarneem, op sy loon plus enige gemagtigde toelae vir waarneming in hoër graad, plus die geraamde bedrag vir voedsel, waar dit van toepassing is; en,

(*c*) in die geval van enige ander werksman, net op sy loon.

(3) (*a*) Behalwe waar daar uitdruklik anders bepaal word, word betaling vir oortyd of Sondagtyd wat deur 'n werksman behalwe 'n maandeliks besoldigde werksman gewerk word, bereken teen die skaal van—

tyd en 'n derde vir: oortyd;
dubbeltyd vir: Sondagtyd.

(*b*) By die berekening van betaling vir Sondagtyd of oortyd ingevolge hierdie paragraaf in die geval van 'n daagliks besoldigde werksman, moet die volgende gedragslyn gevolg word:

As die amptelike werkure—	*word een uur beskou as—*
8 uur ononderbroke per dag is..... 9 uur, min een uur vir ete per dag is, of..... minder as 54 uur per week is.....	'n agste van 'n dag.
9 uur ononderbroke per dag is..... 10 uur, min een uur vir ete per dag is..... 11 uur, min twee uur vir etes per dag is, of..... minder as 60 uur per week is, maar nie minder as 54 uur per week nie.....	'n negende van 'n dag.
nie minder as 60 uur per week is nie.....	'n tiende van 'n dag.

As 'n skof wat gewerk word, uit weekdag- en Sondagtyd bestaan, word die weekdag- en Sondagtyd *pro rata* verdeel volgens die tyd wat daar elke dag gewerk word, gebaseer op die getal ure wat in die volle skof gewerk word.

(4) 'n Werksman wat 'n nie-insluitende maandelikse loon ontvang, word vir gemagtigde oortyd en Sondagtyd betaal teen die toepaslike tarief uiteengesit in die skale in afdeling no. 2 van die betaallys vir Sondagtyd en oortyd, wat in bylae A van hierdie regulasies verskyn.

General Conditions.

(4) (*a*) Where payment for weekday overtime or Sunday time is permissible in terms of this regulation, it will be made at the appropriate rate set out in the applicable scale contained in Section No. 1 of the Schedule of Payment for Sunday time and weekday overtime contained in Annexure A to these regulations.

(*b*) The term "emoluments" used in this regulation means salary plus any acting in higher grade allowance granted in terms of Regulation No. 48.

(*c*) In calculating payment, fractions of an hour under thirty minutes will be dropped, and thirty minutes and over will be paid for as one hour. The levelling up of odd minutes will apply to the total weekday overtime or Sunday time worked during any month and not in respect of each separate tour of duty.

(*d*) Where convenient, an officer who performs a period of authorised duty on a Sunday or a public holiday or an authorised period of overtime on a weekday for which payment is due under this regulation, may elect to take an equivalent period of time off duty without loss of salary during the ensuing two months in lieu of such payment.

(*e*) The General Manager may in his discretion authorise the payment of weekday overtime or Sunday time notwithstanding this regulation when in his opinion circumstances justify it.

WEEKDAY OVERTIME AND SUNDAY TIME.

Employees Excluding those Occupying Appointments Classified in Pay Schedules Nos. 3 and 5.

56. (1) (*a*) An employee, occupying an appointment other than one classified in Pay Schedule No. 3 or 5, who is instructed by an authorised official to work beyond the ordinary daily working hours fixed for the position occupied by him, or to work a tour of duty on a Sunday will, subject to the provisions of this regulation and in the case of other than an hourly paid employee, to such restrictions as the General Manager may from time to time impose, be paid for such duty at the appropriate rate prescribed in this regulation.

(*b*) An apprentice under the age of nineteen years shall not ordinarily be required to work overtime.

(2) Payments made under the provisions of this regulation will be based—

(*a*) in the case of an employee whose emoluments are inclusive of food, on his wage plus the assessed value of the food;

(*b*) in the case of an employee acting in a higher grade or class, on his wage plus any acting in higher grade allowance authorised, plus, where applicable, the assessed value of food; and

(*c*) in the case of any other employee, on his wage only.

(3) (*a*) Except where specifically prescribed to the contrary, payment in respect of weekday overtime or Sunday time worked by an employee other than a monthly paid employee will be computed at the rate of—

time and a third for: Weekday overtime;
double time for: Sunday time.

(*b*) For the purpose of calculating a payment in respect of Sunday time or weekday overtime in terms of this paragraph, in the case of a daily paid employee:—

Where official working hours are—	*One hour shall be treated as—*
8 hours continuous per day..... 9 hours, less one meal-hour per day; or..... less than 54 hours per week.....	one-eighth of a day.
9 hours continuous per day..... 10 hours, less one meal-hour per day..... 11 hours, less two meal-hours per day; or..... less than 60, but not less than 54 hours per week.....	one-ninth of a day.
not less than 60 hours per week.....	one-tenth of a day.

When a shift worked comprises weekday and Sunday time, the division over weekday and Sunday time will be *pro rata* to time worked on each day based on the number of hours worked in the complete shift.

(4) An employee in receipt of a non-inclusive monthly wage will be paid for authorised weekday overtime and Sunday time at the appropriate rate set out in the scales contained in Section No. 2 of the Schedule of Payment for Sunday time and weekday overtime contained in Annexure A to these regulations.

(5) Behalwe soos anders bepaal, sal 'n werksman wie se maandelikse loon betaling insluit vir oortyd wat hy moontlik moet werk, nie bykomende betaling vir enige sodanige oortyd ontvang nie, tensy dit spesiaal deur die Hoofbestuurder gemagtig word. 'n Werksman wie se maandelikse loon nie besoldiging insluit vir werk wat op 'n Sondag gedoen word nie, word vir gemagtigde werk op 'n Sondag betaal. Enige bedrag wat ingevolge hierdie paragraaf betaal mag word, word betaal teen die skale uiteengesit in afdeling no. 3 van die betaallys vir Sondagtyd en oortyd wat in bylae A van hierdie regulasies verskyn.

(6) (*a*) Bestuurders (padvervoerdiens) en kwekelinge en assistente wat op padvervoerdienste werk, word teen Sondagtydskale betaal vir die vasgestelde tyd (tye) van enige rit(te) waarop hulle moet werk of vir tyd wat hulle andersins gemagtig is om op 'n Sondag te werk, en as die vasgestelde tyd vir 'n rit of ritte wat hulle op 'n weekdag werk, meer is as die gewone daaglikse diensure wat vir hulle grade vasgestel is, word die verskil as oortyd beskou, onderworpe aan die bepalings van hierdie paragraaf.

(*b*) Die totale oortyd wat gedurende enige maand ingevolge hierdie paragraaf gekrediteer word, moet met 9 uur verminder word, en die res (as daar is) as oortyd beskou word waarvoor daar afsonderlik betaal moet word.

(*c*) As die betrokke werksmanne oor roetes werk waar hulle op 'n plek weg van hulle hoofkwartier van diens afgeboek word, moet afsonderlike ramings gemaak word vir die gedeelte van die rit voordat hulle van diens afgeboek word en vir dié nadat hulle weer vir diens aangeboek word.

(*d*) As 'n werksman 'n rit of 'n samestelling van ritte nie voltooi op die dag waarop hy daarmee begin nie, word die oortyd (as daar oortyd is) bereken deur die totaal van die gewone daaglikse diensure wat vir die betrokke werksman vasgestel is vir die dae waarop hy sodanige rit of samestelling van ritte onderneem, af te trek van die vasgestelde tyd vir die rit, of die totaal van die vasgestelde tye vir die ritte.

(*e*) As die betrokke werksmanne 'n rit en al die pligte verbonde daaraan voor die verstryking van die vasgestelde tyd vir sodanige rit bevredigend voltooi omdat die vrag lig en die toestande andersins gunstig was, en nie omdat hulle teen 'n buitensporige snelheid gereis het nie, hoef hulle nie op diens te bly totdat die vasgestelde tydperk verstryk nie, maar hulle word nietemin ten volle gekrediteer met die vasgestelde tyd van die rit wat hulle afgelê het.

(*f*) As die tydperk tussen die tyd waarop 'n werksman vir diens aangeboek en dié waarop hy van diens afgeboek word as gevolg van vertraging onderweg of om 'n ander soortgelyke rede langer is as die vasgestelde tyd vir die rit wat hy onderneem het, word daar in die reël nie ekstra betaal vir die tyd (of enige gedeelte daarvan) wat hy langer as die vasgestelde tyd vir die rit gewerk het nie.

(7) As 'n werksman wat 'n insluitende maandelikse loon ontvang, opdrag kry om op 'n bepaalde stasie of op 'n bepaalde trajek te wees om besondere pligte op 'n Sondag te verrig, kan magtiging verleen word dat hy vir 'n redelike aantal ure Sondagtyd betaal word.

(8) By die berekening van die getal ure waarvoor betaling ingevolge hierdie regulasie onderskeidelik vir Sondagtyd en oortyd aan maandeliks besoldigde werksmanne verskuldig is, word 'n gedeelte van 'n uur wat minder as dertig minute is, buite rekening gelaat, terwyl 'n gedeelte van 'n uur wat dertig minute of meer is, as 'n uur beskou word. Hierdie gedragslyn is van toepassing op die totale Sondagtyd of oortyd wat gedurende 'n betaalmaand gewerk word, en nie op elke afsonderlike dienstydperk nie.

(9) As 'n werksman—

(*a*) vir diens op 'n Sondag geboek of uitgeroep word; of

(*b*) vir diens op 'n weekdag uitgeroep word nadat hy sy gewone skof vir daardie dag voltooi het;

en as hy ingevolge die bepalings van hierdie regulasie daarop geregtig is om betaling vir daardie diens te ontvang, is sodanige besoldiging onderworpe aan die volgende betalings vir minimum tyd:

(i) vir een dienstydperk, of indien hy nie moet werk nadat hy hom vir diens aangemeld het nie	betaling soos vir twee uur;
(ii) vir twee afsonderlike dienstydperke...	betaling soos vir vier uur;
(iii) vir drie afsonderlike dienstydperke.....	betaling soos vir ses uur;
(iv) vir daaropvolgende dienstydperke.....	werklike tyd gewerk (plus die minimum betaling van ses uur soos hierbo bepaal).

(5) Except as otherwise prescribed, an employee, whose monthly wage is inclusive of payment for weekday overtime which he may be required to work, will not receive additional payment for any such overtime unless specially authorised by the General Manager. An employee whose monthly wage does not include remuneration for Sunday duty will be paid for authorised Sunday work. Any payment permissible in terms of this paragraph will be made on the scales set out in section No. 3 of the Schedule of Payment for Sunday time and weekday overtime contained in Annexure A to these regulations.

(6) (*a*) Drivers (road transport service), trainees and assistants, employed on road transport services, will be paid at Sunday time rates in respect of the assessed time(s) for any trip(s) they are required to work or for time which they are otherwise authorised to work on a Sunday; and when the assessed time for a trip or trips they work on a weekday exceeds the ordinary daily hours of duty fixed for their grades, the time representing the difference will, subject to the provisions of this paragraph, be regarded as overtime.

(*b*) The total of the weekday overtime credited in terms of this paragraph during any month is subject to a deduction of 9 hours, and the balance (if any) will be regarded as overtime for which separate payment is to be made.

(*c*) In respect of those routes on which the employees concerned are booked off duty at a point away from their headquarters, separate assessments are to be made for the portion of the trip prior to their being booked off duty and for that subsequent to their being booked on duty again.

(*d*) When a trip, or a combination of trips, is not completed on the day upon which it is commenced, the amount of overtime, if any, involved will be represented by the extent to which the assessed time for the trip, or the total of the assessed times for the trips, exceeds the total of the ordinary daily hours of duty fixed for the employee concerned in respect of the days on which such trip, or combination of trips, is undertaken.

(*e*) If, because of a light load or other favourable conditions, as distinct from excessive speed, employees concerned satisfactorily complete a trip and all the duties associated with it within the time specified in the assessment for such trip, they will not be required to remain on duty until the expiry of the assessed period, but will, nevertheless, receive full credit for the assessed time of the trip they have completed.

(*f*) If, due to delay on the road, or other similar reason, the period between the time an employee is booked on duty and that at which he is booked off duty exceeds the assessment for the trip undertaken by him, no extra payment will ordinarily accrue in respect of the time (or any portion thereof) by which the actual period worked exceeds the time assessed for the trip.

(7) If an employee who is in receipt of an inclusive monthly wage is instructed to be at a given station or on any given section to perform specific duties on a Sunday, the payment to him of reasonable Sunday time may be authorised.

(8) In determining the number of hours for which payment is due to monthly paid employees in terms of this regulation in respect of Sunday duty and weekday overtime respectively, a portion of an hour under thirty minutes will be disregarded while a portion of an hour of thirty minutes or more will be regarded as an hour. This procedure will apply to the total Sunday time or weekday overtime worked during any paymonth and not in respect of each separate tour of duty.

(9) When an employee is—

(*a*) either booked, or called out, for duty on a Sunday; or

(*b*) called out for duty on a weekday, after he has completed his normal shift for that day;

for which duty he is entitled, under the provisions of this regulation, to receive payment; such remuneration is subject to the following minimum time payments:—

(i) for one period of duty or if, after reporting for duty, he is not required to work	payment to be made as for two hours;
(ii) for two separate periods of duty....	payment to be made as for four hours;
(iii) for three separate periods of duty..	payment to be made as for six hours;
(iv) for subsequent periods of duty.....	actual time worked (plus the minimum payment of six hours, provided for above).

Hierdie betalings vir minimum tyd moet bereken word teen die toepaslike Sondagtyd- of oortydskaal, na gelang van die geval, met dien verstande dat daar vir twee of meer dienstydperke nie meer betaal moet word as wat betaal sou geword het indien die werksman die hele tydperk ononderbroke op diens was nie. Daarbenewens is 'n minimum betaling vir Sondagtyd nie van toepassing op dié gedeelte van 'n weekdagskof wat in 'n Sondag val nie.

(10) Indien die tyd vry van diens tussen ritte, wat ingevolge paragraaf (6) van regulasie no. 15 aan 'n werksman van die Verversingsdepartement toegeken mag word, weens die vereistes van die Diens nie ten volle toegestaan kan word nie, word oortyd op die grondslag bepaal in paragraaf (4) van hierdie regulasie aan hom betaal vir die tydperk waarmee die volle voorgeskrewe tyd vry van diens tussen ritte verminder is. As 'n werksman op sodanige tyd vry van diens tussen ritte geregtig is en hom gedurende daardie tydperk vir opdragte moet aanmeld, word die tydperk wat hy vir dié doel by die kantoor of op die depot is, ook as oortyd beskou en word daarvoor betaal op die grondslag bepaal in hierdie paragraaf.

(11) As dit gerieflik is, kan 'n werksman wat 'n tydperk van gemagtigde Sondagtyd of oortyd gewerk het waarvoor betaling ingevolge hierdie regulasie verskuldig is, kies om in plaas van sodanige betaling, vir 'n ooreenstemmende tydperk (onaangevul) gedurende die daaropvolgende twee maande van diens vrygestel te word sonder verlies van loon.

Spesiale voorwaardes.

(12) Die Hoofbestuurder kan na goeddunke 'n insluitende toelae magtig om alle oortyd te dek wat gewerk word. As 'n insluitende toelae gemagtig word, word dit betaal net vir dié dae waarop die ontvanger werk en waarvoor hy sy gewone loon trek.

(13) As die werktoestande van 'n werksman volgens die mening van die Hoofbestuurder van so 'n ongewone aard is dat dit 'n afwyking van die voorgeskrewe grondslag van betaling vir oortyd en/of Sondagtyd regverdig, kan die Hoofbestuurder ondanks die bepalings van hierdie regulasie, betaling vir sodanige diens magtig teen 'n skaal en in sodanige omstandighede as wat hy as geregverdig mag beskou.

POLISIEBEAMPTES NIE GEREGTIG OP AFSONDERLIKE BETALING VIR SONDAGTYD OF OORTYD NIE.

57. Die bepalings van regulasies nos. 55 en 56 is nie op polisiebeamptes van toepassing nie, aangesien hulle salarisse en lone besoldiging insluit vir alle dienste wat hulle op Sondae, weekdae en openbare vakansiedae moet verrig.

SPESIALE BETALING VIR NOODWERK.

58. (1) (*a*) Onderworpe aan die bepalings van subparagrawe (3) en (4) word 'n dienaar wat werklik besig is om die spoorlyn na 'n ongeluk of soortgelyke gebeurtenis vir gewone bedryf te herstel, hetsy hy op 'n noodtrein diens doen of nie, betaal teen die skaal van tyd-en-'n-half op weekdae en dubbeltyd op Sondae (Sondagtyd in die geval van amptenare en maandeliks besoldigde werksmanne), na gelang van die geval, van die tyd wat hy hom vir diens aanmeld, vir die tyd wat hy na en van die toneel van die ongeluk reis en vir die tyd wat hy werklik besig is om die spoorlyn vir gewone bedryf te herstel.

(*b*) 'n Minimum van twee uur teen die skaal van tyd-en-'n-half of Sondagtyd, na gelang van die geval, word aan 'n dienaar toegestaan wat vir 'n kort tydperk tussen 6 nm. en 6 vm. vir noodwerk uitgeroep word.

(*c*) Betaling teen die aangevulde skale uiteengesit in hierdie paragraaf, is nie van toepassing op enige rustydperk of enige tydperk wat 'n dienaar vir vervoer wag om hom na sy tuisstasie of -depot terug te neem nie.

(2) As noodwerk gedoen word op die stasie of depot waar 'n dienaar werk, word hy teen die aangevulde skaal in paragraaf (1) betaal vir die tyd wat hy besig is om 'n looplyn vir gewone bedryf te herstel.

(3) Die aangevulde skaal van betaling vir noodwerk wat in paragraaf (1) voorgeskryf word, is ook van toepassing op 'n dienaar wat na die toneel van 'n ongeluk gaan om beskadigde voertuie op te lig en te herspoor.

(4) (*a*) 'n Voormanelektrisiën, 'n bedryfsinspekteur, 'n lokomotiefinspekteur of 'n spoorbaaninspekteur, afgesien van wat sy salaris is, of enige ander amptenaar met 'n salaris van meer as £900, is nie geregtig op betaling ingevolge hierdie regulasie nie, maar die bepalings is wel van toepassing op lokomotiefvoormanne en assistent-lokomotiefvoormanne, afgesien van wat hulle salarisse is.

These minimum time payments are to be computed at the applicable Sunday or weekday overtime rate, as the case may be, but are subject to the proviso that no higher payment will be made for two or more periods of duty than that which would be made if the employee were continuously on duty for the overall period. Furthermore, a minimum time payment in respect of Sunday duty is not applicable to that portion of a weekday shift which overlaps a Sunday.

(10) If, owing to the exigencies of the Service, the time off duty between trips which an employee of the Catering Department is eligible to receive in terms of paragraph (6) of Regulation No. 15 cannot be granted in full, he shall be paid overtime on the basis prescribed in paragraph (4) of this regulation in respect of that portion of the period falling short of the full prescribed break between trips. Should an employee entitled to such a break between trips be required to report for instructions during that break, the period of his attendance at the office or depot will also be treated as overtime and be paid for on the basis indicated in this paragraph.

(11) Where convenient, an employee, who has performed a period of authorised Sunday duty or weekday overtime for which payment is due in terms of this regulation, may elect to take an equivalent period of time (unenhanced) off duty without loss of wages during the ensuing two months in lieu of such payment.

Special Provisions.

(12) The General Manager may, in his discretion, authorise an inclusive allowance to cover all overtime worked. Where an inclusive allowance is authorised, it shall be paid only for such days on which the recipient is working and drawing his ordinary wages.

(13) When, in the opinion of the General Manager, the working conditions of any employee are of a sufficiently unusual nature to warrant a departure from the prescribed basis of payment for weekday overtime and/or Sunday duty, the General Manager may authorise payment for such duty at a rate and under such conditions as he may consider justifiable, notwithstanding the terms of this regulation.

POLICEMEN INELIGIBLE TO RECEIVE SEPARATE PAYMENT FOR SUNDAY DUTY OR WEEKDAY OVERTIME.

57. The provisions of Regulations Nos. 55 and 56 are inapplicable to policemen as their salaries and wages include remuneration for all duty they may be required to perform on Sundays, weekdays and public holidays.

SPECIAL PAY FOR BREAKDOWN WORK.

58. (1) (*a*) Subject to the provisions of sub-paragraphs (3) and (4), a servant actually engaged in restoring the line to normal working after an accident or other occurrence of a like nature, whether or not he is employed with a breakdown train, will receive payment at the rate of time-and-a-half on weekdays and double time on Sundays (Sunday time rates in the case of officers and monthly-paid employees), as the case may be, from the time of reporting for duty, whilst travelling to and from the scene of the breakdown, and for the time he is actually engaged in restoring the line to normal working.

(*b*) A minimum of two hours' time at time-and-a-half or Sunday time rates, as the case may be, will be allowed a servant who is called out for breakdown work for a short period between 6 p.m. and 6 a.m.

(*c*) Payment at the enhanced rates detailed in this paragraph will not apply to any period of rest or to any time during which a servant is awaiting transport to enable him to return to his home station or depot.

(2) When breakdown work is performed at the station or depot at which a servant is employed, he will be paid at the enhanced rate prescribed in paragraph (1) for the time he is engaged in restoring a running line to normal working.

(3) The enhanced rate of payment for breakdown work, prescribed in paragraph (1), will be applicable to a servant who visits the scene of an accident for the purpose of lifting and rerailing damaged vehicles.

(4) (*a*) A foreman electrician, an operating inspector, a locomotive inspector or a permanent way inspector, irrespective of salary, or any other officer in receipt of a salary exceeding £900, is excluded from payment in terms of this regulation, but its provisions are applicable to locomotive foreman and assistant locomotive foreman, irrespective of their salaries.

(*b*) Die bepalings van hierdie regulasie is ook nie op die volgende van toepassing nie:

(i) Die drywer, stoker en kondukteur wat die noodtrein na en van die toneel van 'n ongeluk werk;

(ii) 'n chauffeur of enige ander dienaar wat 'n voertuig na en van die toneel van 'n ongeluk moet bestuur, tensy hy moet help om die spoorlyn vir gewone bedryf te herstel.

PATROLLEER VAN ONDERHOUDSBAANLENGTES OP SONDAE EN OPENBARE VAKANSIEDAE.

59. 'n Baanmeester, ploegbaas of ander gemagtigde werksman wat 'n onderhoudsbaanlengte op 'n Sondag of openbare vakansiedag moet patrolleer, word soos volg vir sodanige diens betaal:

Vir patrolleerwerk te voet.....	betaling vir een uur vir elke twee myl wat gepatrolleer word.
Vir patrolleerwerk per motortrollie	tot 40 myl: 'n halfdag se tyd; meer as 40 myl, maar hoogstens 60 myl: 'n driekwartdag se tyd; meer as 60 myl: een dag se tyd.

Gedeeltes van 'n halfuur of meer moet tot die volgende uur afgerond word.

Vir patrolleerwerk op Sondae word soos vir Sondagtyd betaal.

Vir patrolleerwerk op openbare vakansiedae word soos vir blote tyd betaal.

DIENARE WAT BUITE DIE GEWONE DIENSURE OP HAWEVAARTUIE WERK OF GEREED STAAN OM DAAROP TE WERK.

60. (1) 'n Daagliks besoldigde werksman wat opdrag van 'n behoorlik gemagtigde amptenaar ontvang om aan boord van 'n sleepboot of ander vaartuig te bly, of as hy aan wal is, om op Sondae, of snags op weekdae aan boord te gaan nadat hy sy gewone dag se werk voltooi het, word soos volg betaal:

(*a*) *Vir gewone skeepsbewegings.*

Op weekdae: oortyd.
Op Sondae: Sondagtyd.

(*b*) *Vir hawenoodvereistes.*

(i) Terwyl hy werk of gereed staan:

Op weekdae: oortyd.
Op Sondae: Sondagtyd.

(ii) Terwyl hy nie werk of gereed staan nie, maar op 'n vaartuig moet bly:

Op weekdae: blote tyd.
Op Sondae: Sondagtyd.

(*c*) *Vir diens op see.*

(i) Terwyl die vaartuig in 'n hawe wag om uit te vaar, of onderweg is voordat wagte uitgesit word, en die werksman—

(*a*) moet werk of gereed staan:

Op weekdae: oortyd.
Op Sondae: Sondagtyd.

(*b*) nie moet werk of gereed staan nie, maar op die vaartuig moet bly:

Op weekdae: blote tyd.
Op Sondae: Sondagtyd.

(ii) Terwyl die vaartuig onderweg is nadat wagte uitgesit is:

Op weekdae.

Tydperke op wag vir langer as die gewone diensure: oortyd.
Tydperke nie op wag nie: geen betaling.

Op Sondae.

Tydperke op wag: Sondagtyd.
Tydperke nie op wag nie: geen betaling.

(iii) Die volgende minimums is van toepassing:

As die tydperk aan boord nie langer as vier uur is nie:

Op weekdae: 'n halfdag blote tyd.
Op Sondae: 'n halfdag Sondagtyd.

As die tydperk aan boord langer as vier uur is:

Op weekdae: een dag blote tyd.
Op Sondae: een dag Sondagtyd.

(2) Hierdie voorwaardes is nie van toepassing op werksmanne wat onder gewone weerstoestande snags aan boord van 'n hawevaartuig moet slaap nie.

(*b*) The terms of this regulation are also inapplicable to—

(i) the driver, fireman and guard, who work a breakdown train to and from the scene of an accident;

(ii) a chauffeur or any other servant who is required to drive a vehicle to and from the scene of an accident, unless he is required to participate in the work of restoring the line to normal working.

PATROLLING OF RAILWAY TRACK MAINTENANCE LENGTHS ON SUNDAYS AND PUBLIC HOLIDAYS.

59. A platelayer, ganger or other authorised employee, who is required to patrol a track maintenance length on a Sunday or a public holiday, will be paid for such service as under:—

For patrolling on foot.....	one hour's payment in respect of each two miles patrolled.
For patrolling by motor trolley.....	up to 40 miles: half a day's time; over 40 miles, but not exceeding 60 miles: three-quarters of a day's time; over 60 miles: one day's time.

Fractions of half an hour or more should be levelled up to the next higher hour.

Payment for patrol duty undertaken on Sundays will be made as for Sunday time.

Payment for patrol duty undertaken on public holidays will be made as for straight time.

WORKING OR STANDING BY HARBOUR CRAFT OUTSIDE ORDINARY HOURS OF DUTY.

60. (1) A daily paid employee who may be instructed by a duly authorised officer to remain on board a tug or other craft, or, being on shore, is required to go afloat on Sundays, or at night on weekdays after completing the ordinary day's work, will be paid as under:—

(*a*) *For ordinary shipping movements.*

On weekdays: overtime.
On Sundays: Sunday time.

(*b*) *For emergency harbour requirements.*

(i) Whilst working or standing by:—

On weeksdays: overtime.
On Sundays: Sunday time.

(ii) Whilst not working or standing by, but retained on on craft:—

On weekdays: straight time.
On Sundays: Sunday time.

(*c*) *For a service at sea.*

(i) Whilst in harbour waiting to proceed to sea or under way prior to watches being set, and

(*a*) required to work or stand by:—

On weekdays: overtime.
On Sundays: Sunday time.

(*b*) not required to work or stand by, but retained on craft:—

On weekdays: straight time.
On Sundays: Sunday time.

(ii) Whilst under way after watches have been set:—

On weekdays.

Periods on watch in excess of normal hours: overtime.
Periods off watch: no payment.

On Sundays.

Periods on watch: Sunday time.
Periods off watch: no payment.

(iii) The following minima will apply:—

When period afloat does not exceed four hours:—

On weekdays: half a day straight time.
On Sundays: half a day Sunday time.

When period afloat exceeds four hours:—

On weekdays: one day straight time.
On Sundays: one day Sunday time.

(2) These conditions do not apply to employees who are required to sleep on board a harbour craft at night during ordinary weather.

BERGINGSWERK.

61. Die Hoofbestuurder kan magtig dat daar aan dienare wat bergingswerk doen, sodanige bedrag betaal word uit die bedrag wat op die eienaars van die skip verhaal word, as wat hy as regverdig mag beskou.

KRAANDRYWERS OF ANDER WERKSMANNE WAT SAAM MET KRANE REIS.

62. 'n Kraandrywer of ander werksman wat saam met 'n kraan reis en in beheer daarvan is, word teen die skaal van blote tyd betaal vir die duur van die reis waartydens hy vir die veiligheid van die kraan verantwoordelik gehou word, min enige tydperk wat hy rus. Vir tyd wat daar werklik met die kraan op Sondae of buite die gewone diensure op weekdae gewerk word, word soos vir Sondagtyd of oortyd betaal, na gelang van die geval.

SPOORMOTORDRYWERS.

63. Die Hoofbestuurder kan na goeddunke sodanige van die voorwaardes van toepassing op werksmanne wie se betrekkings in die Besoldigingslys vir Treinpersoneel (Besoldigingslys no. 3) geklassifiseer is, as wat nodig geag en aan die betrokke personeel bekend gemaak mag word, op spoormotordrywers op vasgestelde passasiersdienste toepas.

GRONDSLAG WAAROP 'N DAAGLIKS BESOLDIGDE WERKSMAN WAT 'N BETREKKING BEKLEE WAT IN DIE BESOLDIGINGSLYS VIR WERKSMANPERSONEEL (BESOLDIGINGSLYS NO. 4) GEKLASSIFISEER IS, BETAAL MOET WORD AS HY MINDER AS 'N VOLLE SKOF WERK, OF AS HY 'N GEREELDE WEEKDAGSKOF WERK WAT MINDER OF MEER AS 'N SESDE VAN SY AMPTELIKE WEEKLIKSE DIENSURE IS.

64. (1) Die volgende gedragslyn moet gevolg word by die berekening van 'n dienstydperk van minder as 'n volle weekdagskof (behalwe 'n kort skof waarvoor daar in die vasgestelde weeklikse diensure voorsiening gemaak word) wat gewerk word deur 'n daagliks besoldigde werksman wie se betrekking in die Besoldigingslys vir Werksmanpersoneel (Besoldigingslys no. 4) geklassifiseer is:

As die amptelike werkure—	*word een uur beskou as—*
8 uur ononderbroke per dag is.....	'n agste van 'n dag.
9 uur, min een uur vir ete per dag is, of minder as 54 uur per week is.....	
9 uur ononderbroke per dag is.....	'n negende van 'n dag.
10 uur, min een uur vir ete per dag is.....	
11 uur, min twee uur vir etes per dag is, of minder as 60 uur per week is, maar nie minder as 54 uur per week nie.....	
nie minder as 60 uur per week is nie.....	'n tiende van 'n dag.

Die totale tydtoelating wat op die voornoemde grondslag bereken word vir 'n gedeelte van 'n volle skof, mag nie meer as een dag wees nie.

As 'n skof wat gewerk word, uit weekdag- en Sondagtyd bestaan, word die weekdag- en Sondagtyd *pro rata* verdeel volgens die tyd wat elke dag gewerk word, gebaseer op die getal ure wat in die volle skof gewerk word.

(2) As 'n werksman genoem in paragraaf (1) 'n weekdagskof werk wat as gevolg van reëlings wat ingevolge die bepalings van paragraaf (4) van regulasie no. 15 getref is, langer of korter as 'n sesde van sy amptelike weeklikse diensure is, word een dag se loon vir sodanige skof aan hom betaal.

POLISIEBEAMPTES WAT ONDERSOEKWERK DOEN—VERGOEDING VIR VERLIES OF BESKADIGING VAN PRIVATE KLERE.

65. As die private klere van 'n lid van die polisiepersoneel wat ondersoekwerk doen, vernietig of beskadig word in die uitvoering van sy pligte, kan sodanige lid vergoed word vir die skade of verlies wat hy gely het.

VERSEKERING VAN LEDE VAN LUGBEMANNINGS EN VAN BEPAALDE ANDER DIENARE WAT GEDURENDE VLUGTE IN VLIEGTUIE MOET WERK ASOOK VAN BEPAALDE DIENARE IN DIE LUGDIENSDEPARTEMENT WAT IN DIE UITVOERING VAN HULLE PLIGTE PER VLIEGTUIG MOET REIS.

66. Lede van lugbemannings, bepaalde ander dienare wat gedurende vlugte in vliegtuie moet werk en bepaalde dienare in die Lugdiensdepartement wat in die uitvoering van hulle pligte per vliegtuig moet reis, word vir sodanige bedrae en in sodanige omstandighede verseker as wat die Minister van tyd tot tyd mag besluit.

SALVAGE WORK.

61. The General Manager may authorise the payment to servants concerned in any salvage work of such amount out of the sum recovered from the owners of the ship as he may deem justified.

CRANE-DRIVERS OR OTHER EMPLOYEES TRAVELLING WITH CRANES.

62. A crane-driver or other employee, travelling with and in attendance upon a crane, will be paid straight time for the time occupied by the journey during which he is held responsible for the safety of the crane, less any period during which he is resting. Any time actually worked with the crane on Sundays, or outside ordinary hours of duty on weekdays, will be paid for as Sunday time or overtime as the case may be.

RAILCAR DRIVERS.

63. The General Manager may in his discretion apply to railcar drivers employed on scheduled passenger services such of the conditions applicable to employees whose appointments are classified in the Running Staff Pay Schedule (Pay Schedule No. 3), as may be deemed necessary and as may be notified to the staff concerned.

BASIS OF PAYMENT WHEN A DAILY PAID EMPLOYEE OCCUPYING AN APPOINTMENT CLASSIFIED IN THE EMPLOYEES' STAFF PAY SCHEDULE (PAY SCHEDULE NO. 4) WORKS LESS THAN A FULL SHIFT OR WORKS A REGULAR WEEKDAY SHIFT WHICH IN DURATION, IS MORE OR LESS THAN ONE-SIXTH OF HIS OFFICIAL WEEKLY HOURS OF DUTY.

64. (1) For the purpose of calculating a period of duty of less than a full weekday shift (other than a short shift provided for in the fixed weekly hours of duty) worked by a daily paid employee whose appointment is classified in the Employees' Staff Pay Schedule (Pay Schedule No. 4)—

Where the official working hours are—	*One hour shall be treated as—*
8 hours continuous per day..... 9 hours, less one meal-hour per day, or less than 54 hours per week.....	one-eighth of a day.
9 hours continuous per day..... 10 hours, less one meal-hour per day..... 11 hours, less two meal-hours per day, or less than 60, but not less than 54 hours per week.....	one-ninth of a day.
not less than 60 hours per week.....	one-tenth of a day.

The total time allowance, calculated on the foregoing basis, in respect of part of a full shift, may not exceed one day.

When a shift worked comprises weekday and Sunday time, the division over weekday and Sunday time will be *pro rata* to time worked on each day based on the number of hours worked in the complete shift.

(2) When an employee referred to in paragraph (1) works a weekday shift which, in consequence of arrangements made in terms of the provisions of paragraph (4) of Regulation No. 15 is more, or less, than one-sixth of his official weekly hours of duty, he will receive one day's pay in respect of any such shift.

POLICEMEN EMPLOYED ON IVESTIGATION DUTY—COMPENSATION FOR LOSS OF OR DAMAGE TO PRIVATE CLOTHING.

65. In the event of the destruction of or damage to the private clothing of any member of the police staff, employed on investigation duties, in the execution of his duty, such member may be compensated for the damage or loss sustained.

INSURANCE OF MEMBERS OF AIRCREWS, OF CERTAIN OTHER SERVANTS DEPUTED TO CARRY OUT DUTIES WITHIN AIRCRAFT DURING FLIGHT AND OF CERTAIN SERVANTS EMPLOYED IN THE AIRWAYS DEPARTMENT WHEN THEY ARE REQUIRED TO UNDERTAKE JOURNEYS BY AIR IN THE COURSE OF THEIR DUTIES.

66. Members of aircrews, certain other servants who are required to carry out duties within aircraft during flight and certain servants employed in the Airways Department when they are required to travel by air in the course of their duties will be insured for such sums and under such conditions as may be decided from time to time by the Minister.

VAKLEERLINGSKAPVOORWAARDES—TEORETIESE OPLEIDING.

67. (1) Behalwe in gevalle waar vrystelling verleen is, moet 'n vakleerling in besit wees van die Nasionale Tegniese Sertifikaat, Deel II, of geslaag het in twee vakke van sodanige eksamen, waarvan een vak ambagsteorie is wat in verband staan met die ambag waarvoor hy ingeboek is, en as hy nie aan die voormelde vereiste voldoen nie, moet hy goedgekeurde tegniese klasse tot aan die end van die tweede jaar van sy vakleerlingskap bywoon en hom met ywer toelê op die studiekursusse in die vakke wat voorgeskryf is vir die Preliminêre Tegniese Sertifikaat, die Nasionale Tegniese Sertifikaat, die Gevorderde Tegniese Sertifikaat, die Nasionale Ingenieursdiploma of die Nasionale Boudiploma wat deur die Departement van Onderwys, Kuns en Wetenskap (Unieregering) uitgereik word. Sodanige vakke moet sover moontlik in verband staan met die ambag waarvoor die vakleerling ingeboek is.

(2) As tegniese klasse nie beskikbaar is nie, moet 'n vakleerling die tegniese onderrig in die vakke gemeld in paragraaf (1) ontvang deur middel van korrespondensiekursusse wat deur die Witwatersrandse Tegniese Kollege gegee word.

(3) 'n Vakleerling wat nie in die eksamen vir die Nasionale Tegniese Sertifikaat, Deel II, of 'n gelykstaande eksamen geslaag het nie, maar wat in twee vakke van sodanige eksamen slaag, waarvan een vak ambagsteorie is wat in verband staan met die ambag waarvoor hy ingeboek is, hoef nie verdere tegniese klasse by te woon of 'n verdere korrespondensiekursus te volg nie.

(4) As 'n vakleerling nie die minimum kwalifikasie bepaal in paragraaf (3) gedurende die eerste twee jaar van sy normale vakleerlingskap verwerf nie, moet hy voortgaan om tegniese klasse by te woon of om 'n korrespondensiekursus te volg, na gelang van die geval, totdat hy sodanige kwalifikasies verwerf.

VOORSKOTTE.

68. Aan 'n dienaar aan wie verlof van afwesigheid vir 'n tydperk van twee weke (twaalf werkdae in die geval van 'n werksman) of langer toegestaan is, kan met die goedkeuring van die amptenaar wat die verlof magtig, 'n voorskot betaal word van hoogstens sy besoldiging vir die verloftydperk wat toegestaan is, onderworpe daaraan dat 'n *pro rata*-bedrag van die aftrekkings wat deur middel van sy betaalstaat gevorder word, van sodanige voorskot afgetrek word.

AFDELING II.

VOORWAARDES VAN TOEPASSING OP WERKSMANNE WIE SE BETREKKINGS IN BESOLDIGINGSLYS NO. 3 GEKLASSIFISEER IS.

Treinpersoneel.

69. Die regulasies in hierdie afdeling, d.w.s. van no. 69 tot no. 87 (inbegryp), is van toepassing net op werksmanne wie se betrekkings in die Besoldigingslys vir Treinpersoneel (Besoldigingslys no. 3) geklassifiseer is en op kwekelingkondukteurs en kwekelingkaartjiesondersoekers onderworpe aan die voorwaarde dat—

(1) die bepalings van paragraaf (8) van regulasie no. 75 en die bepalings van regulasie no. 79 nie op kwekelingkondukteurs of kwekelingkaartjiesondersoekers van toepassing is nie, en

(2) kwekelingkondukteurs nie kaboesdiens moet verrig nie.

Woordbepalings.

70. Vir die doel van hierdie afdeling en tensy dit onbestaanbaar is met die verband—

beteken „gewone tyd" tyd wat aan die weeklikse totaal van weekdagtyd toegewys word;

beteken „regstreekse rit" 'n enkelrit tussen twee plekke waarvoor die treinpersoneel aan- en afgeboek word;

beteken „heen-en-weerrit" 'n rit van een stasie na 'n ander en terug sonder dat daar tussenin afgeboek word;

beteken „skakeldiens" 'n diens wat uit 'n reeks ritte in een bepaalde dienstydperk bestaan wat nie deur die omskrywing van „regstreekse rit" of „heen-en-weerrit" gedek word nie;

APPRENTICESHIP CONDITIONS—THEORETICAL TRAINING.

67. (1) Except in cases where exemption is granted, an apprentice who is not in possession of a National Technical Certificate, Part II, or who has not passed in two subjects of such examination, one of which is trade theory relevant to the trade to which he is indentured, shall be required to attend approved technical classes, and apply himself with proper diligence to the courses of study, up to the end of his second year of apprenticeship in subjects prescribed for the Preliminary Technical Certificate, the National Technical Certificate, the Advanced Technical Certificate, the National Engineering Diploma or the National Building Diploma issued by the Department of Education, Arts and Science (Union Government). As far as practicable, such subjects must be relevant to the trade to which the apprentice is indentured.

(2) If technical classes are not available, an apprentice shall be required to obtain the technical instruction in the subjects mentioned in paragraph (1) through the medium of correspondence courses conducted by the Witwatersrand Technical College.

(3) An apprentice who has not passed the examination for the National Technical Certificate, Part II, or an equivalent examination, but who passes in two subjects of such examination, one of which is trade theory relevant to the trade to which he is indentured, shall not be required to attend further technical classes or take a further correspondence course, as the case may be.

(4) If an apprentice does not obtain the minimum qualification prescribed in paragraph (3) during the first two years of his normal period of apprenticeship, he shall be required to continue to attend technical classes or to take a correspondence course, as the case may be, until he obtains such qualification.

ADVANCES.

68. A servant who has been granted leave of absence for a period of two weeks (twelve working days in the case of an employee) or more, may, with the approval of the officer authorising the leave, be paid in advance an amount not exceeding his emoluments for the period of leave granted, subject to the deduction from such advance of a *pro rata* amount of the stoppages recoverable through the medium of his paysheets.

SECTION II.

CONDITIONS APPLICABLE TO EMPLOYEES WHOSE APPOINTMENTS ARE CLASSIFIED IN PAY SCHEDULE NO. 3.

Running Staff.

69. The Regulations contained in this Section, Nos. 69 to 87 inclusive, are applicable only to employees whose appointments are classified in the Running Staff Pay Schedule (Pay Schelule No. 3) and to trainee guards and trainee ticket examiners with the provisos that—

(1) the terms of paragraph (8) of Regulation No. 75 and of Regulation No. 79 shall not be applicable to trainee guards or trainee ticket examiners; and

(2) trainee guards shall not be employed on caboose working.

Interpretation of Terms.

70. For the purpose of this Section unless inconsistent with the context—

"ordinary time" means time which is allocated to the weekly aggregate of weekday time;

"straight trip" means a single trip between two points in respect of which the trainmen are booked on and off;

"round trip" means a trip worked from one station to another and back, without any intermediate book-off;

"link working" means working which comprises a series of trips within one specific tour of duty which does not fall within the definition of "straight" or "round" trip;

beteken „vasgestelde tyd" die tydperk wat in die bedryfstydboek of in 'n kennisgewing van spesiale treine (uitgesonderd ballas- en materiaaltreine) toegestaan word en wat—

(i) in die geval van 'n passasierstrein, bereken word van die vasgestelde tyd waarop sodanige trein moet vertrek van die aanvangsplek, wat beskou moet word as die stasie waar passasiers vir die eerste keer opklim, tot die vasgestelde tyd waarop sodanige trein moet aankom op die stasie waarvandaan die treinpersoneel 'n trein op die terugrit moet werk of waar die treinrit finaal eindig om al die passasiers te laat afklim;

(ii) in die geval van 'n goederetrein, bereken word van die vasgestelde tyd waarop sodanige trein moet vertrek van die begindepot, wat beskou moet word as die stasie of opstelterrein waar die vrag voor die rit aangehaak word, tot die vasgestelde tyd waarop sodanige trein moet aankom op die stasie of in die opstelterrein waar die vrag afgehaak word of waarvandaan die treinpersoneel 'n terugrit moet werk;

(iii) in die geval van 'n gemengde trein, bereken word van die vasgestelde tyd waarop sodanige trein van die begindepot moet vertrek, tot die vasgestelde tyd waarop sodanige trein op die stasie of in die opstelterrein moet aankom waarvandaan die treinpersoneel 'n trein op die terugrit moet werk of waar die treinrit finaal eindig om die passasiers te laat afklim of om die vrag af te haak:

beteken „aankomstyd"—

(i) die vasgestelde tyd, of

(ii) indien die trein laat loop, die werklike tyd, of

(iii) die tyd waarop rangeerwerk na aankoms voltooi is;

beteken „vertrektyd"—

(i) die vasgestelde tyd, of

(ii) indien die rooster verander is, die werklike tyd, of

(iii) die tyd waarop rangeerwerk voor vertrek begin word;

beteken „lokomotiefpersoneel"—drywers, geslaagde drywersassistente, geslaagde stokers, drywersassistente en stokers;

sluit „stoker" drywersassistent in;

sluit „geslaagde stoker" geslaagde drywersassistent in;

beteken „treinpersoneel"—drywers, geslaagde drywersassistente, geslaagde stokers, drywersassistente, stokers, kondukteurs en kaartjiesondersoekers.

Vereiste kwalifikasies vir aanstelling as stoker.

71. (1) Behalwe as 'n lokomotiefvoorman of 'n ander verantwoordelike amptenaar anders besluit, word 'n werksman nie toegelaat om as stoker waar te neem nie, tensy hy—

(i) ouer as agtien jaar is;

(ii) minstens ses maande ondervinding as kwekelingstoker opgedoen het;

(iii) geslaag het in sodanige preliminêre eksamen as wat nodig geag word.

(2) 'n Werksman wat drie maande bevredigende diens as waarnemende stoker voltooi het en wat geslaag het in enige verder eksamen wat nodig geag word, kan tot stoker bevorder word as daar 'n vakature is en daar nie 'n ander werksman is wat 'n groter aanspraak daarop het nie.

(3) Indien 'n kwekelingstoker gedurende twaalf agtereenvolgende maande vir 'n totale tydperk van minstens nege maande as stoker waarneem, moet 'n vakature vir stoker geskep en die senior gekwalifiseerde kwekelingstoker bevorder word om sodanige vakature aan te vul.

Kwalifikasies vir aanstelling as geslaagde stoker en drywer.

72. (1) 'n Werksman mag nie as geslaagde stoker gegradeer word nie, tensy hy—

(i) vyf jaar ondervinding as stoker opgedoen het;

(ii) geslaag het in sodanige eksamen as wat voorgeskryf mag word;

(iii) in alle opsigte ten volle gekwalifiseer is; en

(iv) daar 'n vakature in die graad geslaagde stoker is.

(2) 'n Stoker wat nie in die eksamen in drywerspligte slaag voordat hy veertig jaar oud is nie, kom nie daarna in aanmerking vir aanstelling as drywer op oopgestelde lyne nie, tensy die Hoofbestuurder dit magtig.

"schedule time" means the period allowed in the Working Time Book or in a Special Train Notice (ballast and material trains excepted)—

(i) in the case of a passenger train, calculated from the time such train is scheduled to depart from the starting point, which shall be understood to mean the station at which passengers first entrain, until the time such train is scheduled to arrive at the station from which the trainmen are required to work a return train or at which station the train finally terminates for the purpose of detraining all passengers;

(ii) in the case of a goods train, calculated from the time such train is scheduled to depart from the starting depot, which shall be understood to mean the station or marshalling yard at which the load is attached prior to the trip, until the time such train is booked to arrive at the station or marshalling yard at which the load is detached or from which the trainmen are required to work a return trip;

(iii) in the case of a mixed train, calculated from the time such train is scheduled to depart from the starting depot, until the time such train is booked to arrive at the station or marshalling yard from which the trainmen are required to work a return train or at which station or marshalling yard the train finally terminates for the purpose of detraining passengers or detaching the load:

"time of arrival" means—

(i) scheduled time, or

(ii) if running late, actual time, or

(iii) time of completion of any shunting duties performed after arrival;

"time of departure" means—

(i) scheduled time, or

(ii) if schedule is altered, actual time, or

(iii) time of commencement of any shunting duties performed prior to departure;

"enginemen" means drivers, passed driver's assistants, passed firemen, driver's assistants and firemen;

"fireman" includes driver's assistant;

"passed fireman" includes passed driver's assistant;

"trainmen" means drivers, passed driver's assistants, passed firemen, driver's assistants, firemen, guards and ticket examiners.

Qualifications Required for Appointment as Fireman.

71. (1) Except in the discretion of a locomotive foreman or other responsible officer, an employee shall not be permitted to act as a fireman unless—

(i) he is over eighteen years of age;

(ii) he has had at least six months' experience as a trainee fireman;

(iii) he has passed such preliminary examination as may be considered necessary.

(2) An employee, who has completed three months' satisfactory service as an acting fireman and who passes any further examination that may be considered necessary, may, if there is a vacancy to which no other employee has a superior claim, be promoted to the position of fireman.

(3) If a trainee fireman acts as a fireman for an aggregate period of not less than nine months in twelve consecutive months, a vacancy for a fireman shall be created, and the senior qualified trainee fireman shall be promoted to fill such vacancy.

Qualifications for Appointment as Passed Fireman and Driver.

72. (1) An employee may not be graded as a passed fireman unless—

(i) he has had five years' experience as a fireman;

(ii) he has passed such examinations as may be laid down;

(iii) he is fully qualified in every respect; and

(iv) there is a vacancy in the grade of passed fireman.

(2) A fireman who does not pass the examination in driver's duties prior to attaining the age of forty years shall not thereafter be eligible for appointment as a driver on open lines without the authority of the General Manager.

(3) Onderworpe aan die bepalings van paragraaf (4) word 'n geslaagde stoker nie tot die graad drywer bevorder voordat hy minstens twaalf maande as geslaagde stoker diens gedoen het en daar 'n vakature in die graad drywer is nie.

(4) (*a*) As 'n geslaagde stoker vir 'n ononderbroke tydperk van twaalf maande drywerspligte verrig het, moet 'n vakature in die graad drywer geskep en die senior geslaagde stoker wat op die betrokke afdeling vir aanstelling in sodanige vakature in aanmerking kan kom, bevorder word (en oorgeplaas word as dit nodig is). Gemagtigde verlof, afwesigheid weens siekte van hoogstens twee maande, afwesigheid weens besering op diens, tydperke afgeboek van diens op openbare vakansiedae met of sonder loon en ander pligte van hoogstens twee dae (behalwe soos bepaal in subparagraaf (*b*)) om aan die vereistes van die Diens te voldoen, word nie as 'n deel van die gemelde tydperk van twaalf maande gereken of as 'n onderbreking daarvan beskou nie.

(*b*) Diens wat 'n geslaagde stoker as loodsman verrig terwyl hy as 'n lokomotiefdrywer waarneem, word nie erken as 'n deel van die tydperk van twaalf maande wat in subparagraaf (*a*) genoem word of beskou as 'n onderbreking van die kontinuïteit van daardie tydperk nie, mits sodanige kontinuïteit nie andersins onderbreek sou gewees het nie.

(5) Hierdie regulasie is nie op aanlegpersoneel van toepassing nie.

Kwalifikasies vir aanstelling as kondukteur of kaartjiesondersoeker.

73. (1) Behalwe as die stasiemeester op die depot of 'n ander verantwoordelike amptenaar anders besluit, word 'n werksman nie toegelaat om as kondukteur of kaartjiesondersoeker op 'n trein diens te doen nie, tensy hy—

(i) die ouderdom van een-en-twintig jaar bereik het in die geval van die graad kondukteur en negentien jaar in die geval van die graad kaartjiesondersoeker;

(ii) in alle opsigte ten volle gekwalifiseer is; en

(iii) geslaag het in enige eksamen wat voorgeskryf mag word.

(2) 'n Werksman wat nie in die eksamen in kondukteurspligte slaag voordat hy vyftig jaar oud is nie, kom nie daarna in aanmerking vir aanstelling as kondukteur op oopgestelde lyne nie, tensy die Hoofbestuurder dit magtig.

(3) Hierdie regulasie is nie op aanlegpersoneel van toepassing nie.

Besoldiging vir die stook van groot lokomotiewe.

74. As 'n stoker wat 'n loon van minder as 22s. 0d. per dag ontvang, 'n groot lokomotief moet stook, word daar aan hom 'n spesiale toelae gelykstaande met die verskil tussen sodanige loon en 22s. 0d. per dag betaal. Vir die toepassing van hierdie regulasie het die uitdrukking „groot lokomotief" die betekenis wat van tyd tot tyd deur die Hoofbestuurder bepaal word.

Berekening van tyd.

75. (1) Tyd wat deur werksmanne gewerk word, word op 'n weeklikse grondslag bereken, en elke week (hierna 'n weeklikse tydperk genoem) word afsonderlik behandel.

(2) (*a*) Onderworpe aan die bepalings van subparagraaf (*b*) word treinpersoneel ooreenkomstig die voorwaardes in hierdie regulasie gekrediteer met—

(i) die vasgestelde tyd of die werklike tyd vir die hele rit as dit langer is, of die werklike tyd as 'n spesiale treinkennisgewing nie uitgereik is nie of as stasie-tot-stasiebedryf op die trein van toepassing is, plus

(ii) sodanige aan- en afboektyd as wat ingevolge regulasie no. 77 toegelaat mag word, plus

(iii) bonustydtoelatings ingevolge regulasie no. 79 (as dit verdien is),

onderworpe aan sodanige minimum tydtoelating as wat ingevolge regulasie no. 78 van toepassing mag wees.

(*b*) Kaartjiesondersoekers wat hekdiens of ander stasiepligte verrig, word gekrediteer met die tyd wat hulle werklik op diens was.

(3) Waar dit ookal doenlik is, moet enige amptenaar wat die beweging van treine kontroleer, spesiale looptye uitreik in gevalle waar 'n trein om enige rede die bestemmingstasie gouer as in die vasgestelde tyd kan bereik of waar 'n goederetrein gekanselleer is en die lokomotief los, met net 'n kondukteurswa of met 'n ligte vrag terugkeer, en as dit gedoen word, word net die spesiale vasgestelde tyd toegelaat wat bekend gemaak word (of die werklike looptyd as dit langer is).

(4) (*a*) 'n Lid van die treinpersoneel wat op 'n buitestasie vir 'n terugrit moet wag of wat by sy tuisdepot vir 'n verder rit moet wag, word met ononderbroke tyd gekrediteer mits die tydperk tussen die aankoms- en vertrektyd hoogstens drie uur is, en gedurende sodanige tydperk moet die werksman beskikbaar wees vir enige diens wat nodig geag word.

(3) Subject to the provisions of paragraph (4), a passed fireman shall not be promoted to the grade of driver until he has served at least twelve months as a passed fireman and there is a vacancy in the grade of driver.

(4) (*a*) Where a passed fireman has been employed on driving work for a continuous period of twelve months, a vacancy shall be created in the grade of driver, and the senior eligible passed fireman on the system concerned shall be promoted (and transferred if necessary) to fill such vacancy. Authorised leave, absence due to sickness not exceeding two months, absence due to injury on duty, periods booked off duty on paid or unpaid public holidays and other duty not exceeding two days, except as provided in sub-paragraph (*b*), to meet Service exigencies shall not be reckoned as part of nor be deemed to interrupt the period of twelve months referred to.

(*b*) Duty undertaken as a shedman by a passed fireman who is acting as a locomotive driver, shall not be recognised as part of, nor be deemed to interrupt the continuity of the period of twelve months referred to in sub-paragraph (*a*), provided such continuity would not otherwise have been interrupted.

(5) This regulation shall not apply to construction staff.

Qualifications for Appointment as Guard or Ticket Examiner.

73. (1) Except in the discretion of the depot station master or other responsible officer, an employee shall not be permitted to act as a guard or as a ticket examiner on a train unless—

(i) he has attained the age of twenty-one years in the case of the grade of guard and nineteen years in the case of the grade of ticket examiner;

(ii) he is fully qualified in all respects; and

(iii) he has passed any examination that may be laid down.

(2) An employee who does not pass the examination in guard's duties prior to attaining the age of fifty years shall not thereafter be eligible for appointment as a guard on open lines without the authority of the General Manager.

(3) This regulation shall not apply to construction staff.

Remuneration for the Firing of Big Engines.

74. A fireman in receipt of a wage of less than 22s. 0d. per day shall, when required to work a big engine, be paid a special allowance representing the difference between such wage and 22s. 0d. per day. For the purpose of the application of this regulation, the term "big engine" shall be as defined by the General Manager from time to time.

Computation of Time.

75. (1) Time worked by employees will be computed on a weekly basis; each week (hereinafter referred to as a weekly period) will stand by itself.

(2) (*a*) Subject to the provisions of sub-paragraph (*b*), trainmen will be credited with time under the conditions contained in this regulation—

(i) for the schedule time, or the actual time taken for the complete journey if greater, or actual time where a Special Train Notice is not issued, or when running on station to station working, plus

(ii) such booking on and off time allowances as may be laid down in terms of Regulation No. 77, plus

(iii) bonus allowance, if earned, in terms of Regulation No. 79,

subject to such minimum time allowance as may be applicable in terms of Regulation No. 78.

(*b*) Ticket examiners on barrier or other station duties will be credited with actual time on duty.

(3) It shall be the duty of any officer controlling the movement of trains to issue a special running schedule wherever practicable, in cases where, due to any circumstances, a train can reach its destination station in a lesser time than schedule time, or where a goods train is cancelled and the engine returns light, with a van only or with a light load, and when this is done only such special schedule time as may be notified (or the actual time occupied in running if greater) shall be allowed.

(4) (*a*) A trainman who is required to wait at an out-station for a return trip, or who is required to wait at his home depot for a further trip, will, provided the period between the times of arrival and departure does not exceed three hours, be credited with continuous time, and during such period the employee's services shall be available for any purpose required.

(*b*) As die tydperk tussen die aankoms- en vertrektyd langer as drie uur is, word die lid van die treinpersoneel van diens afgeboek, onderworpe aan die bepalings van regulasie no. 82 in die geval van lokomotiefpersoneel. Die heen- en die terugrit word as regstreekse ritte beskou.

(5) (*a*) 'n Lid van die treinpersoneel op vasgestelde skakelritte word gekrediteer met die vasgestelde tyd vir al die skakelritte of met die werklike tyd as dit langer is.

(*b*) Aan 'n lid van die treinpersoneel wat treine op 'n heen-en-weerrit werk, word die vasgestelde tyd vir die volle heen-en-weerrit (met inbegrip van die pouse op 'n buitestasie) toegestaan, of die werklike tyd as dit langer is.

(*c*) As twee regstreekse ritte—heen en terug—in 'n heen-en-weerrit omgesit word omdat die tydperk tussen die twee ritte verminder word na drie uur of minder, moet die treinpersoneel betaal word vir die werklike tyd wat hulle op diens was, mits nie minder as die vasgestelde tyd vir die terugreis toegelaat word nie.

(*d*) As 'n lid van die treinpersoneel bykomende pligte hetsy vóór of (sonder om afgeboek te word) ná 'n vasgestelde regstreekse of heen-en-weerrit of 'n dienstydperk op skakelritte moet verrig, word sodanige bykomende tyd as 'n verlenging van die vasgestelde rit of dienstydperk op skakelritte beskou, maar daar word nie van hom vereis om tyd te werk wat op die vasgestelde tyd gewen is nie.

(6) As 'n trein wat nie skakelritte of heen-en-weerritte aflê nie, op die tyd bepaal in die bedryfstydboek of spesiale treinkennisgewing van die begindepot vertrek, en voor tyd op die bestemmingstasie aankom, word die volle vasgestelde tyd toegelaat.

(7) As 'n trein wat nie skakelritte of heen-en-weerritte aflê nie, op die tyd bepaal in die bedryfstydboek of spesiale treinkennisgewing van die begindepot vertrek, en nie die vasgestelde tyd loop wat vir die rit toegelaat is nie maar laat op die bestemmingstasie aankom, word die werklike looptyd toegestaan.

(8) (a) As 'n trein wat nie skakelritte of heen-en-weerritte aflê nie, om redes buite die beheer van die treinpersoneel later as die tyd bepaal in die bedryfstydboek of spesiale treinkennisgewing van die begindepot vertrek in gevalle waar die bepalings van paragraaf (2) van regulasie no. 81 nie van toepassing is nie, en sodanige trein op sy bestemmingstasie aankom binne die vasgestelde tyd wat vir die rit toegelaat word, word die getal minute wat die trein laat vertrek het benewens die volle vasgestelde tyd gekrediteer.

(*b*) (i) As treinpersoneel 'n trein na 'n tussenkruisplek moet werk en sonder om afgeboek te word, daarvandaan na hulle tuisdepot moet terugkeer terwyl hulle 'n trein werk wat hulle van 'n ander span personeel oorgeneem het, en hulle tyd inhaal op die terugreis, word hulle gekrediteer met die tyd wat aldus ingehaal is, onderworpe aan die bepalings van klousules (ii) en (iii). Daarbenewens word hulle met die volle vasgestelde tyd vir die heen- en die terugrit met inbegrip van die pouse op die tussenkruisplek gekrediteer.

(ii) Die bykomende tyd bepaal in klousule (i) mag gekrediteer word slegs as die trein op die terugrit om redes buite die beheer van die treinpersoneel, later as die tyd bepaal in die bedryfstydboek of spesiale treinkennisgewing van die tussenkruisplek vertrek. Daarbenewens moet tyd wat op die heenrit verloor is, van sodanige bykomende tyd afgetrek word.

(iii) Die trein wat op die tussenkruisplek oorgeneem word, moet volledig wees, met uitsondering van waens wat vir verkeers- of ander doeleindes op die tussenkruisplek af- of aangehaak moet word. Die volledige trein moet die lokomotief insluit, behalwe in die geval van bepaalde stoomtreine waar daar spesiale lokomotiefreëlings is.

(9) As 'n trein wat nie skakelritte of heen-en-weerritte aflê nie, laat van 'n begindepot vertrek en die treinpersoneel wat moet oorneem, ooreenkomstig die bepalings van paragraaf (2) van regulasie no. 81 laat uitgeroep word, word daar beskou dat die betrokke vasgestelde tyd dienooreenkomstig later begin en ophou. In sulke gevalle word die vasgestelde tyd toegelaat, plus die tyd wat hulle werklik op diens is voordat die trein vertrek.

(10) Treinpersoneel wat ballas-, materiaal- of noodtreine werk en lokomotiefpersoneel wat op rangeer-, stoot- of loslokomotiewe werk, word gekrediteer met die werklike tyd wat gewerk word.

Oortyd en Sondagtyd.

76. (1) Die totale tyd wat gewerk word, moet sover doenlik deur 'n billike toewysing van die werk, gelykop verdeel word onder al die werksmanne in elke graad op elke depot.

(*b*) If the period between times of arrival and departure exceeds three hours, the trainman will, subject to the provisions of Regulation No. 82 in the case of enginemen, be booked off duty. The trips out and back will be regarded as straight trips.

(5) (*a*) A trainman working scheduled link trips will be credited with the schedule time for the complete link or actual time if greater.

(*b*) A trainman working a round trip will be allowed the schedule time for the complete round trip (including the interval at an out-station) or actual time, if greater.

(*c*) When two straight trips out and back are converted to a round trip by reason of the interval between the trips being reduced to a period of three hours or less, the trainmen are to be paid for actual time on duty provided not less than schedule time is allowed for the return trip.

(*d*) If a trainman is called upon to perform additional duty either before or (without being booked off) after a scheduled straight or round trip, or a tour of link working, such additional time shall be regarded as an extension of the scheduled trip or tour of link working, but he will not be required to work any time gained on the schedule.

(6) If a train in other than link or round trip working leaves the starting depot at the time shown in the Working Time Book or Special Train Notice, and arrives at its destination before time, the full schedule time will be allowed.

(7) Where a train in other than link or round trip working leaves the starting depot at the time shown in the Working Time Book or Special Train Notice, does not maintain the schedule time allowed for the run, and arrives at the destination station late, the actual time occupied on the run will be allowed.

(8) (*a*) If a train in other than link or round trip working leaves the starting depot later than the time shown in the Working Time Book or Special Train Notice, for reasons beyond the control of the trainmen, and not under the conditions provided for in paragraph (2) of Regulation No. 81 and arrives at its destination station within the schedule time allowed for the run, the number of minutes late start will be credited in addition to the full schedule time.

(*b*) (i) Subject to the provisions of clauses (ii) and (iii), when trainmen are required to work a train to an intermediate crossing point and, without being booked off, to return therefrom to their home depot working a train that has been taken over from another set of staff, and they make up time on the return journey, they will be credited with the time so made up. In addition they will be credited with the full schedule time for the forward and return trips including the interval at the intermediate crossing point.

(ii) The crediting of additional time in terms of clause (i) is permissible only when the return train, for reasons beyond the control of the trainmen, leaves the intermediate crossing point later than the time shown in the Working Time Book or Special Train Notice; furthermore, such additional time is also subject to the deduction therefrom of any time lost on the outward trip.

(iii) The train taken over at the intermediate crossing point must be complete with the exception of any vehicles which may require to be detached or attached for traffic or other purposes at the intermediate crossing point. The train complete should include the motive power except in the case of specific trains, worked by steam power, where special engine working arrangements are in operation.

(9) If a train in other than link or round trip working leaves an intermediate starting depot late and the outgoing trainmen are called late in accordance with the provisions of paragraph (2) of Regulation No. 81, the schedule time applicable will be held to commence and finish correspondingly later. In such cases schedule time will be allowed plus actual time on duty prior to the start of the train.

(10) Trainmen working ballast, material or breakdown trains and enginemen employed on shunting, banking or light engines will be credited with the actual time worked.

Weekday Overtime and Sunday Time.

76. (1) The total time worked shall, as far as practicable, be equalized between all employees in each grade at each depot by an equitable allocation of the work.

(2) Vir alle weekdagtyd wat as oortyd behandel word, word daar teen die skaal van tyd-en-'n-derde betaal. Al die tyd wat tussen middernag Saterdag en middernag Sondag gewerk word, word as Sondagtyd beskou, en daar word teen dubbeltydskaal daarvoor betaal, behalwe waar anders bepaal word.

(3) Betaling vir oortyd en Sondagtyd word soos volg bereken:

(*a*) in die geval van 'n werksman wat in 'n hoër graad waarneem, op sy loon plus enige gemagtigde toelae vir waarneming in hoër graad;

(*b*) in die geval van 'n werksman wat 'n spesiale toelae ontvang wat ingevolge regulasie no. 74 betaal word, op sy loon plus sodanige spesiale toelae;

(*c*) in die geval van enige ander werksman, net op sy loon.

(4) (*a*) Vir die berekening van oortyd word alle tyd wat bo die gewone diensure op 'n weekdag gewerk word, as oortyd ingeskryf, en nadat die weeklikse tydperk voltooi is, word dit aangevul soos bepaal in paragraaf (2). Daarbenewens word tyd wat 'n werksman bo die gewone weeklikse diensure wat vir hom bepaal is, as gewone tyd gewerk het, aan die end van die weeklikse tydperk as oortyd beskou, en daar word teen die oortydskaal daarvoor betaal. Indien nodig, kan tyd wat bo die gewone dienstydperk op 'n weekdag gewerk word, gebruik word om die getal ure van 'n weeklikse tydperk vol te maak, maar tyd wat die aanvulling verteenwoordig van ure wat na die gewone diensure op 'n weekdag gewerk word, word nie vir hierdie doel gebruik nie.

(*b*) By die bepaling van die totale weekdagtyd wat gewerk word in 'n weeklikse tydperk wat bestaan uit die getal diensure wat vir die betrokke werksman ingevolge paragraaf (1) van regulasie no. 15 vasgestel is, en by die berekening van oortyd, word die volgende buite rekening gelaat:

(i) bonustyd;

(ii) tyd wat daar as passasier gereis word of wagtyd, behalwe die reistyd bepaal in regulasie no. 54;

(iii) alle ander tyd waarvoor daar spesiaal voorsiening gemaak is vir betaling teen blote skale;

(iv) in die geval van ritte waarvan die vasgestelde tyd of die tyd wat daar werklik gewerk is, meer as elf uur dertig minute is, alle *vasgestelde* tyd of tyd wat *werklik gewerk* is (watter ook al die langste is) bo elf uur dertig minute.

(*c*) As 'n skof op 'n Saterdag begin en op 'n Sondag eindig, of op 'n Sondag begin en op 'n Maandag eindig, word alle weekdagtyd ingesluit by die weeklikse totaal van weekdagtyd wat gewerk is. Dit geld egter nie vir vasgestelde weekdagtyd of tyd wat werklik gewerk is (watter ook al die langste is) bo elf uur dertig minute binne sodanige skof nie.

Tydtoelating vir aan- en afboek.

77. Tydtoelatings vir aan- en afboek word op sodanige voorwaardes en volgens sodanige skale toegestaan as wat die Hoofbestuurder van tyd tot tyd mag bekend maak.

Minimum tydtoelatings.

78. (1) (*a*) Die volgende minimum tydtoelatings word toegestaan aan treinpersoneel wat treine werk, en aan lokomotiefpersoneel wat op stoot-, rangeer-, los- en ballas- of materiaaltreinlokomotiewe werk:

As die vasgestelde tyd vir 'n regstreekse of heen-en-weerrit of 'n dienstydperk op skakelritte (of die werklike tyd in die geval van stoot-, rangeer-, los- en ballas- of materiaaltreinlokomotiewe en treine waarop stasie-tot-stasiebedryf van toepassing is), plus tydtoelatings vir aan- en afboek—

(i) nie langer as 3 uur 50 minute is nie, word tyd gelykstaande met 'n halfdag toegelaat;

(ii) langer as 3 uur 50 minute is, maar nie langer as 5 uur 45 minute nie, word tyd gelykstaande met 'n driekwartdag toegelaat;

(iii) langer as 5 uur 45 minute is, word die vasgestelde of werklike tyd wat gewerk is, toegelaat, onderworpe aan 'n minimum van 'n driekwartdag.

(*b*) 'n Minimum van 'n dag se tyd word aan treinpersoneel op weekdae toegestaan vir—

(i) enige rit van 135 myl per passasierstrein;

(ii) enige rit van 120 myl per gemengde trein;

(iii) enige rit van 110 myl per goederetrein.

(2) Indien die vasgestelde tyd oorskry word en die werklike tyd op diens as gevolg daarvan te staan kom op meer as die minimum tyd wat van toepassing sou gewees het as die vasgestelde tyd gehandhaaf was, word net die werklike tyd toegelaat.

(2) All weekday time which is treated as overtime will be paid for at the rate of time and a third. All time worked between midnight Saturday and midnight Sunday will be regarded as Sunday time, and except as otherwise provided for, will be paid for at the rate of double time.

(3) Overtime and Sunday time payment will be calculated—

(*a*) in the case of an employee acting in a higher grade, on his wage plus any acting in higher grade allowance authorised;

(*b*) in the case of an employee in receipt of a special allowance payable in terms of Regulation No. 74, on his wage plus such special allowance;

(*c*) in the case of any other employee, on his wage only.

(4) (*a*) For the purpose of computing overtime, any time worked beyond the normal hours of duty on a weekday shall be entered as overtime and, on completion of the weekly period, be enhanced in accordance with the provisions of paragraph (2). In addition, time in excess of the ordinary weekly hours of duty, fixed for the employee concerned, which has been earned as ordinary time, will be transferred to overtime at the end of the weekly period, and paid for accordingly. Time actually worked beyond the normal term of duty on a weekday may be utilised, if necessary, to make up the number of hours constituting a weekly period, but time representing the enhancement of hours worked beyond the normal hours of duty on a weekday shall not be utilised for this purpose.

(*b*) In arriving at the aggregate of weekday time worked in a weekly period consisting of the number of hours duty fixed for the employee concerned in terms of paragraph (1) of Regulation No. 15, and for the purpose of computing weekday overtime, the following will be excluded:—

(i) bonus time;

(ii) time travelling as passenger or waiting except travelling time in terms of Regulation No. 54;

(iii) any other time for which special provision is made for payment at straight rates;

(iv) in the case of trips scheduled or actually worked in excess of eleven hours, thirty minutes, any *scheduled* time or time *actually worked* in excess of eleven hours thirty minutes, whichever is the greater.

(*c*) If a shift commences on a Saturday and finishes on a Sunday, or commences on a Sunday and finishes on a Monday, any weekday time will be included in the weekly aggregate of weekday time worked, except any scheduled weekday time or time actually worked in excess of eleven hours thirty minutes, falling within such shift, whichever is the greater.

Booking On and Off Time Allowances.

77. Booking on and off time allowances shall be allowed under such conditions and according to such scales as the General Manager may notify from time to time.

Minimum Time Allowances.

78. (1) (*a*) The following minimum time allowances will be allowed to trainmen working trains and to enginemen employed on banking, shunting, light and ballast or material train engines:—

Where the schedule time for any straight or round trip or tour of link working (or actual time in the case of banking, shunting, light and ballast or material train engines and trains running on station to station working) plus booking on and off time allowances—

(i) does not exceed three hours fifty minutes: time equivalent to half a day will be allowed;

(ii) exceeds three hours fifty minutes but does not exceed five hours forty-five minutes: time equivalent to three-quarters of a day will be allowed;

(iii) exceeds five hours forty-five minutes: schedule or actual time worked subject to a minimum of three-quarters of a day will be allowed.

(*b*) A minimum of a day's time will be allowed to trainmen on weekdays for—

(i) any passenger train run of 135 miles;

(ii) any mixed train run of 120 miles;

(iii) any goods train run of 110 miles.

(2) If, as the result of the schedule time being exceeded, the actual time on duty is more than the minimum time which would have been applicable had the schedule time been maintained, actual time only will be allowed.

(3) Die Hoofbestuurder kan na goeddunke magtiging verleen dat 'n dag se tyd vir enige spesiale rit toegelaat word. Hy kan ook spesiale minimum tye magtig en besluit op watter voorwaardes sodanige minimum tye toegelaat moet word.

(4) 'n Lid van die treinpersoneeel aan wie 'n minimum tyd toegestaan is, kan aangesê word om loods-, stasie- of ander pligte òf voor òf na 'n rit te verrig sonder dat hy met bykomende tyd tot die volle tydperk van sodanige minimum tyd gekrediteer word. 'n Lid van die treinpersoneel hoef nie tyd te werk wat ingehaal is op 'n vasgestelde rit nie.

(5) Minimum tye is net op weekdagwerk van toepassing. Dit word nie vir werk op Sondae toegelaat nie, tensy die betaling vir werk op 'n Sondag ingevolge regulasie no. 76 minder is as wat toegelaat word vir werk wat dieselfde totale getal ure op 'n weekdag in beslag neem.

(6) As 'n lid van die treinpersoneel wat opdrag kry om hom op 'n weekdag of 'n Sondag vir diens aan te meld, hom aldus aanmeld, en sy dienste word nie gebruik nie, word hy met 'n kwartdag se tyd teen die weekdag- of Sondagtydskaal gekrediteer, en kan daar van hom vereis word om op die depot te werk gedurende die tydperk waarvoor tyd toegelaat word. As daar gedurende sodanige tydperk ander werk aan hom toegewys word, word sy dienstyd as ononderbroke bereken van die tyd wat hy vir diens aangeteken het.

(7) As 'n lid van die treinpersoneel wat 'n kort skof gewerk het waarvoor 'n minimum tyd toegelaat word, nog 'n kort skof moet werk waarvoor 'n tweede minimum tyd toegelaat kan word, word hy gekrediteer met nie meer as die ononderbroke tydperk vandat hy vir die eerste rit aanteken totdat hy na die laaste rit afteken nie, onderworpe aan 'n minimum van een dag se tyd.

Die bepalings van hierdie paragraaf is nie van toepassing as een van of beide die skofte wat gewerk is, onderworpe is aan die minimum betalings waarvoor daar in subparagraaf (*b*) van paragraaf (1) voorsiening gemaak word nie.

Bonustyd toegelaat as treine stip op tyd loop.

79. (1) As 'n passasiers-, gemengde of goederetrein of 'n stoot- of hulplokomotief op 'n rit van meer as drie myl stip op tyd loop, word 'n bonustyd van twee minute vir elke uur van die vasgestelde tyd toegestaan aan die treinpersoneel wat werklik verantwoordelik is vir die werk van die trein.

(2) Die bonus word soos volg bereken teen die skaal van blote tyd afgesien daarvan of die rit op 'n weekdag of Sondag onderneem word:

As die trein binne die vasgestelde tyd aankom	Volle bonus.
As die trein ná die vasgestelde tyd maar binne die vasgestelde tyd plus bonustyd aankom	Die getal minute wat die verskil verteenwoordig tussen die werklike aankomstyd en die vasgestelde aankomstyd plus bonustyd.

(3) 'n Vertraging by die huissinjaal van die bestemmingstasie benadeel nie die toekenning van die bonus waar dit verskuldig is nie.

(4) Die bonustydtoelating vir die lokomotiefpersoneel van stoot- of hulplokomotiewe word ooreenkomstig die bepalings van paragraaf (1) bereken volgens die tyd wat vir die trein toegelaat word oor die trajek waarop dit gehelp word.

(5) Die bonustydtoelating word nie toegestaan vir ritte met loslokomotiewe, treine wat uit leë passasierswaens bestaan en na die oorstaanplek gaan nadat die passasiers op die eindstasie afgeklim het, of ballas-, materiaal- of noodtreine nie.

(6) Die bonustydtoelating vir skakel- of heen-en-weerritte word bereken op die grondslag van die vasgestelde tyd vir elke afsonderlike trein wat ingesluit is in die dienstydperk op skakelritte of die heen-en-weerrit, na gelang van die geval.

(7) Die bonustydtoelating vir treinpersoneel wat volgens die kaboesstelsel werk, word bereken op die grondslag van die vasgestelde tyd vir elke gedeelte van die rit wat deur 'n bepaalde treinbemanning gewerk word, en die bonustydtoelating wat vir die hele rit verdien is, word eweredig onder al die afsonderlike grade van die betrokke personeel verdeel.

(8) By die berekening van die bonustydtoelating word gedeeltes van 'n minuut in die totale bonustyd vir enige rit as een minuut gekrediteer.

(9) Die Hoofbestuurder kan die bonustydtoelating na goeddunke op enige ander trein as dié bepaal in paragraaf (1) toepas of die voorgeskrewe bonustydtoelating wysig.

(3) The General Manager may in his discretion authorise a day's time being allowed for any special run. He may also authorise special minimum times and decide the conditions under which such minimum times shall be allowed.

(4) A trainman who is allowed a minimum time may be called upon to perform shed, station, or other duties either before or after a trip without being credited with further time up to the full period covered by such minimum time; a trainman shall not be required to work for any time made up on a scheduled run.

(5) Minimum times are applicable to weekday working only; they are not permissible for Sunday working unless the payment received in respect of duty on any Sunday in terms of Regulation No. 76 amounts to less than would be allowed for duty comprising the same number of hours in the aggregate on a weekday.

(6) If a trainman who is ordered to report for duty on a weekday or Sunday does so report, and his services are not utilised, he shall be credited with a quarter of a day's time at weekday or Sunday time rates and may be required to work at the depot during the period for which time is allowed. If during such period he is assigned other work, time will be calculated as continuous from the time of signing on duty.

(7) Where a trainman who has worked a short shift for which a minimum time is allowed, is required to work a further short shift for which a second minimum time may be allowed, he shall be credited with not more than continuous time from the time of signing on for the first trip to the time of signing off after the last trip, subject to a minimum of one day's time.

The provisions of this paragraph are not applicable where either one or both of the shifts worked are governed by the minimum payments for which provision is made in sub-paragraph (*b*) of paragraph (1).

Bonus Time Allowance for Punctual Running.

79. (1) A bonus time allowance of two minutes for each hour of the schedule time of any passenger, mixed or goods train, banking or assisting engine, performing a trip of more than three miles, will be made for punctual running to trainmen actually responsible for the working of a train.

(2) The bonus will be calculated at straight time, irrespective of whether the trip is made on a weekday or a Sunday, and will be computed as follows:—

If the train arrives within schedule time:	Full bonus.
If the train arrives outside schedule time, but within schedule time plus bonus time:	The number of minutes representing the difference between actual time of arrival and the scheduled time of arrival plus bonus time.

(3) A delay at the home signal of the destination station shall not interfere with the operation of the bonus, where due.

(4) The bonus time allowance of enginemen of banking or assisting engines shall be computed in terms of paragraph (1) on the time allowed for the train over the section on which it is assisted.

(5) The bonus time allowance is not granted for trips with light engines, trains comprising empty coaching stock proceeding to the stabling point after detraining passengers at the terminal station, or ballast, material or breakdown trains.

(6) The basis of calculating the bonus time allowance in link or round trip working shall be the schedule time for each separate train included in the tour of link working or in a round trip, as the case may be.

(7) The basis of calculating the bonus time allowance in the case of trainmen working on the caboose system shall be the schedule time for each portion of the journey worked by an individual train crew, and the bonus time allowance earned throughout the trip shall be divided equally between each separate grade of men concerned.

(8) In calculating the bonus time allowance, fractions of a minute in the total bonus time for any run will be credited as one minute.

(9) The General Manager may, in his discretion, apply the bonus time allowance to any train other than those specified in paragraph (1), or may vary the prescribed bonus time allowance.

Kaboesdiens.

80. (1) Die tyd wat gewerk en afgeboek word deur treinpersoneel wat op regstreekse of heen-en-weerritte volgens die kaboesstelsel werk, word bereken op grondslag van die vasgestelde daaglikse diensure, afgesien van hoe lank die rit duur.

(2) As die treinpersoneel op die buitestasie afgeboek word terwyl hulle wag om op die terugrit te werk, word die heen- en terugrit as regstreekse ritte beskou, maar as die tydperk tussen die aankoms van die trein op die buitestasie en sy vertrek daarvandaan nie langer as drie uur is nie, word die rit as 'n heen-en-weerrit beskou. Die totale tyd wat òf op die regstreekse òf op die heen-en-weerrit toegelaat word, na gelang van die geval, word op weekdae toegewys as gewone tyd of oortyd, na gelang van die geval, en op Sondae as Sondagtyd, en dit word gelykop verdeel tussen die betrokke drywers, stokers en kondukteurs, na gelang van die geval.

(3) Afboekkoste teen twee keer die gewone skaal bepaal in regulasie no. 140 word betaal vir elke tydperk wat treinpersoneel onderweg in die kaboes afgeboek word.

(4) Afboekkoste word teen die skaal bepaal in regulasie no. 140 betaal as treinpersoneel op die buitestasie afgeboek word.

Uitroep van personeel vir diens.

81. (1) 'n Lid van die treinpersoneel word by sy aangetekende woonplek vir diens uitgeroep mits hy nie meer as een-en-'n-halfmyl van die stasie af woon nie, maar 'n lid van die treinpersoneel wat gereelde treine werk, of wat van sy volgende dienstydperk in kennis gestel word wanneer hy afboek, of wat op 'n klein depot gestasioneer is, word nie tussen die ure 7 vm. en 9 nm. vir diens uitgeroep nie.

(2) As 'n trein wat laat loop van die vorige depot of tussenstasie af, op 'n tussendepot oorgeneem moet word en die verantwoordelike beampte oor inligting beskik aangaande die benaderde tyd waarop die trein op sy stasie verwag kan word, moet hy reël dat die treinpersoneel uitgeroep word op 'n tyd wat voorsiening maak vir die gewone aanboektye, anders moet die volgende gedragslyn gevolg word:

As die trein 1 uur laat loop.....	moet die treinpersoneel op die gewone vasgestelde tyd uitgeroep word;
As die trein 1¼ uur laat loop..	moet die treinpersoneel 'n ¼ uur laat uitgeroep word;
As die trein 1½ uur laat loop..	moet die treinpersoneel 'n ½ uur laat uitgeroep word; ensovoorts.

Treinpersoneel wat gewoonlik nie vir diens uitgeroep word nie, moet in gevalle soos waarvoor daar in hierdie paragraaf voorsiening gemaak word, spesiaal in kennis gestel word wanneer hulle op diens moet gaan, en nadat hulle aldus in kennis gestel is, moet hulle nie vir diens aanboek voordat hulle dienste nodig is nie.

Oppas van lokomotiewe op buitestasies.

82. (1) As die tydperk tussen aankoms en vertrek van 'n lokomotief op 'n buitestasie langer as drie uur is, en geen ander personeel beskikbaar is om die lokomotief gedurende hierdie tydperk op te pas nie, is die volgende voorwaardes van toepassing:

(*a*) As die totale tydperk van afwesigheid van die tuisstasie 11 uur of minder is, moet die lokomotiefpersoneel by die lokomotief bly terwyl hulle op die buitestasie is. Ononderbroke tyd word toegelaat, maar geen afboekkoste word betaal nie.

(*b*) As die totale tydperk van afwesigheid van die tuisstasie meer as 11 uur maar hoogstens 15 uur is, word die lokomotiefpersoneel nie op die buitestasie afgeboek nie en word geen afboekkoste aan hulle betaal nie. Hulle moet redelike aandag aan hulle lokomotief skenk en hulle word—

(i) tyd toegelaat vir die heenrit met inbegrip van aan- en afboektyd, onderworpe aan die minimum tye bepaal in regulasie no. 78; plus

(ii) tyd vir die terugrit met inbegrip van aan- en afboektyd, onderworpe aan die minimum tye bepaal in regulasie no. 78; plus;

(iii) halftyd, wat as gewone tyd toegewys word, vir die tydperk tussen die heen- en terugrit wat nie deur enige minimum tyd vir die heenrit gedek of op 'n ander wyse toegelaat word nie.

Aan die stoker word een uur van die tussentydperk teen volle tyd in plaas van halftyd toegestaan om die lokomotiefvuur te versorg.

By die berekening van tyd ingevolge hierdie subparagraaf moet 'n minimum van 11 uur gehandhaaf word op soortgelyke voorwaardes as wat in regulasie no. 78 (5) bepaal word.

Caboose Working.

80. (1) The time worked and booked off by trainmen working on the caboose system on straight or round trips shall be based on the fixed daily hours of duty irrespective of the time taken on the trip.

(2) Where the trainmen are booked off at the out-station pending the return journey, the forward and return trips will be regarded as "straight trips" but where the period between the arrival of the train at the out-station and the departure therefrom does not exceed three hours, the trip will be regarded as a round trip. The total time allowed on either the straight trip or the round trip, as the case may be, will be allocated as ordinary time or overtime, as the case may be, on week-days, or as Sunday time on Sundays, and divided equally between the drivers, firemen and guards concerned, as the case may be.

(3) A booking-off expense at twice the ordinary rate laid down in Regulation No. 140 will be paid for each period trainmen are booked off en route in the caboose.

(4) Booking-off expenses will be paid on the scale laid down in Regulation No. 140 when trainmen are booked off at the out-station.

Calling Men for Duty.

81. (1) A trainman will be called from his registered place of residence provided he resides not more than one and a half miles from the station, but a trainman assigned regular trains or notified when booking off of his next period of duty, or stationed at a minor depot, will not be called between the hours of 7 a.m. and 9 p.m.

(2) When a train is running late from the previous depot or intermediate station, and is taken over at an intermediate depot, the responsible official, if he is in possession of information indicating the approximate time at which a train may be expected to arrive at his station, will arrange for the trainmen to be called to provide for the ordinary booking on times, otherwise the following practice must be observed:—

If running 1 hour late.....	Trainmen should be called at right time;
If running 1¼ hours late.....	Trainmen should be called ¼ hour late;
If running 1½ hours late.....	Trainmen should be called ½ hour late; and so on.

Trainmen who are not ordinarily called for duty should, in such cases as are provided for in this paragraph, be specially advised of the time they will be required for duty, and when so advised shall not book on duty until required.

Attendance on Locomotives at Out-stations.

82. (1) If the period between arrival and departure at an out-station exceeds three hours, and no other staff is available to look after the engine during the interval, the following conditions will apply:—

(*a*) When the total period of absence from the home station is 11 hours or less, the enginemen will be required to stand by their engine during the interval at the out-station. Continuous time will be allowed but no booking-off expenses will be paid;

(*b*) when the total period of absence from the home station exceeds 11 hours, but does not exceed 15 hours, the enginemen will not be booked off at the out-station and will not be paid booking-off expenses. They will be required to give reasonable attention to their engine, and will be allowed—

(i) time for the forward trip including booking on and off time allowances subject to the minimum times prescribed in Regulation No. 78; plus

(ii) time for return trip including booking on and off time allowances subject to the minimum times prescribed in Regulation No. 78; plus

(iii) half time allocated as ordinary time for the interval between the forward and return trips which is not covered by any minimum time for the forward trip or otherwise allowed.

The fireman will be allowed one hour of the interim period at full time instead of at half time for looking after the engine fire.

In calculating time in terms of this sub-paragraph, a minimum of 11 hours shall be maintained, under conditions similar to those prescribed in Regulation No 78 (5);

(*c*) As die totale tydperk van afwesigheid van die tuisstasie langer as 15 uur is—

(i) word die lokomotiefpersoneel op die buitestasie afgeboek en word sodanige minimum tye aan hulle toegestaan as wat ingevolge regulasie no. 78 op die heen-en-terugrit van toepassing mag wees;

(ii) moet die drywer, voordat hy op die buitestasie van diens gaan, toesien dat elke moontlike voorsorgsmaatreël getref is om te voorkom dat die lokomotief beweeg, en sorg dat die lokomotiefvuur opgebank is, maar andersins hoef hy nie by die lokomotief te bly nie;

(iii) word 'n kwartdag se tyd aan die stoker toegestaan tesame met die gewone aanboektyd om die lokomotiefvuur te versorg en gereed te maak vir die terugrit.

(2) Vir die doel van hierdie regulasie beteken die totale tydperk van afwesigheid van die tuisstasie die tydperk tussen die aan- en afboektyd op die tuisstasie.

(3) As die lokomotief in beheer van 'n verantwoordelike beampte gelaat word, word die drywer en stoker van diens afgeboek.

(4) Die bepalings van hierdie regulasie is nie van toepassing op kondukteurs en kaartjiesondersoekers nie, en hulle moet op die gewone wyse afboek.

Wanneer 'n dienaar as passasier reis

83. (1) Aan 'n lid van die treinpersoneel wat as 'n passasier op 'n weekdag of 'n Sondag moet reis om 'n trein van 'n buitestasie af te werk, of wat as 'n passasier van 'n buitestasie af moet terugkeer nadat hy 'n trein gewerk het, word tyd soos volg toegestaan:

(*a*) *As hy op die buitestasie afgeboek word:*

(i) Terwyl hy as 'n passasier reis	Blote tyd, onderworpe aan die skaal van minimum tydtoelatings in regulasie no. 78 (1) (*a*), maar hoogstens tyd vir een dag.
(ii) Terwyl hy op 'n lokomotief of in 'n kondukteurswa werk of reis	Gewone tyd, oortyd of Sondagtyd na gelang van die geval, onderworpe aan enige minimum wat van toepassing is.

(*b*) *As hy nie op die buitestasie afgeboek word nie:*

(i) As die tydperk van afwesigheid met inbegrip van aan- en afboektyd hoogstens 12 uur is	Gewone tyd, oortyd of Sondagtyd, na gelang van die geval, vir die tyd wat hy op 'n lokomotief of in 'n kondukteurswa gewerk of gereis het, en blote tyd vir die tyd wat hy as 'n passasier gereis of gewag het, onderworpe aan enige minimum wat van toepassing is.
(ii) As die tydperk van afwesigheid met inbegrip van aan- en afboektyd langer as 12 uur is	Vir die eerste 12 uur met inbegrip van aan- en afboektyd: gewone tyd, oortyd of Sondagtyd, na gelang van die geval, vir die tyd wat hy op 'n lokomotief of in 'n kondukteurswa gewerk of gereis het, en blote tyd vir die tyd wat hy as 'n passasier gereis of gewag het. Vir die oorblywende tydperk: as hy op 'n lokomotief of in 'n kondukteurswa gewerk of gereis het: volle tyd; as hy as 'n passasier gereis of gewag het: halftyd, met dien verstande dat as die werksman op die heenrit as 'n passasier reis, hoogstens halftyd toegelaat moet word vir enige tydperk wat hy as 'n passasier gereis of gewag het en wat tesame met die tyd wat hy op die terugrit gewerk het, meer as 16 uur is.

(2) Al die tyd wat op Sondae en weekdae as 'n passasier gereis of gewag word, word as blote tyd toegewys.

(3) 'n Lid van die treinpersoneel wat in die nag as 'n passasier op diens reis, kan kosteloos van 'n departementele bed op die trein voorsien word as hy die nodige dekkingsorder oorhandig wat deur 'n behoorlik gemagtigde beampte uitgereik is.

(4) Afboekkoste wat ingevolge regulasie no. 140 toelaatbaar is, word ook betaal, maar reiskoste word nie toegestaan nie.

(*c*) when the total period of absence from the home station exceeds 15 hours,

(i) the engineman will be booked off at the out-station and allowed such minimum times as may be applicable for the forward and return trips in terms of Regulation No. 78;

(ii) the driver must, before going off duty at the out-station, see that every possible safeguard is taken to prevent the moving of the engine and that the engine fire is banked, but he will not otherwise be required to stand by the engine;

(iii) the fireman will be allowed a quarter of a day's time in addition to the ordinary booking-on time for attending to the engine fire and for getting it ready for the return trip.

(2) For the purpose of this regulation, the total period of absence from the home station means the interval between the time of signing on and signing off at the home station.

(3) When the engine is left in charge of a responsible official the driver and fireman will be booked off duty.

(4) The provisions of this regulation are not applicable to guards and ticket examiners, who must book off in the ordinary way.

Travelling as Passenger.

83. (1) A trainman who is required to travel as a passenger on either a weekday or a Sunday for the purpose of working a trip from an out-station, or who is required to return as a passenger from an out-station after working a trip, will be allowed time as follows:—

(*a*) *If booked off at the out-station:*

(i) Whilst travelling as a passenger	Straight time, subject to the scale o minimum time allowances embodied in Regulation No. 78 (1) (*a*) but not exceeding one day's time.
(ii) Whilst working or travelling on a locomotive or in a guard's van	Ordinary time, overtime or Sunday time, as the case may be, with any minimum applicable.

(*b*) *If not booked off at the out-station:*

(i) If the period of absence including booking on and off times does not exceed 12 hours	Ordinary time, overtime or Sunday time, as the case may be, for working or travelling on a locomotive or in a guard's van, and straight time for travelling as a passenger or waiting with any minimum applicable.
(ii) Where the period of absence including booking on and off times exceeds 12 hours	For the first 12 hours, including booking on and off times: ordinary time, overtime or Sunday time, as the case may be, for working or travelling on a locomotive or in a guard's van, and straight time for travelling as a passenger or waiting. For the remaining period: if working or travelling on a locomotive or in a guard's van: full time; if travelling as a passenger or waiting: half time provided that where the employee is travelling as a passenger on the forward journey, not more than half-time shall be allowed for any period travelling as a passenger or waiting, which added to the time worked on the return portion of the journey, exceeds 16 hours.

(2) All time travelling as a passenger or waiting time on Sundays and weekdays will be allocated as straight time.

(3) A trainman travelling on duty at night as a passenger may, on production of the necessary covering order, issued by a duly authorised official, be afforded, without charge, the use of departmental bedding on the train.

(4) Booking-off expenses permissible in terms of Regulation No. 140 will also be paid, but travelling expenses will not be allowed.

(5) As 'n lid van die treinpersoneel (behalwe 'n kaartjiesondersoeker) ingevolge regulasie no. 86 op 'n stasie duskant die depotstasie van diens afgelos word omdat hy 12 uur diens voltooi het, word hy teen die helfte van die skaal van blote tyd gekrediteer vir enige tyd wat in beslag geneem word om die depotstasie te bereik nadat hy afgelos is.

(6) As 'n lid van die treinpersoneel na 'n stasie moet reis vir spesiale diens aldaar en nie vir die doel waarvoor daar in hierdie regulasie voorsiening gemaak word nie, word tyd aan hom toegestaan wat gelykstaande is met dié wat ingevolge regulasie no. 54 toegestaan mag word, en enige tyd wat daarvolgens toegestaan word vir ritte op weekdae, word as gewone tyd gekrediteer.

Uitwas van lokomotiewe.

84. Aan 'n lid van die lokomotiefpersoneel wat 'n lokomotief moet uitwas op 'n stasie waar daar geen loodspersoneel vir dié doel beskikbaar is nie, word vier uur gewone tyd of Sondagtyd toegestaan, na gelang van die geval.

Rus.

85. Behalwe in gevalle van nood, word daar aan 'n lid van die treinpersoneel wat 'n skof van minstens 8 uur voltooi het, die volgende rustyd toegestaan voordat hy weer vir diens aangeboek word:

Op 'n buitestasie	8 uur.
Op die dienaar se tuisstasie—	
(i) na voltooiing van 'n skof van minstens 8 uur, maar minder as 14 uur	12 uur,
(ii) na voltooiing van 'n skof van 14 uur of langer	16 uur.

Die keuse om voor die verstryking van die bepaalde rustyd diens te aanvaar, berus by die betrokke dienaar.

Versuim om behoorlik te rus gedurende die rustydperk wat toegestaan is, word as 'n tugoortreding behandel.

Aflos van treinpersoneel behalwe kaartjiesondersoekers.

86. (1) 'n Lid van die treinpersoneel (behalwe 'n kaartjiesondersoeker) wat langer as die gewone diensure moet werk, kan versoek dat 'n berig per telegram gestuur word dat hy na verloop van 'n totale tydperk van twaalf uur diens afgelos moet word, en sodanige aflos word verskaf onderworpe aan die vereistes van die Diens.

(2) 'n Lid van die lokomotiefpersoneel kan eis om afgelos te word sodra sy trein aankom op sy tuisdepot of op 'n buitedepot waar daar personeel beskikbaar is om hom aldus af te los, wanneer sy dienstydperk langer as tien uur was—

(*a*) met inbegrip van aan- en afboektyd in klimaatstoelaestreke;

(*b*) met uitsondering van aan- en afboektyd in nie-klimaatstoelaestreke.

Gewaarborgde minimum weeklikse betalings.

87. (1) As 'n lid van die treinpersoneel se totale tyd gedurende enige weeklikse tydperk nie gelykstaande is met die weeklikse diensure wat ingevolge paragraaf (1) van regulasie no. 15 vir sy graad vasgestel is nie, word hy as 'n minimum betaal vir tyd gelykstaande met die standaarddiensure vir elke weekdag in sodanige weeklikse tydperk waarop hy vir diens beskikbaar is.

(2) Wanneer die tyd in enige weeklikse tydperk bereken word vir die doel van hierdie waarborg, word die volgende uitgesluit:

(i) alle Sondagtyd;

(ii) bonustydtoelatings;

(iii) enige *vasgestelde* tyd of tyd wat *werklik gewerk* is (watter ook al die langste is) van meer as elf uur dertig minute op weekdae vir enige rit;

(iv) tyd wat gelykstaande is met die aanvulling van die ure wat na die gewone diensure op weekdae gewerk is op die grondslag bepaal in regulasie no. 76.

(3) Geen bepaling in hierdie regulasie raak die bepalings van paragraaf (8) van regulasie no. 15 in gevalle waar die bepalings van daardie paragraaf van krag is nie.

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(5) A trainman (other than a ticket examiner) relieved from duty at a station short of the depot station on account of his having completed 12 hours' duty, as provided for in Regulation No. 86, will be allowed half straight time for any time occupied in reaching the depot station after being relieved.

(6) A trainman required to travel to a station for special duty thereat, and not for the purpose provided for in this regulation, will be allowed time equivalent to that permissible under Regulation No. 54; and any time allowed thereunder for travelling on weekdays will be credited as ordinary time.

Washing out Engines.

84. An engineman required to wash out an engine at a station at which no shed staff are available for the purpose, will be allowed four hours ordinary or Sunday time as the case may be.

Rest.

85. Except in a case of emergency a trainman, after completing a shift of at least 8 hours, will be allowed the following interval of rest before being booked on duty again:—

At an out-station	8 hours.
At the servant's home station—	
(i) after completion of a shift of at least 8 hours but less than 14 hours	12 hours,
(ii) after completion of a shift of 14 hours or more	16 hours.

The decision to take up duty again before expiry of the rest interval laid down, will be in the discretion of the servant concerned.

Failure to take proper rest during the period of rest provided shall be dealt with as a disciplinary infringement.

Relieving of Trainmen other than Ticket Examiners.

86. (1) A trainman (other than a ticket examiner) who is required to work beyond the ordinary hours of duty may request that telegraphic application be sent for relief after the expiration of a total period of twelve hours of duty, and such relief shall be provided subject to the exigencies of the Service.

(2) An engineman may claim to be relieved from his train on arrival at his home depot or at an outside depot where staff is available to so relieve him whenever his tour of duty has exceeded ten hours—

(*a*) including booking on and off times in climatic-allowance areas;

(*b*) excluding booking on and off times in non-climatic-allowance areas.

Guaranteed Minimum Weekly Payments.

87. (1) A trainman whose total time during any weekly period is not equivalent to the weekly hours of duty fixed for his grade in terms of paragraph (1) of Regulation No. 15, will be paid as a minimum for the time equivalent to the standard hours of duty for every weekday in such weekly period on which he is available for duty.

(2) In computing the time in any weekly period for the purpose of this guarantee there will be excluded:—

(i) all Sunday time;

(ii) bonus time allowance;

(iii) any time *scheduled* or *actually worked* in excess of eleven hours thirty minutes on weekdays for any trip, whichever is the greater;

(iv) time representing the enhancement of hours worked beyond the normal hours of duty on weekdays on the basis prescribed in Regulation No. 76.

(3) Anything contained in this regulation shall not affect the terms of paragraph (8) of Regulation No. 15 when such paragraph becomes operative.

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HOOFSTUK IV.

VERLOF VAN AFWESIGHEID.

SKALE VAN VAKANSIEVERLOF.

AMPTENARE IN VASTE DIENS.

Nie-oploopbare en oploopbare verlof.

88. Vakansieverlof met volle loon val 'n amptenaar in vaste diens toe teen die volgende skaal:

Salaris van amptenaar.	Nie-oploopbare verlof per jaar.	Oploopbare verlof per jaar.	Totale verlof per jaar.
	Dae.	Dae.	Dae.
Hoogstens £374.....	14	11	25
Meer as £374 maar hoogstens £560.....	14	16	30
Meer as £560.....	14	21	35

AMPTENARE IN TYDELIKE DIENS.

Nie-oploopbare en oploopbare verlof.

89. (1) Vakansieverlof met volle loon val 'n amptenaar in tydelike diens toe op die grondslag van—

(*a*) veertien dae nie-oploopbare en drie dae oploopbare verlof per jaar sodra hy twaalf maande ononderbroke diens voltooi het;

(*b*) die skaal bepaal in regulasie no. 88, onderworpe aan die bepalings van paragraaf (2) van hierdie regulasie, van die datum waarop hy—

(i) drie jaar ononderbroke diens as amptenaar voltooi, of

(ii) vyf jaar ononderbroke diens in enige hoedanigheid voltooi, of

(iii) in vaste diens aangestel word;

watter ook al die vroegste datum is.

(2) As 'n amptenaar in aanmerking kom vir verlof ingevolge die bepalings van subparagraaf (*b*) van paragraaf (1), word hy op die datum waarop hy aldus in aanmerking kom, vir daardie kalenderjaar gekrediteer met bykomende oploopbare verlof wat bereken word deur drie dae af te trek van die getal dae oploopbare verlof waarop hy dan volgens die skaal in regulasie no. 88 per jaar geregtig is, d.w.s. met agtien, dertien of agt dae, na gelang van die geval.

AMPTENARE WAT LEDE VAN LUGBEMANNINGS IS.

Nie-oploopbare en oploopbare verlof.

90. (1) (*a*) Van die datum waarop 'n amptenaar twaalf maande diens as lid van 'n lugbemanning voltooi, kom hy ondanks die bepalings van regulasies nos. 88 en 89, in aanmerking vir vakansieverlof met loon op die minimum grondslag van veertien dae nie-oploopbare en sestien dae oploopbare verlof per jaar, wat toegestaan word onderworpe aan die bepalings van paragraaf (3) van hierdie regulasie.

(*b*) Daar word beskou dat vakansieverlof met loon teen die skaal genoem in subparagraaf (a), ten opsigte van elke kalenderjaar na dié waarin verlof 'n amptenaar die eerste keer toeval ingevolge die bepalings van daardie subparagraaf, aan die begin van elke sodanige kalenderjaar beskikbaar is.

(2) As 'n amptenaar genoem in paragraaf (1) ingevolge regulasie no. 88 in aanmerking kom vir vakansieverlof met loon teen 'n hoër skaal as dié waarvoor daar in die genoemde paragraaf voorsiening gemaak word, val oploopbare verlof van meer as sestien dae per jaar hom ingevolge regulasies nos. 88 en 89 toe, maar die toestaan van verlof aan sodanige amptenaar is ook onderworpe aan die bepalings van paragraaf (3) van hierdie regulasie.

(3) Terwyl 'n amptenaar lid van 'n lugbemanning is, moet hy elke jaar minstens een-en-twintig dae vakansieverlof neem, òf in een ononderbroke tydperk òf in twee tydperke waarvan een tydperk minstens veertien dae moet wees.

CHAPTER IV.

LEAVE OF ABSENCE.

SCALES OF VACATION LEAVE.

OFFICERS IN PERMANENT EMPLOYMENT.

Non-Accumulative and Accumulative Leave.

88. Vacation leave on full pay accrues to an officer in permanent employment on the following scale:—

An officer in receipt of a salary of—	Non-accumulative leave per annum.	Accumulative leave per annum.	Total leave per annum.
	Days.	Days.	Days.
Not exceeding £374	14	11	25
Over £374 but not exceeding £560	14	16	30
Over £560	14	21	35

OFFICERS IN TEMPORARY EMPLOYMENT.

Non-Accumulative and Accumulative Leave.

89. (1) Vacation leave on full pay accrues to an officer in temporary employment on the basis of—

(*a*) fourteen days' non-accumulative and three days' accumulative leave per annum, as soon as he has completed twelve months' continuous service;

(*b*) the scale prescribed in Regulation No. 88 from, subject to the provisions of paragraph (2) of this regulation, the date he—

(i) completes three years' continuous service as an officer;
or

(ii) completes five years' continuous service in any capacity;
or

(iii) is appointed to permanent employment;

whichever is the earliest date.

(2) In respect of the calendar year within which an officer qualifies for leave in terms of sub-paragraph (*b*) of paragraph (1), such additional accumulative leave accrues to him, on the date upon which he so qualifies, as is represented by the difference between the number of days' accumulative leave which he then becomes entitled to per annum, on the scale obtained in Regulation No. 88, and three days; that is, eighteen days, thirteen days or eight days, as the case may be.

OFFICERS WHO ARE MEMBERS OF AIRCREWS.

Non-Accumulative and Accumulative Leave.

90. (1) (*a*) From the date on which he completes twelve months' service as a member of an aircrew, an officer, notwithstanding the provisions of Regulations Nos. 88 and 89, qualifies for paid vacation leave on the minimum basis of fourteen days' non-accumulative and sixteen days' accumulative leave per annum, the granting of which is subject to the terms of paragraph (3) of this regulation.

(*b*) Paid vacation leave on the scale set out in sub-paragraph (*a*), in respect of each calendar year subsequent to that within which leave first accrues to an officer in terms thereof, shall be regarded as available at the commencement of each such calendar year.

(2) When an officer referred to in paragraph (1) qualifies, under the provisions of Regulation No. 88 for paid vacation leave on a scale higher than that provided for in the said paragraph, accumulative leave in excess of sixteen days per annum will accrue in terms of Regulations Nos. 88 and 89, but the granting of leave to such an officer will also be subject to the terms of paragraph (3) of this regulation.

(3) While an officer remains a member of an aircrew, he must take not less than twenty-one days' vacation leave each year, either in one continuous period or in two periods, one of which must be not less than fourteen days.

AMPTENARE—LANGDIENSVERLOF.

91. (1) (*a*) 'n Persoon wat voor 1 Februarie 1952 as amptenaar aangestel is, is geregtig op langdiensverlof van dertig dae met volle loon of sestig dae met halfloon ten opsigte van die eerste ononderbroke tydperk van ses jaar diens wat hy teen 'n salaris van meer as £120 voltooi het, bereken van 1 Januarie 1913 of van die datum van sy aanstelling, watter ook al die jongste is.

(*b*) 'n Persoon wat op of na 1 Februarie 1952 as amptenaar aangestel is, is geregtig op langdiensverlof van dertig dae met volle loon of sestig dae met halfloon nadat hy elf jaar ononderbroke diens as amptenaar voltooi het.

(*c*) Vir daaropvolgende ononderbroke diens as amptenaar, val langdiensverlof 'n amptenaar genoem in subparagraaf (*a*) of (*b*) toe op die grondslag van vyf dae met volle loon of tien dae met halfloon per jaar.

(2) (*a*) 'n Werksman wat op of na 1 Februarie 1952 tot 'n amptenaarsbetrekking bevorder is nadat hy die ouderdom van nege-en-veertig jaar bereik het, en wie se dienste daarna beëindig word om 'n ander rede as 'n tugoortreding of bedanking, is geregtig op die langdiensverlof bepaal in subparagraaf (*b*) van paragraaf (1) ten opsigte van dié gedeelte van die tydperk wat hy langer as vyf jaar as amptenaar diens gedoen het, en die langdiensverlof ten opsigte van sodanige tydperk bo vyf jaar word bereken op 'n *pro rata*-grondslag in verhouding tot 'n tydperk van ses jaar.

(*b*) As 'n amptenaar genoem in subparagraaf (*a*) te sterwe kom, word daar beskou dat langdiensverlof ingevolge daardie subparagraaf hom op 'n *pro rata*-grondslag in verhouding tot 'n tydperk van ses jaar toegeval het ten opsigte van dié gedeelte van die tydperk wat hy langer as vyf jaar as amptenaar diens gedoen het.

WERKSMANNE.

Nie-oploopbare en oploopbare verlof.

92. Vakansieverlof met loon val 'n werksman toe teen die volgende skaal:

Tydperk van diens.	Nie-oploopbare verlof per jaar.	Oploopbare verlof per jaar.	Totale verlof per jaar.
	Dae.	Dae.	Dae.
Na voltooiing van een jaar ononderbroke diens, maar minder as vyf jaar diens.....	12	3	15
Na voltooiing van vyf jaar ononderbroke diens, maar minder as tien jaar diens.....	12	6	18
Na voltooiing van tien jaar ononderbroke diens, maar minder as twintig jaar diens.....	12	10	22
Na voltooiing van twintig jaar ononderbroke diens.....	12	14	26

OPENBARE VAKANSIEDAE.

93. (1) As 'n amptenaar se pligte dit toelaat, kan hy op 'n openbare vakansiedag van diens vrygestel word sonder verlies van besoldiging. As 'n amptenaar behalwe 'n polisiebeampte, 'n telegrafis, 'n telefonis(te) of 'n tikster op 'n openbare vakansiedag moet werk, kan hy, onderworpe aan sodanige voorwaardes as wat deur die Hoofbestuurder bekend gemaak mag word, 'n ewe lang tydperk binne die daaropvolgende twaalf maande met volle besoldiging van diens vrygestel word.

(2) (*a*) Onderworpe aan die bepalings van subparagrawe (*b*) en (*c*) en van paragrawe (3) en (4), word 'n uurliks of daagliks besoldigde werksman nie vir 'n openbare vakansiedag betaal nie, tensy sodanige werksman op sodanige vakansiedag moet werk, en dan word hy op die grondslag van gewone tyd betaal vir die werklike tyd wat hy gewerk het, onderworpe aan 'n minimum van 'n kwartdag se besoldiging of, in die geval van 'n werksman wie se betrekking geklassifiseer is in die Besoldigingslys vir Treinpersoneel (Besoldigingslys no. 3), onderworpe aan sodanige minimum besoldiging as wat ingevolge die bepalings van regulasie no. 78 van toepassing mag wees. As 'n uurliks of daagliks besoldigde werksman wat vir diens op 'n openbare vakansiedag uitgeroep word, hom op daardie dag vir diens aanmeld maar sy dienste word nie gebruik nie, word hy vir 'n kwartdag teen die blote skaal betaal.

(*b*) Goeie Vrydag, Meidag, Uniedag, Geloftedag en Kersdag is vakansiedae met loon vir uurliks besoldigde werksmanne. Enige sodanige werksman wat op enigeen van dié dae moet werk, word daarvoor betaal soos bepaal in subparagraaf (*a*) en ontvang daarbenewens 'n dag se besoldiging vir die vakansiedag met loon.

OFFICERS—LONG SERVICE LEAVE.

91. (1) (*a*) A person who was appointed as an officer prior to the 1st February, 1952, is, in respect of the initial continuous period of six years served at a salary in excess of £120, calculated from the 1st January, 1913, or the date of his appointment, whichever is the later, entitled to long service leave of thirty days on full pay or sixty days on half pay.

(*b*) A person, appointed as an officer on or after the 1st February, 1952, is, on completion of eleven years' continuous service as an officer, entitled to long service leave or thirty days on full pay or sixty days on half pay.

(*c*) In respect of his subsequent continuous service as an officer, long service leave accrues to an officer referred to in sub-paragraph (*a*) or (*b*) on the basis of five days on full pay or ten days on half pay per annum.

(2) (*a*) An employee, promoted to the position of officer on or after the 1st February, 1952, after attaining the age of forty-nine years, whose services are subsequently terminated for a reason other than that of a disciplinary infringement or resignation, shall, in respect of a period served as an officer in excess of five years, be entitled, in respect of such excess period and calculated on a *pro rata* basis in relation to a period of six years, to the long service leave for which provision is made in sub-paragraph (*b*) of paragraph (1).

(*b*) If an officer referred to in sub-paragraph (*a*) dies, long service leave in terms of that sub-paragraph shall be deemed to have accrued on a *pro rata* basis in respect of his length of service as an officer, in excess of five years, in relation to a period of six years.

EMPLOYEES.

Non-Accumulative and Accumulative Leave.

92. Paid vacation leave accrues to an employee on the following scale:—

Period of Service.	Non-accumulative leave per annum.	Accumulative leave per annum.	Total leave per annum.
	Days.	Days.	Days.
After the completion of one year's continuous service but less than five years' service.....	12	3	15
After the completion of five years' continuous service but less than ten years' service.....	12	6	18
After the completion of ten years' continuous service but less than twenty years' service.....	12	10	22
After the completion of twenty years' continuous service.....	12	14	26

PUBLIC HOLIDAYS.

93. (1) Provided his duties permit, an officer may be released from duty on a public holiday without loss of emoluments. If an officer other than a policeman, a telegraphist, a telephonist or a typist is required to work on a public holiday, he may, subject to such conditions as may be notified by the General Manager, be allowed an equivalent period of time off duty with full pay, within the ensuing twelve months.

(2) (*a*) Subject to the provisions of sub-paragraphs (*b*) and (*c*) and of paragraphs (3) and (4), payment for a public holiday will not be made to an hourly or daily paid employee, unless such employee is required to work on such holiday when payment on the basis of ordinary time will be made for the actual time worked with a minimum of a quarter of a day's pay or, in the case of an employee whose appointment is classified in the Running Staff Pay Schedule (Pay Schedule No. 3), with such minimum as may be applicable under the provisions of Regulation No. 78. An hourly or daily paid employee who is called out and reports for duty on a public holiday, but is not required to work, will be paid a quarter of a day's pay at straight rates.

(*b*) Good Friday, May Day, Union Day, the Day of the Covenant and Christmas Day are paid holidays for hourly-paid employees. Any such employee who is required to work on any such day will be paid in accordance with sub-paragraph (*a*) in addition to a day's pay for the paid holiday.

(*c*) Goeie Vrydag, Uniedag, Geloftedag en Kersdag is openbare vakansiedae met loon vir daagliks besoldigde werksmanne. Enige sodanige werksman wat op enigeen van dié dae moet werk, word daarvoor betaal soos bepaal in subparagraaf (*a*) en ontvang daarbenewens 'n dag se besoldiging vir die vakansiedag met loon.

(*d*) As 'n openbare vakansiedag met loon op 'n Sondag val, word daar beskou dat die bepalings van hierdie paragraaf op die daaropvolgende Maandag van toepassing is.

(3) As 'n uurliks of daagliks besoldigde werksman nie werk op 'n vakansiedag sonder loon nie of net 'n gedeelte van 'n dag se werk op so 'n vakansiedag doen, kan hy kies om 'n dag of 'n gedeelte van 'n dag (na gelang van die geval) se vakansieverlof te gebruik om die tydperk te dek wat hy nie gewerk het nie, mits hy om sodanige verlof aansoek doen gedurende die betaalmaand waarin die openbare vakansiedag val.

(4) 'n Maandeliks besoldigde werksman wie se betrekking in die Besoldigingslys vir Ambagsmanne (Besoldigingslys no. 2) geklassifiseer is, is geregtig op die openbare vakansiedae met loon bepaal in subparagraaf (*b*) van paragraaf (2), terwyl enige ander maandeliks besoldigde werksman (behalwe 'n polisiebeampte) geregtig is op die openbare vakansiedae met loon bepaal in subparagraaf (*c*) van die genoemde paragraaf. As 'n maandeliks besoldigde werksman (behalwe 'n polisiebeampte) op 'n openbare vakansiedag met loon moet werk, word hy vir 'n ewe lang tydperk met loon van diens vrygestel. As die vereistes van die Diens toelaat dat 'n maandeliks besoldigde werksman op enige ander openbare vakansiedag van diens vrygestel word, word sy maandelikse loon nie verminder as gevolg van sy afwesigheid van diens nie, en word sodanige tydperk van afwesigheid ook nie afgetrek van vakansieverlof wat aan hom verskuldig is nie, behalwe ingevolge die bepalings van regulasie no. 107 (2) (*b*).

DIENARE WAT IN KLIMAATSTOELAESTREKE WOON OF WERK.

94. (1) Aan 'n dienaar wat twaalf maande lank ononderbroke gewoon en gewerk het in 'n streek wat as klimaatstoelaestreek verklaar is, en aan wie 'n klimaatstoelae betaal word, word bykomende nie-oploopbare verlof met loon van ses dae per jaar toegestaan.

(2) Aan 'n dienaar wat in 'n nie-klimaatstoelaestreek gestasioneer is, maar wat vir 'n tydperk van minstens twaalf maande minstens 25 persent van sy werktyd in enige van die verklaarde klimaatstoelaestreke gewerk het en 'n klimaatstoelae ten opsigte daarvan ontvang, kan bykomende nie-oploopbare verlof met loon van drie dae per jaar toegestaan word.

(3) Nadat die eerste tydperk van nie-oploopbare verlof 'n dienaar ingevolge hierdie regulasie toegeval het, word daar beskou dat verder nie-oploopbare verlof wat hom ingevolge paragraaf (1) of (2) toeval, op 1 Januarie van elke daaropvolgende jaar verskuldig is, mits die bepalings van sodanige paragraaf op daardie datum nog van toepassing is.

(4) Die nie-oploopbare verlof waarvoor daar in hierdie regulasie voorsiening gemaak word, staan bekend as klimaatsverlof.

DIENARE GESTASIONEER IN SUIDWES-AFRIKA.

95. Aan 'n dienaar wat in Suidwes-Afrika gestasioneer is en wat met jaarlikse vakansieverlof na die Unie gaan, kan hoogstens een keer per jaar bykomende verlof met loon toegestaan word om die tyd te dek wat noodsaaklikerwyse in beslag geneem word om van sy hoofkwartier in Suidwes-Afrika na Nakop en van dié stasie terug na sy hoofkwartier te reis.

VERLOF VAN AFWESIGHEID SONDER LOON.

96. 'n Amptenaar wat gemagtig is om verlof toe te staan, kan te eniger tyd verlof sonder loon na goeddunke aan 'n dienaar toestaan, onderworpe aan die bepalings van regulasie no. 103 en sodanige voorwaardes as wat die Hoofbestuurder van tyd tot tyd mag bepaal. Enige verlof met volle of halfloon ingevolge enige regulasie in hierdie hoofstuk, kan saam met verlof sonder loon toegestaan word, onderworpe aan die bepalings van regulasie no. 113.

AMBULANSKOMPETISIES EN SPORTWEDSTRYDE.

97. Spesiale verlof met loon van hoogstens ses dae per jaar (as die afstand wat afgelê moet word 'n langer tydperk noodsaak, kan dit deur die Hoofbestuurder gemagtig word) kan toegestaan word aan 'n dienaar wat lid is van 'n ambulanskorps om kompetisies in ambulanswerk by te woon, en om 'n dienaar in staat te stel om deel te neem aan interprovinsiale spoorwegsportwedstryde wat deur die Hoofbestuurder goedgekeur is.

(*c*) Good Friday, Union Day, the Day of the Covenant and Christmas Day are paid public holidays for daily-paid employees. Any such employee who is required to work on any such day will be paid in accordance with sub-paragraph (*a*) in addition to a day's pay for the paid holiday.

(*d*) Should any paid public holiday fall on a Sunday, the provisions of this paragraph shall be held to be applicable to the succeeding Monday.

(3) When no work or only part of a day's work is performed by an hourly or a daily paid employee on an unpaid holiday, he may elect to utilise a day's vacation leave or part of a day's vacation leave, as the case may be, to cover the period not worked, provided he makes application for such leave during the pay month in which the public holiday occurs.

(4) A monthly-paid employee whose appointment is classified in the Artisan Pay Schedule (Pay Schedule No. 2) is entitled to the paid public holidays specified in sub-paragraph (*b*) of paragraph (2) while any other monthly-paid employee (excluding a policeman) is entitled to the paid public holidays specified in sub-paragraph (*c*) of the said paragraph. If a monthly-paid employee, other than a policeman, is required to work on a paid public holiday, he shall be allowed an equivalent period of time off duty with pay. If the exigencies of the Service permit a monthly-paid employee to be released from duty on any other public holiday, his absence from duty will not involve any reduction in his monthly wage, nor will such absence be debited against any vacation leave due to him except under the provisions of Regulation No. 107 (2) (*b*).

SERVANTS DOMICILED OR WORKING IN CLIMATIC-ALLOWANCE AREAS.

94. (1) A servant who has been resident and employed continuously for twelve months in an area which has been defined as a climatic-allowance area and is paid a climatic allowance, will be allowed six days' additional non-accumulative paid leave per annum.

(2) A servant who is stationed in a non-climatic-allowance area, but who has, for a period of not less than twelve months, been working for not less than 25 per cent of his working time in any of the defined climatic-allowance areas, and in respect of which he is paid a climatic allowance, may be granted three days' additional non-accumulative paid leave per annum.

(3) After the first period of non-accumulative leave has accrued in terms of this regulation, further non-accumulative leave which accrues in terms of paragraph (1) or (2) shall be regarded as being due on the 1st January of each succeeding year, provided that on that date, the conditions prescribed in such paragraph are still applicable.

(4) The non-accumulative leave provided for in this regulation shall be known as "climatic leave".

SERVANTS STATIONED IN SOUTH WEST AFRICA.

95. A servant stationed in South West Africa proceeding on annual vacation leave to the Union may be granted not more often than once per annum, such additional paid leave as will cover the time necessarily occupied in travelling from his headquarters in South West Africa to Nakop, and from that station on the return journey to his headquarters.

UNPAID LEAVE OF ABSENCE.

96. Subject to the provisions of Regulation No. 103, and to such conditions as the General Manager may lay down from time to time, an officer authorised to grant leave may, in his discretion, grant unpaid leave to a servant at any time. Any leave with full or half-pay due in terms of any regulation included in this Chapter, may, subject to the provisions of Regulation No. 113, be granted in conjunction with unpaid leave.

AMBULANCE AND SPORTING COMPETITIONS.

97. Special paid leave, not exceeding six days per annum (unless the distance to be covered necessitates a longer period, which may be authorised by the General Manager), may be granted to a servant who is a member of an ambulance corps to attend competitions in ambulance work, and to enable a servant to take part in inter-provincial railway sporting competitions approved by the General Manager.

SPESIALE VERLOF: VERDEDIGINGSDIENSTE.

98. (1) Aan 'n dienaar wat lid van die Suid-Afrikaanse Weermag is, kan 'n departementshoof of -onderhoof spesiale verlof met loon toestaan vir sodanige tydperke as wat nodig mag wees vir—

(*a*) reise na en van jaarlikse opleidingskampe en vir die bywoning daarvan;

(*b*) die bywoning van verpligte parades gedurende werkure in verband met onderbroke opleiding ooreenkomstig die Verdedigingswet, of anders vir reise na en van verpligte bivakke en vir die bywoning daarvan;

(*c*) reise na en van plekke waar herhalingskursusse gegee of ander noodsaaklike verdedigingsdienste verrig word en vir die bywoning van sodanige kursusse of dienste, wanneer hy van 'n bevoegde gesag opdrag ontvang om dit te doen.

(2) As die spesiale verlof wat toegestaan word aan 'n dienaar wat lid is van die Suid-Afrikaanse Weermag, nie gebruik word vir die jaarlikse opleidingskampe nie, kan spesiale verlof met loon van hoogstens ses dae per jaar met die goedkeuring van 'n departementshoof of -onderhoof gebruik word om sodanige dienaar in staat te stel om ander krygsmaneuvers of skietwedstryde by te woon.

(3) 'n Dienaar aan wie verlof ingevolge hierdie regulasie toegestaan is, moet 'n sertifikaat inlewer wat geteken is deur die verdedigingsoffisier onder wie hy gedien het en waarin die tydperk aangegee word waartydens hy *bona fide*-verdedigingsdienste verrig het. Die dienaar word toegelaat om enige besoldiging te behou wat hy van die Departement van Verdediging ontvang het.

VERLOF VOOR UITDIENSTREDING OF AFDANKING.

99. (1) Aan 'n dienaar wat op die punt staan om uit die Diens te tree of afgedank te word om enigeen van die redes gemeld in subartikel (1) van artikel *veertien* van die Wet, kan verlof van afwesigheid met loon binne die tydperk van twaalf maande onmiddellik voor die datum wat vir sy uitdienstreding of afdanking bepaal is, toegestaan word vir enige tydperk of tydperke van hoogstens die getal dae verlof wat hom toegeval het of nege maande, watter ookal die kortste tydperk is.

(2) Die maksimum tydperk van nege maande gemeld in paragraaf (1) kan nie verminder word met verlof wat ingevolge die bepalings van paragraaf (5) van regulasie no. 119 aan 'n dienaar toegestaan word nie.

BETALING IN PLAAS VAN VERLOF.

100. (1) 'n Dienaar wat op die punt staan om uit die Diens te tree of afgedank te word om enigeen van die redes gemeld in subartikel (1) van artikel *veertien* van die Wet, kan toegelaat word om, indien hy dit verkies, tot op die dag onmiddellik voor die datum van sy uitdienstreding of afdanking te werk, en in so 'n geval word hy kragtens die bepalings van die genoemde artikel uitbetaal vir verlof wat hom toegeval het.

(2) Behalwe soos bepaal in artikel *veertien* van die Wet mag 'n dienaar nie uitbetaal word vir 'n tydperk van vakansieverlof wat aan hom verskuldig is maar nie toegestaan is nie, maar die waarde van sodanige verlof as wat 'n oorlede dienaar tot die datum van sy dood toegeval het, kan tot hoogstens 'n bedrag van ses maande se besoldiging betaal word—

(i) aan die weduwee, of

(ii) in gelyke dele aan die minderjarige kinders en stiefkinders en volkome afhanklike volwasse kinders en stiefkinders.

(3) Die betaling genoem in paragraaf (2) kan na goeddunke van die Hoofbestuurder toegestaan word aan ander afhanklikes (soos bepaal in artikel *twee-en-dertig* van die Wet op die Spoorweg- en Hawesuperannuasiefonds, 1960 (Wet no. 39 van 1960)).

(4) Die waarde van verlof word bereken volgens die salaris of loon van die dienaar plus—

(*a*) die waarde van vry voedsel, as hy dit ontvang terwyl hy op diens is; en

(*b*) enige toelae wat volgens die besluite wat die Administrasie van tyd tot tyd neem, as 'n „emolument" beskou moet word vir die doel van artikel *veertien* van die Wet en hierdie regulasie;

plus—

vir die doel van paragraaf (2) of (3), enige klimaatstoelae wat van toepassing mag wees.

SPECIAL LEAVE: DEFENCE DUTIES.

98. (1) Special paid leave may be authorised by a head or sub-head of department to a servant who is a member of the South African Defence Force for such periods as may be necessary to enable him—

(*a*) to proceed to and from and attend annual camps of training;

(*b*) to attend compulsory parades held during working hours in connection with non-continuous training in compliance with the Defence Act, or alternatively to proceed to and from and attend compulsory bivouacs;

(*c*) to proceed to and from and attend refresher courses or other essential defence duties, when called upon to do so by competent authority.

(2) If the special leave allowed to a servant who is a member of the South African Defence Force is not utilised for the annual camps of training, special paid leave not exceeding six days per annum may, with the approval of a head or sub-head of department, be utilised to enable such servant to attend other military manoeuvres or rifle competitions.

(3) A servant granted leave under this regulation must produce a certificate signed by the Defence officer under whom he has served reflecting the period during which he has been engaged on *bona fide* Defence duties. The servant will be permitted to retain any pay received from the Department of Defence.

LEAVE PRIOR TO RETIREMENT.

99. (1) A servant, who is about to be retired from the Service on any of the grounds mentioned in sub-section (1) of section *fourteen* of the Act, may be granted paid leave of absence falling within the twelve months immediately preceding the date fixed for his retirement, for any period or periods not exceeding the number of days' leave accrued to him, or nine months, whichever is the lesser period.

(2) The maximum period of nine months mentioned in paragraph (1) is not reducible by any leave granted to a servant under the provisions of paragraph (5) of Regulation No. 119.

PAY IN LIEU OF LEAVE.

100. (1) A servant who is about to be retired from the Service on any of the grounds mentioned in sub-section (1) of section *fourteen* of the Act, may be allowed, if he so desires, to continue working up to the date immediately preceding the actual date of his retirement and thereafter be granted pay in terms of the said section in lieu of accrued leave.

(2) Except as provided in section *fourteen* of the Act, the payment of emoluments in respect of a period of vacation leave due but not granted to a servant may not be made to him, but the value of such leave as may have accrued to a deceased servant up to the date of his death, not exceeding six months' pay, may be paid to—

(i) the widow, or

(ii) the minor children and stepchildren and entirely dependent adult children and stepchildren in equal parts.

(3) The payment referred to in paragraph (2) may be extended to other dependants (as described in section *thirty-two* of the Railways and Harbours Superannuation Fund Act, 1960 (Act No. 39 of 1960)), in the discretion of the General Manager.

(4) The value of leave shall be calculated on the salary or wage of the servant plus—

(*a*) if he received free food when on duty: the value thereof; and

(*b*) any allowance which the Administration may decide from time to time is to be regarded as an emolument for the purpose of section *fourteen* of the Act and this regulation;

plus—

for the purpose of paragraph (2) or (3) any climatic allowance applicable.

ALGEMENE VOORWAARDES.

Toestaan van verlof.

101. (1) Nie-oploopbare verlof is 'n reg en moet 'n aanvang neem in die kalenderjaar waarin dit toeval. As die nie-oploopbare verlof weens omstandighede nie aan 'n dienaar toegestaan kan word in die jaar waarin dit toeval nie, kan sodanige verlof met die goedkeuring van die Hoofbestuurder na die volgende jaar oorgedra word, maar nie na 'n later tydperk nie, behalwe as die Administrasie dit magtig.

(2) Verlof behalwe nie-oploopbare verlof is 'n voorreg en nie 'n reg nie.

(3) Verlof word toegestaan onderworpe aan die vereistes van die Diens, en daar kan van 'n dienaar vereis word om verlof te eniger tyd te neem.

Aansoek om lang verlof.

102. 'n Aansoek om lang verlof moet ingedien word minstens ses maande voor die aanvangsdatum van die verlof wat verlang word. 'n Departementshoof of -onderhoof kan hierdie kennisgewingtydperk na goeddunke verkort. Vir die doel van hierdie hoofstuk beteken die uitdrukking „lang verlof" 'n verloftydperk van meer as drie maande.

Maksimum verloftydperk.

103. Hoogstens ses maande verlof met volle loon, halfloon en sonder loon mag op 'n slag aan 'n dienaar toegestaan word, maar die Hoofbestuurder kan die tydperk van verlof met loon (as dit beskikbaar is) of anders sonder loon na goeddunke verleng. Die bepalings van hierdie regulasie is nie van toepassing op verlof wat ingevolge die bepalings van regulasie no. 99 toegestaan word nie.

Grondslag waarop nie-oploopbare, oploopbare en langdiensverlof 'n dienaar toeval.

104. (1) Vir verlofdoeleindes word die jaar as die kalenderjaar beskou, d.w.s. van 1 Januarie tot 31 Desember, maar behalwe in die mate bepaal in regulasie no. 89 en paragraaf (2) van regulasie no. 105, word daar beskou dat nie-oploopbare, oploopbare en langdiensverlof ten opsigte van elke kalenderjaar na dié waarin verlof 'n dienaar ingevolge hierdie regulasies die eerste keer toeval, aan die begin van elke sodanige kalenderjaar verskuldig is.

(2) (*a*) 'n Tydperk van verlof sonder loon wat in die tydperk 1 Januarie 1917 tot 31 Desember 1957 val, en

(*b*) 'n ononderbroke tydperk van oploopbare en/of langdiensverlof van meer as dertig dae en 'n ononderbroke tydperk van siekteverlof van meer as dertig dae, wat in elke geval in die tydperk 1 Januarie 1917 tot 31 Januarie 1952 val,

word nie beskou as diens vir die berekening van oploopbare en langdiensverlof wat 'n amptenaar ingevolge die bepalings van hierdie regulasies toeval nie.

(3) As 'n dienaar vir 'n volle kalenderjaar met verlof sonder loon van diens afwesig was, val geen verlof met loon ingevolge hierdie regulasies hom ten opsigte van sodanige kalenderjaar toe nie.

Berekening van verlof.

105. (1) As onderbrekings in die diens van die Administrasie of sy voorgangers vir pensioen- of superannuasiedoeleindes gekondoneer is, of as 'n jaargeldtrekker weer in diens geneem is in 'n ander hoedanigheid as dié van 'n los dienaar, word die ononderbroke diens onmiddellik voor die onderbreking in aanmerking geneem vir die berekening van verlof ingevolge hierdie regulasies.

(2) As 'n werksman wat minstens twaalf maande ononderbroke diens voltooi het, tot 'n amptenaarsbetrekking bevorder word, kom hy van die datum van sodanige bevordering in aanmerking vir die volgende bykomende verlof ten opsigte van die kalenderjaar waarin die bevordering in werking tree:

(*a*) twee dae nie-oploopbare verlof, en

(*b*) as sodanige werksman op die datum waarop hy bevorder word, in vaste diens is of vyf jaar ononderbroke diens voltooi het, die getal dae oploopbare verlof per jaar (as daar sodanige verlof is) waarop hy ingevolge die verlofskaal in regulasie no. 88 geregtig is, min die getal dae oploopbare verlof per jaar waarop hy as werksman onmiddellik voor sy bevordering geregtig was.

(3) Onderworpe aan die bepalings van hierdie regulasies mag 'n amptenaar wat na 'n werksmangraad verlaag word, die verlof behou wat hom onmiddellik voor sy verlaging toegeval het.

GENERAL CONDITIONS.

Granting of Leave.

101. (1) Non-accumulative leave is a right and must be commenced within the calendar year in which it accrues. If circumstances are such that a servant cannot be granted non-accumulative leave during the year in which it accrues, such leave may, subject to the approval of the General Manager, be carried forward to the following year, but to no later period, except on the authority of the Administration.

(2) Leave, other than non-accumulative leave, is a privilege and not a right.

(3) Leave will be granted subject to the exigencies of the Service and a servant may be required to take leave at any time.

Application for Extended Leave.

102. An application for extended leave must be submitted at least six months before the date from which the leave is required. A head or sub-head of department may, in his discretion, reduce this period of notice. For the purpose of this Chapter, the expression "extended leave" means a period of leave which exceeds three months.

Maximum Period of Leave.

103. The maximum period of leave that may be granted to a servant at any one time on full pay, half-pay, and without pay, is six months, but the General Manager may, in his discretion, extend the period of leave with pay where available, or otherwise without pay. The terms of this regulation shall not apply to leave granted in terms of Regulation No. 99.

Basis on which Non-Accumulative, Accumulative and Long Service Leave Accrues.

104. (1) For leave purposes, the year will be reckoned as the calendar year—1st January to the 31st December; but except to the extent prescribed in Regulation No. 89 and in paragraph (2) of Regulation No. 105, non-accumulative, accumulative and long service leave in respect of any calendar year, succeeding that within which leave in terms of these regulations first accrues, shall be deemed to be due at the commencement of each such calendar year.

(2) (*a*) A period of leave without pay falling within the period 1st January, 1917, to the 31st December, 1957; and

(*b*) a continuous period of accumulative and/or long service leave exceeding thirty days and a continuous period of sick leave exceeding thirty days, falling in each case within the period 1st January, 1917, to the 31st January, 1952;

shall not be deemed to be service for the purpose of calculating accumulative and long service leave accruing to an officer under the provisions of these regulations.

(3) Paid leave in terms of these regulations shall not accrue to a servant in respect of a calendar year during the whole of which he has been absent from duty on leave without pay.

Computation of Leave.

105. (1) Where breaks in service with the Administration or its predecessors have been condoned for pension or superannuation purposes, or where an annuitant has been re-employed in other than a casual capacity, the continuous service immediately prior to the break shall be taken into account for the purpose of calculating leave in terms of these regulations.

(2) An employee who, when he has completed not less than twelve months' continuous service, is promoted to an officer appointment, is eligible, from the date of such promotion, in respect of the calendar year within which it operates, for additional leave to the following extent:—

(*a*) Two days' non-accumulative leave; and

(*b*) if, at the date of his promotion, such employee is in permanent employment or has completed five years' continuous service, such additional accumulative leave (if any) as is represented by the number of days accumulative leave per annum to which he is entitled in terms of the leave scale contained in Regulation No. 88, reduced by the number of days accumulative leave per annum to which he was entitled, as an employee, immediately prior to his promotion.

(3) An officer who is reduced to an employee grade may retain, subject to the terms of these regulations, such leave as had accrued to him immediately prior to his reduction.

(4) (*a*) Oploopbare verlof wat 'n amptenaar toeval, word bereken op die grondslag van sy salaris gedurende die kalenderjaar waarin die verlof hom toeval.

(*b*) Verlof met loon wat 'n uurliks besoldigde werksman ingevolge hierdie regulasies toeval, word in ure bereken, en die dae word in ure omgesit op die grondslag van 'n dag van sewe en tweederdes uur.

(5) Wanneer die verlof bereken word wat aan 'n amptenaar by bevordering uit 'n werksmangraad of ingevolge regulasie no. 91 verskuldig is, word gedeeltes van minder as 'n halfdag buite rekening gelaat en 'n halfdag of meer as 'n dag se verlof bereken.

Grondslag waarop daar vir verlof met loon betaal word.

106. (1) Vir verlof met loon wat aan 'n dienaar toegestaan word, word daar op die volgende grondslag betaal, onderworpe aan die bepalings van paragraaf (2):

(*a*) die salaris of loon wat onmiddellik voor die aanvang van die verlof aan hom betaalbaar is, met dien verstande dat as 'n verhoging in sy salaris of loon toegestaan en van 'n datum binne sodanige verloftydperk van krag word, daar teen die verhoogde salaris of loon betaal word vir dié gedeelte van die verlof van die datum waarop die verhoging van krag geword het; plus

(*b*) in die geval van 'n werksman wie se besoldiging vry voedsel insluit, 'n bedrag gelykstaande met die waarde van die vry voedsel vir die verloftydperk; plus

(*c*) in die geval van 'n werksman wat vir 'n onbepaalde tydperk in 'n hoër graad of klas waarneem en wat op die datum waarop sy verlof begin, vir 'n ononderbroke tydperk van minstens twaalf maande aldus waargeneem het, 'n toelae vir waarneming in hoër graad op sodanige grondslag en onder sodanige voorwaardes as wat die Hoofbestuurder van tyd tot tyd mag bepaal.

(2) Die bepalings van hierdie regulasie is onderworpe aan die voorwaarde dat die betaling ten opsigte van 'n verloftydperk in geen omstandigheide meer moet wees as die bedrag wat aan die betrokke dienaar betaalbaar sou gewees het as hy gedurende daardie tydperk gewerk het of vir diens beskikbaar was nie.

Verloftydperke waarin Sondae en/of openbare vakansiedae of, in die geval van polisiebeamptes, rusdae val.

107. (1) 'n Tydperk van vakansieverlof wat toegestaan word aan—

(*a*) 'n polisieoffisier, sluit tussenkomende Sondae, openbare vakansiedae en rusdae in;

(*b*) enige ander amptenaar, sluit tussenkomende Sondae en openbare vakansiedae in.

(2) 'n Tydperk van vakansieverlof wat toegestaan word aan—

(*a*) 'n werksman wat 'n polisiebeampte is, sluit tussenkomende Sondae en openbare vakansiedae in, maar nie rusdae nie;

(*b*) enige ander werksman, sluit nie tussenkomende Sondae in nie, en ook nie tussenkomende openbare vakansiedae waarvoor hy ingevolge regulasie no. 93 op betaling geregtig is nie.

(3) Vir die doel van hierdie regulasie sluit die uitdrukking „vakansieverlof" nie-oploopbare, oploopbare, langdiens- en klimaatsverlof in.

Siekte gedurende verlof.

108. Siekte gedurende 'n tydperk van verlof met of sonder loon onderbreek nie die tydperk van goedgekeurde verlof nie, en sodanige verloftydperk moet eers verstryk voordat die bepalings van hoofstuk V van toepassing word.

As te veel verlof toegestaan word.

109. As daar per abuis maar te goeder trou meer as die toelaatbare getal dae verlof toegestaan word, kan sodanige ekstra verlof met die goedkeuring van 'n departementshoof afgetrek word van verlof wat die dienaar daarna mag toeval.

Terugkeer na diens voordat verlof verstryk het.

110. 'n Dienaar wat afwesig is met gemagtigde verlof mag nie diens hervat voordat die volle tydperk van sodanige verlof verstryk het nie, tensy die amptenaar wat die verlof goedgekeur het, hom toestemming gee om dit te doen.

Versuim om vir diens aan te meld nadat verlof verstryk het.

111. Daar word beskou dat 'n dienaar wat hom nie onmiddellik na verstryking van 'n tydperk van gemagtigde verlof vir diens aanmeld nie, sonder toestemming van diens afwesig is.

(4) (*a*) Accumulative leave accruing to an officer will be computed on the basis of his salary during the calendar year in which the leave accrues.

(*b*) Paid leave accruing to an hourly-paid employee in terms of these regulations will be computed in hours, the conversion from days to hours being made on the basis of a seven-and-two-third-hour day.

(5) In calculating the leave due to an officer on promotion from an employee grade or in terms of Regulation No. 91, fractions of less than half a day must be dropped and half a day or more calculated as a day's leave.

Basis of Payment in Respect of Paid Leave.

106. (1) Paid leave granted to a servant will, subject to the provisions of paragraph (2), be paid for on the basis of—

(*a*) the salary or wage payable to him immediately prior to the commencement of the leave, provided that if an increase in his salary or wage is granted, operative from a date within such period of leave, the payment for that portion of the leave, from the operative date of the increase, will be made at the increased salary or wage; plus

(*b*) in the case of an employee whose emoluments include free food, an amount representing the value of the free food in respect of the period of the leave; plus

(*c*) in the case of an employee who is acting in a higher grade or class for an indefinite period and who, at the date from which his leave commences, had so acted for a continuous period of not less than twelve months, an acting in higher grade allowance under such basis and under such conditions as the General Manager may lay down from time to time.

(2) The provisions of this regulation are subject to the condition that the payment made in respect of a period of leave shall not, under any circumstances, exceed the amount which would have been payable to the servant concerned had he worked or been available for duty during that period.

Periods of Leave Within Which are Included Sundays and/or Public Holidays or, in the Case of Policemen, Rest Days.

107. (1) A period of vacation leave granted to—

(*a*) a police officer shall be inclusive of intervening Sundays, public holidays and rest days;

(*b*) any other officer shall be inclusive of intervening Sundays and public holidays.

(2) A period of vacation leave granted to—

(*a*) an employee who is a policeman shall be inclusive of intervening Sundays and public holidays, but shall be exclusive of rest days;

(*b*) any other employee shall be exclusive of intervening Sundays and of any intervening public holiday in respect of which he is entitled to receive payment in terms of Regulation No. 93.

(3) For the purpose of this regulation, the expression "vacation leave" includes non-accumulative, accumulative, long service and climatic leave.

Sickness during Leave.

108. Sickness during any period of paid or unpaid leave shall not interrupt the period of leave sanctioned which shall be exhausted before the provisions of Chapter V become applicable.

Overgranting of Leave.

109. In the event of leave being erroneously but in good faith granted in excess of the amount permissible, such excess may, with the approval of a head of department, be deducted from any leave which may subsequently accrue.

Return to Duty before Expiration of Leave.

110. A servant who has proceeded on authorised leave may not return to duty until the full period of such leave has expired, unless he receives permission to do so from the officer who sanctioned the leave.

Failure to Report for Duty after Leave.

111. A servant who fails to report for duty immediately after the expiration of a period of authorised leave will be deemed to have absented himself from duty without permission.

Verlof word nie toegestaan om 'n dienaar in staat te stel om geld uit 'n bron buite die Diens te verdien nie.

112. Verlof met loon word nie toegestaan om 'n dienaar in staat te stel om sake te doen of 'n vergadering of konferensie by te woon waarvoor hy uit bronne buite die Diens betaal word nie. Die bepalings van hierdie regulasie is nie van toepassing op verlof wat ingevolge die bepalings van paragraaf (1) van regulasie no. 99 toegestaan word nie.

Verlof word nie toegestaan na kennisgewing van ontslag nie.

113. Verlof met loon, behalwe verlof wat 'n reg is, word nie aan 'n dienaar toegestaan nadat hy kennis ontvang het dat hy uit die Diens ontslaan is nie.

Amptenare wat gemagtig is om verlof toe te staan.

114. Die volgende amptenare is gemagtig om ooreenkomstig hierdie regulasies verlof toe te staan aan dienare wat onder hulle beheer werk:

Die Hoofbestuurder.....	Vir enige tydperk.
'n departementshoof..... die Administratiewe Sekretaris van die Minister die Sekretaris, Kommissie van die Suid-Afrikaanse Spoorweg- en Hawediens.....	Vir enige tydperk van hoogstens ses maande.
'n departementsonderhoof..... 'n assistent-magasynsuperintendent..... 'n assistent-superintendent..... 'n assistent-afdelingsingenieur..... 'n eerstеklerk..... die Sekretaris, Spoorweg- en Haweraad..... sodanige ander amptenare as wat die Hoofbestuurder daartoe magtig.....	Vir enige tydperk van hoogstens drie maande.

Die Hoofbestuurder kan na goeddunke sodanige beperkings ten opsigte van die uitoefening van die bevoegdhede van hierdie amptenare oplê as wat hy nodig mag ag.

Bevoegdheid om spesiale verlof toe te staan.

115. (1) Ondanks die bepalings van die regulasies kan die Hoofbestuurder na goeddunke spesiale verlof van afwesigheid sonder loon of met volle of gedeeltelike loon toestaan, mits daar geen vakansieverlof of nie genoeg vakansieverlof ingevolge die regulasies beskikbaar is nie.

(2) Die Administrasie kan na goeddunke magtig dat spesiale verlof met of sonder loon vir spesiale doeleindes toegestaan word.

Losdienare.

116. Die regulasies in hierdie hoofstuk is nie van toepassing op dienare wat in 'n los hoedanigheid diens doen nie, behalwe in die mate waartoe die Hoofbestuurder van tyd tot tyd besluit.

HOOFSTUK V.

AFWESIGHEID VAN DIENS WEENS SIEKTE.

VASTE EN TYDELIKE AMPTENARE—SIEKTELOON.

117. (1) Onderworpe aan die bepalings van hierdie hoofstuk—

(*a*) ontvang 'n vaste amptenaar, of 'n tydelike amptenaar wat minstens twee jaar ononderbroke tydelike diens voltooi het, volle besoldiging vir 'n tydperk van afwesigheid van diens weens siekte;

(*b*) ontvang 'n tydelike amptenaar wie se ononderbroke tydelike diens minder as twee jaar is, tweederdes van sy salaris vir 'n tydperk van afwesigheid van diens weens siekte.

(2) Siekteverlof val 'n amptenaar toe op die grondslag van ses weke vir elke jaar ononderbroke vaste of tydelike diens as amptenaar of werksman. By die berekening van sodanige siekteverlof kan alle sodanige ononderbroke diens ingesluit word, behalwe dié gedeelte van 'n ononderbroke dienstydperk as werksman wat meer is as agt jaar en wat voor 1 Oktober 1944 gewerk is in die geval van werksmanne wat op die grondslag van 'n kalendermaand betaal word, en voor 25 September 1944 in die geval van alle ander werksmanne.

Leave not to be Granted to enable a Servant to Earn Money from a Source Outside the Service.

112. Paid leave shall not be granted to enable a servant to transact business or to attend a meeting or conference for which payment is received by him from sources outside the Service. The terms of this regulation shall not apply to leave granted under the provisions of paragraph (1) of Regulation No. 99.

Leave not Permissible after Notice of Dismissal.

113. Paid leave, other than leave which is a right, shall not be granted to a servant after he has received notice of dismissal from the Service.

Officers who are Authorised to Grant Leave.

114. The following officers are authorised to grant leave in accordance with these regulations to servants employed under their control:

the General Manager	For any period.
a head of department the Administrative Secretary to the Minister the Secretary, South African Railways and Harbours Service Commission	For any period not exceeding six months.
a sub-head of department an Assistant Stores Superintendent an Assistant Superintendent an Assistant System Engineer a Chief Clerk the Secretary, Railways and Harbours Board such other officers as the General Manager may authorise	For any period not exceeding three months.

The General Manager may, in his discretion, impose such limitations in respect of the exercise of the powers of these officers as he may deem necessary.

Power to Grant Special Leave.

115. (1) Notwithstanding the provisions of the regulations, special leave of absence may be granted by the General Manager in his discretion without pay or with full or partial pay provided no vacation leave or insufficient vacation leave is available under the regulations.

(2) The Administration may, in its discretion, authorise the granting of special leave for special purposes with or without pay.

Casual Servants.

116. The regulations contained in this Chapter are inapplicable to servants employed in a casual capacity except to the extent decided upon by the General Manager from time to time.

CHAPTER V.

ABSENCE FROM DUTY OWING TO SICKNESS.

PERMANENT AND TEMPORARY OFFICERS—SICK PAY.

117. (1) Subject to the provisions of this chapter—

(*a*) a permanent officer, or a temporary officer who has completed not less than two years' continuous temporary service, will receive full pay in respect of a period of absence from duty due to sickness;

(*b*) a temporary officer, whose continuous temporary service is less than two years, will receive two-thirds of his salary in respect of a period of absence from duty due to sickness.

(2) Sick leave will accrue on the basis of six weeks for each year of continuous permanent or temporary service as an officer or an employee. In the computation of such sick leave, all such continuous service may be included with the exception of that portion of any continuous service as an employee which exceeds eight years prior to the 1st October, 1944, in the case of employees paid on a calendar month basis, and prior to the 25th September, 1944, in the case of all other employees.

As daar gedurende die dienstydperk ten opsigte waarvan die verlof bereken word, 'n tydperk of tydperke van afwesigheid van diens weens siekte was waarvoor betaling toegestaan is, moet sodanige tydperk of tydperke afgetrek word van die verlof wat aldus bereken word.

VASTE EN TYDELIKE WERKSMANNE—SIEKTELOON.

118. (1) Onderworpe aan die bepalings van hierdie hoofstuk—

(*a*) ontvang 'n vaste werksman, of 'n tydelike werksman wat minstens twee jaar ononderbroke tydelike diens voltooi het—

(i) volle loon vir dié gedeelte van 'n tydperk van afwesigheid van diens weens siekte wat meer is as 'n week;

(ii) tweederdes loon vir 'n tydperk van afwesigheid van diens weens siekte van hoogstens een week, en in die geval van 'n tydperk van afwesigheid van diens weens siekte van meer as een week, vir die eerste week van sodanige afwesigheid;

(*b*) ontvang 'n tydelike werksman wat nie twee jaar ononderbroke tydelike diens voltooi het nie, tweederdes loon vir 'n tydperk van afwesigheid van diens weens siekte.

(2) Siekteverlof val 'n werksman toe op die grondslag van ses weke (36 dae in die geval van maandeliks besoldigde polisiepersoneel of 36 weekdae in die geval van alle ander werksmanne) vir elke jaar ononderbroke vaste of tydelike diens tot 'n maksimum van agt jaar voor 1 Oktober 1944 in die geval van werksmanne wat op die grondslag van 'n kalendermaand besoldig word, en voor 25 September 1944 in die geval van alle ander werksmanne, min enige vorige tydperk of tydperke van afwesigheid van diens gedurende sodanige dienstydperk, waarvoor siekteloon toegestaan is.

(3) Siekteloon word nie betaal aan—

(*a*) 'n polisiebeampte vir 'n rusdag nie;

(*b*) 'n ander werksman vir 'n Sondag of vir 'n openbare vakansiedag waarvoor hy betaling ingevolge regulasie no. 93 ontvang nie;

(*c*) 'n werksman vir 'n tydperk van minder as twee werkdae nie.

(4) As 'n werksman onderbroke dienstydperke op werkdae verloor deurdat hy *bona fide*-geneeskundige behandeling of *bona fide*-behandeling deur 'n spesialis ondergaan, en sodanige onderbroke tydperke in enige betaalmaand op altesame twee dae of meer te staan kom, ontvang hy ondanks die bepalings van subparagraaf (*c*) van paragraaf (3), tweederdes loon daarvoor mits die nodige siektesertifikaat ingedien word.

(5) Vir die doel van hierdie regulasie word daar beskou dat die uitdrukking „werkdae" in die geval van polisiebeamptes nie „rusdae" insluit nie, en in die geval van ander werksmanne nie „Sondae en openbare vakansiedae met loon" nie.

ALLE DIENARE.

Algemene bepalings.

119. (1) Siekteloon word betaal slegs as 'n sertifikaat ingedien word wat behoorlik deur 'n spoorwegdokter ingevul is en die tydperk dek waarvoor die siekteloon betaal moet word.

(2) As 'n spoorwegdokter sertifiseer dat 'n dienaar wat moontlik in aanraking kan kom met 'n persoon wat aan 'n besmetlike of aansteeklike siekte ly, hom nie aan die gevaar van die besmetting of aansteking moet blootstel nie, moet sodanige dienaar die voorskrif van die spoorwegdokter uitvoer. As 'n dienaar reeds aan die gevaar van besmetting of aansteking blootgestel is, en die spoorwegdokter van mening is dat gesondheidsvoorsorgsmaatreëls dit noodsaak dat sodanige dienaar van diens afwesig moet wees totdat daar vasgestel kan word of hy die siekte opgedoen het of nie, moet die spoorwegdokter dienooreenkomstig sertifiseer en word siekteloon ingevolge hierdie hoofstuk aan die dienaar betaal vir sodanige tydperk as wat die spoorwegdokter nodig het om vas te stel of die dienaar die siekte opgedoen het of nie, met dien verstande dat siekteloon nie toegestaan word as 'n dienaar in gebreke bly om te voldoen aan enige van die afsonderingsvoorwaardes wat die spoorwegdokter opgelê het nie.

(3) Siekteloon word nie toegestaan vir tydperke van afwesigheid uit die Unie of Suidwes-Afrika nie, behalwe op magtiging van die Hoofbestuurder, en dan net as 'n sertifikaat ingedien word wat deur twee spoorwegdokters onderteken is en waarin daar aanbeveel word dat 'n dienaar deur 'n deskundige of in 'n hospitaal buite die genoemde gebied behandel word of waarin 'n lang seereis voorgeskryf word as noodsaaklik vir die herstel van 'n dienaar na 'n bepaalde siekte of 'n bepaalde ongeskiktheid.

From the leave so computed shall be deducted any previous period or periods of absence from duty owing to sickness, for which pay was allowed, during the service in respect of which the computation is made.

PERMANENT AND TEMPORARY EMPLOYEES—SICK PAY.

118. (1) Subject to the provisions of this chapter—

(*a*) a permanent employee, or a temporary employee who has completed not less than two years' continuous temporary service, will—

(i) receive full pay in respect of that portion of a period of absence from duty due to sickness which exceeds one week;

(ii) receive two-thirds pay in respect of a period of absence from duty due to sickness which does not exceed one week, and, in the case of a period of absence from duty due to sickness which does exceed one week, in respect of the first week of such absence;

(*b*) a temporary employee, who has not completed two years' continuous temporary service, will receive two-thirds pay in respect of a period of absence from duty due to sickness.

(2) Sick leave will accrue on the basis of six weeks (36 days in the case of monthly paid police staff or 36 weekdays in the case of all other employees) for each year of continuous permanent or temporary service up to a maximum of eight years prior to the 1st October, 1944, in the case of employees paid on a calendar month basis, and prior to the 25th September, 1944, in the case of all other employees, less any previous period or periods of absence from duty for which sick pay was allowed, during such period of service.

(3) Sick pay is not payable to—

(*a*) a policeman in respect of a rest day;

(*b*) any other employee in respect of a Sunday, or in respect of a public holiday for which he receives payment in terms of Regulation No. 93;

(*c*) any employee for a period of less than two working days.

(4) If an employee, through undergoing *bona fide* medical or specialist treatment, loses broken periods of duty on working days and such broken periods aggregate two days or more in any one pay month, he shall, notwithstanding the provisions of sub-paragraph (*c*) of paragraph (3), receive two-thirds pay therefor, provided the necessary certificate of sickness is submitted.

(5) For the purpose of this regulation, the expression "working days" shall be deemed to exclude "rest days", in the case of policemen, and "Sundays and Paid Public Holidays" in the case of other employees.

ALL SERVANTS.

General Provisions.

119. (1) Sick pay will be paid only on production of a certificate, properly completed by a railway medical officer, covering the period for which payment is to be made.

(2) If a railway medical officer certifies that it is necessary that a servant who is liable to come in contact with any person suffering from an infectious or contagious disease must isolate himself from the risk of such infection or contagion, such servant shall comply with the direction of the railway medical officer. If a servant has already incurred the risk of infection or contagion and the railway medical officer considers that health precautions necessitate that such servant shall absent himself from duty until it can be determined whether he has contracted the disease or not, the railway medical officer shall certify accordingly, and the servant will be allowed sick pay in terms of this Chapter for such period as the railway medical officer requires to determine whether the servant has contracted the disease or not, provided that if any servant fails to comply with any isolation conditions imposed by the railway medical officer sick pay will not be allowed.

(3) Sick pay will not be allowed for periods of absence from the Union and South West Africa, except on the authority of the General Manager, and then only where a certificate is submitted, signed by two railway medical officers, recommending treatment by an expert or in a hospital not within the area stated, or prescribing a long sea voyage as essential for the recovery of a servant following a specific illness or specific disability.

(4) Siekteloon vir afwesigheid van diens vir hersteldoeleindes kan slegs na 'n bepaalde siekte toegestaan word, en dan net as 'n verandering, of spesiale behandeling wat nie by die dienaar se tuisstasie beskikbaar is nie, vir sy herstel noodsaaklik is. Siekteloon word nie vir afwesigheid van diens toegestaan in gevalle waar die betrokke geneeskundige sertifikaat aantoon dat dit wenslik is dat 'n dienaar moet rus en/of van woonplek moet verander vir die doel om te herstel nie.

(5) As daar verlof verskuldig is aan 'n dienaar wat vir 'n ononderbroke tydperk van langer as ses maande van diens afwesig is weens siekte of vir noodsaaklike hersteldoeleindes, moet hy die verlof gebruik om daardie tydperk te dek. As die verlof opgeraak het en die spoorwegdokter sertifiseer dat die dienaar nog onbekwaam is om diens te hervat, kan sodanige bykomende siekteloon as wat toelaatbaar is, op magtiging van die Hoofbestuurder aan hom betaal word, onderworpe aan die bepalings van regulasie no. 122.

(6) Die Hoofbestuurder kan weier om toe te laat dat siekteloon betaal word—

(*a*) as die siekte aan wanordelike gedrag of onbesonnenheid te wyte is, of as dit die gevolg is van 'n ongeluk wat deur 'n dienaar opgedoen is as gevolg van deelname aan motorkar- of motorfietsreisies of aan enige vorm van beroepsport vir geldpryse, of as die betrokke dienaar onredelik weier of versuim om behoorlike geneeskundige behandeling te ondergaan of te verkry;

(*b*) as daar beskou word dat die omstandighede sodanige weiering regverdig in gevalle waar 'n dienaar weier om in 'n muskietvry huis te woon waar dit verskaf is, of as hy die nodige voorsorgsmaatreëls van toepassing op sodanige huis uit gewoonte veronagsaam of nie nakom nie.

(7) As 'n dienaar wat op 'n afgeleë plek gestasioneer is, 'n spesialis op 'n groot sentrum moet besoek en as gevolg daarvan langer as twaalf uur van sy hoofkwartierstasie afwesig sal wees, word 'n verblyftoelae vir sodanige tydperk van afwesigheid aan hom betaal teen die skaal wat die Administrasie van tyd tot tyd mag bepaal. Die toelae word betaal slegs ten opsigte van 'n besoek aan 'n spesialis weens die siklikheid of liggaamlike ongeskiktheid van die dienaar self en nie vir 'n tydperk van hospitaalbehandeling nie.

Gebruik van vakansieverlof om tydperke van siekte te dek.

120. 'n Dienaar wat weens siekte van diens afwesig is, kan vakansieverlof gebruik om die tydperk van sy afwesigheid of 'n gedeelte daarvan te dek as daar sodanige verlof beskikbaar is.

As te veel siekteverlof toegestaan word.

121. As daar per abuis maar te goeder trou meer as die toelaatbare getal dae siekteverlof toegestaan word, kan sodanige ekstra verlof met die goedkeuring van 'n departementshoof afgetrek word van siekteverlof wat die dienaar daarna mag toeval.

Maksimum tydperk van siekteloon.

122. (1) Siekteloon word nie betaal vir 'n langer tydperk as dié wat 'n dienaar in die diens van die Administrasie was toe daar gesertifiseer is dat hy ongeskik vir diens is nie.

(2) Onderworpe aan die bepalings van paragraaf (1), mag volle betaling nie vir 'n langer ononderbroke tydperk as twaalf maande sonder magtiging van die Administrasie aan 'n dienaar toegestaan word vir afwesigheid van diens weens siekte nie, en sodanige maksimum tydperk van twaalf maande sluit ook alle verlof in wat ingevolge die bepalings van paragraaf (5) van regulasie no. 119 gebruik is.

Spesiale magte.

123. (1) Onderworpe aan die bepalings van regulasie no. 122 kan die Hoofbestuurder in gevalle waar 'n dienaar minder as die volle loon ontvang, die bedrag na goeddunke vermeerder tot hoogstens dié van die volle loon.

(2) Onderworpe aan die bepalings van regulasie no. 122 en mits bykomende siekteloon of verlof wat 'n dienaar toeval ingevolge die bepalings van hoofstuk IV nie beskikbaar is nie, kan die Hoofbestuurder magtig dat volle of gedeeltelike loon aan 'n dienaar betaal word ten opsigte van sodanige verdere tydperk van sy afwesigheid van diens as wat nodig mag wees.

(3) Die Administrasie kan na goeddunke magtiging verleen vir die betaling van siekteloon bo en behalwe dié waarvoor daar in hierdie regulasies voorsiening gemaak word.

(4) Sick pay in respect of absence from duty for recuperative purposes may be allowed only after a specific illness where a change, or special treatment not available at his home station, is essential for a servant's recovery. Sick pay will not be allowed in respect of absence from duty where the covering medical certificate indicates that it is desirable for a servant to obtain a rest and/or change of residence for the purpose of general recuperation.

(5) A servant shall be required to utilise any leave that may be standing to his credit to cover any continuous period of absence from duty owing to sickness or necessary convalescence which extends beyond six months. If such leave has been exhausted and the servant is certified by a railway medical officer as still unfit to return to duty, he may, subject to the terms of Regulation No. 122, on the authority of the General Manager, be allowed any additional sick pay permissible.

(6) Sick pay may be disallowed by the General Manager—

(*a*) if the sickness is due to disorderly conduct or indiscretion, or is the result of any accident sustained by a servant through motor car or motor-cycle racing or participation in any form of professional sport for money prizes, or if the servant concerned unreasonably refuses or neglects to obtain or submit to adequate medical attention;

(*b*) if the circumstances of the case are considered to justify such action, in the case of a servant who declines to live in a mosquito-proof house where such is provided or who habitually neglects or disregards the precautions necessary in the use of such house.

(7) A servant stationed at an outlying point who is required to visit a specialist at a large centre, necessitating absence from his head-quarters station for a period exceeding twelve hours, shall be paid, for the duration of such absence, a subsistence allowance at such rate as the Administration may, from time to time, determine. The allowance will be payable only in respect of a visit to a specialist on account of the ill-health or physical disability of the servant himself and not in respect of any period of hospital treatment.

Utilisation of Vacation Leave to Cover Periods of Sickness.

120. A servant who may be absent from duty owing to sickness may elect to utilise vacation leave if available to cover the period of his absence or any portion thereof.

Overgranting of Sick Leave.

121. In the event of sick leave being erroneously but in good faith granted in excess of the amount permissible, such excess may, with the approval of a head of department, be deducted from any sick leave that may subsequently accrue.

Maximum Period of Sick Pay.

122. (1) Sick pay shall not be paid for a longer period than that in which a servant has been in the service of the Administration at the time he is certified to be unfit for duty.

(2) Subject to the provisions of paragraph (1), the maximum continuous period during which a servant may be allowed full pay, in respect of absence from duty owing to sickness, including leave utilised in terms of paragraph (5) of Regulation No. 119, shall not exceed twelve months without the authority of the Administration.

Special Powers.

123. (1) Subject to the provisions of Regulation No. 122, the General Manager may, in his discretion, where a lesser payment than full pay is made to a servant, increase the payment to an amount not exceeding full pay.

(2) Subject to the provisions of Regulation No. 122, and provided additional sick pay or leave accrued under the provisions of Chapter IV is not available, the General Manager may authorise the payment of full or partial pay to be made to a servant covering such further period of his absence from duty as may be necessary.

(3) The Administration may, in its discretion, authorise the payment of sick pay beyond the provisions of these regulations.

HOOFSTUK VI.

AFWESIGHEID VAN DIENS WEENS BESERING OP DIENS.

Rapporteer van besering op diens.

124. 'n Dienaar wat op diens beseer word, moet sodanige besering aan sy hoër amptenaar rapporteer onmiddellik nadat hy die besering opgedoen het of so gou moontlik daarna. Die dienaar, sy hoër amptenaar en die getuies (as daar getuies is) moet die vorms invul wat vir die rapporteer van beserings verskaf word, en die hoër amptenaar moet die ingevulde vorms tesame met alle verklarende memorandums sonder versuim aan sy departementshoof of -onderhoof stuur.

Betaling gedurende arbeidsongeskiktheid.

125. (1) Onderworpe aan die bepalings van paragraaf (5) en van regulasie no. 126, asook daaraan dat 'n dekkende geneeskundige sertifikaat ingedien word, ontvang 'n dienaar sy salaris of loon, na gelang van die geval, gedurende 'n tydperk van afwesigheid van diens weens arbeidsongeskiktheid as gevolg van 'n ongeval wat voortspruit uit sy diens en in die loop daarvan plaasvind.

(2) 'n Dienaar wat op diens beseer word terwyl hy in 'n hoër graad waarneem, kan ten opsigte van die tydperk van arbeidsongeskiktheid sodanige toelae vir waarneming in hoër graad ontvang as wat hy sou ontvang het vir die tyd wat hy in sodanige hoër graad sou waargeneem het as hy nie op so 'n wyse beseer was nie.

(3) Indien 'n dienaar wat op vry rantsoene geregtig is as 'n deel van sy besoldiging, van diens afwesig is weens 'n besering op diens en nie van vry rantsoene voorsien word gedurende sodanige afwesigheid nie, kan daar by die berekening van die betaling wat ingevolge hierdie regulasie toelaatbaar is, 'n toelae in plaas van die rantsoene aan hom toegestaan word teen die vasgestelde waarde daarvan.

(4) Bedrae wat die Administrasie ingevolge die bepalings van hierdie hoofstuk of van hoofstuk V vir tydelike arbeidsongeskiktheid betaal, sluit alle skadeloosstelling in wat kragtens die bepalings van die wet voorgeskryf word ten opsigte van skadeloosstelling vir sodanige arbeidsongeskiktheid wat veroorsaak is deur 'n ongeval wat 'n dienaar oorgekom of 'n bedryfsiekte wat hy opgedoen het in die loop van sy diens.

(5) As 'n dienaar 'n besering opdoen as gevolg van 'n ernstige en opsetlike tugoortreding of growwe nalatigheid van sy kant, word loon vir besering op diens nie betaal nie, tensy die Hoofbestuurder dit magtig.

(6) As 'n dienaar ongeskik raak vir diens as gevolg van 'n ongeval wat voortspruit uit sy diens en in die loop daarvan plaasvind, maar wat veroorsaak is in omstandighede wat na die mening van die Hoofbestuurder 'n ander persoon of persone, en nie die Administrasie nie, wettig aanspreeklik maak vir betaling van skadevergoeding aan sodanige dienaar ten opsigte daarvan, moet sodanige deel van sy besoldiging aan hom betaal word as wat gelykstaan met die skadeloosstelling vir tydelike algehele arbeidsongeskiktheid wat aan hom betaalbaar is kragtens die wet op skadeloosstelling van werksmanne. Die res van sy salaris of loon, na gelang van die geval, moet in die vorm van 'n voorskot aan hom betaal word hangende die uitslag van enige regsgeding wat deur hom of deur die Administrasie ten behoewe van hom teen sodanige ander persoon ingestel mag word om skadevergoeding te vorder vir die verlies aan inkomste. Indien sodanige geding slaag, moet die voormelde bedrag wat as 'n voorskot aan die dienaar betaal is, op hom verhaal word tot hoogstens die bedrag van sodanige skadevergoeding wat op sodanige ander persoon verhaal is. Indien daar met die instemming van die Hoofbestuurder uiteindelik geen sodanige regsgeding ingestel word nie, of as dit wel ingestel word en daarna met die instemming van die Hoofbestuurder laat vaar word, of nie slaag nie, moet die gemelde bedrag nie op die betrokke dienaar verhaal word nie.

Magtiging vir betaling.

126. Die betaling van loon vir besering op diens ten opsigte van tydelike algehele arbeidsongeskiktheid kan deur 'n departementshoof of -onderhoof vir 'n tydperk van ses maande vanaf die datum van die ongeval, en deur die Hoofbestuurder vir enige tydperk gemagtig word. Loon vir besering op diens kan ook deur 'n departementshoof of -onderhoof toegeken word ten opsigte van afwesigheid van diens as gevolg van 'n herhaling van arbeidsongeskiktheid binne 'n tydperk van ses maande vanaf die datum van die ongeval. Daarna word verder afwesigheid as gevolg van 'n herhaling van arbeidsongeskiktheid as gewone siekte beskou en is die siekteloonvoorwaardes van toepassing, tensy die Hoofbestuurder anders besluit.

CHAPTER VI.

ABSENCE FROM DUTY OWING TO INJURY ON DUTY.

Reporting of Injury on Duty.

124. A servant who is injured on duty shall report the injury to his superior officer immediately after it has occurred or as soon thereafter as circumstances permit, and the servant, his superior officer and any witnesses, shall complete the forms provided for the purpose of reporting injuries. The superior officer shall forward the completed forms, together with any explanatory memoranda, without delay, to the head or sub-head of his department.

Pay during Incapacitation.

125. (1) Subject to the terms of paragraph (5) and of Regulation No. 126, and also to the production of a covering medical certificate, a servant shall be paid his salary or wage, as the case may be, during a period of incapacitation from duty as the result of an accident arising out of and in the course of his employment.

(2) A servant who is injured on duty while acting in a higher grade may, in respect of the period of his incapacitation, be paid such acting in higher grade allowance as would have been payable to him for the period during which he would have acted in such higher grade, had he not been so injured.

(3) A servant entitled to free rations as a portion of his emoluments, who is absent from duty owing to an injury sustained on duty, and who is not supplied with free rations during such absence may be granted an allowance in lieu of rations at the assessed value thereof, in computing any pay permissible under this regulation.

(4) Any payments for temporary disablement made by the Administration under the provisions of this Chapter or Chapter V shall include any compensation prescribed under the provisions of the law with respect to compensation for such disablement caused by an accident to or an industrial disease contracted by a servant in the course of his employment.

(5) If a servant sustains an injury through his own serious and wilful disciplinary infringement or gross carelessness, injury on duty pay will not be allowed except on the authority of the General Manager.

(6) Where a servant is incapacitated for duty as the result of an accident arising out of and in the course of his employment but caused in circumstances which, in the opinion of the General Manager, create a legal liability in some person other than the Administration to pay damages to such servant in respect thereof, there shall be paid to him such portion of his emoluments as represents the amount of the compensation for temporary total disablement payable to him in terms of the law relating to workmen's compensation. The balance of his salary or wage, as the case may be, shall be paid to him as and by way of an advance pending the outcome of any legal proceedings that may be instituted by him, or by the Administration on his behalf, against such other person for the recovery of damages for loss of income. If such proceedings are successful, the amount advanced to the servant as aforesaid, shall be recovered from him to the extent to which it does not exceed such damages recovered from such other person. If, with the concurrence of the General Manager, no such proceedings are ultimately instituted or if, having been commenced, they are abandoned with like concurrence or fail, the said amount shall not be recovered from the servant concerned.

Authority for Payment.

126. Injury on duty pay in respect of temporary total disablement may be authorised by a head or sub-head of department for a period of six months from the date of the accident and by the General Manager for any period. Injury on duty pay may also be awarded by a head or sub-head of department in respect of absence from duty due to a recurrence of a disability within a period of six months from the date of the accident. Thereafter any further absence due to a recurrence of a disability will be treated as ordinary sickness and sick pay conditions will apply, unless the General Manager otherwise decides.

HOOFSTUK VII.

BETALING VIR KOSTE IN DIE GEVAL VAN AFWESIGHEID OP DIENS VAN HOOFKWARTIER, BY OORPLASING EN IN ANDER SPESIALE OMSTANDIGHEDE.

ALLE DIENARE.

Woordbepalings.

127. Vir die toepassing van die bepalings van die regulasies in hierdie hoofstuk—

beteken „ lid van die treinpersoneel "—

'n drywer (stoom), (elektries) of (diesel),
'n geslaagde drywersassistent,
'n geslaagde stoker,
'n drywersassistent,
'n stoker,
'n kondukteur of
'n kaartjiesondersoeker.

ALGEMENE BEPALINGS.

128. (1) Aan 'n dienaar wat op diens van sy hoofkwartier afwesig moet wees, word die geriewe verskaf en/of koste betaal op die toepaslike grondslag waarvoor daar in die regulasies in hierdie hoofstuk voorsiening gemaak word, onderworpe aan die bepalings van die volgende paragrawe.

(2) Behalwe in die mate bepaal in paragraaf (3) van regulasie no. 140 en in paragraaf (3) van regulasie no. 150, word geen koste betaal as 'n dienaar—

(*a*) by sy hoofkwartier werk;
(*b*) by die stasie naaste aan sy tuiste werk;
(*c*) by 'n stasie werk waarvandaan hy vir sy etes en na voltooiing van sy daaglikse dienstydperk na sy tuiste kan terugkeer; of
(*d*) nie werklik uitgawe aangaan terwyl hy gedurende 'n tydperk van hoogstens twaalf uur op diens afwesig is van sy hoofkwartier nie.

(3) As 'n dienaar wat op 'n ander plek as sy hoofkwartier werk, weens siekte van diens afgeboek word en sy gesondheidstoestand hom nie toelaat om na sy hoofkwartier terug te keer nie, kan koste aan hom betaal word vir die hele tydperk wat hy weg is van sy hoofkwartier, mits 'n departementshoof meen dat die omstandighede sodanige handelwyse regverdig.

(4) (*a*) Onderworpe aan die bepalings van subparagraaf (*b*), is 'n dienaar (behalwe 'n amptenaar wat lid is van die gereelde aflospersoneel) wat op diens van sy hoofkwartier afwesig moet wees terwyl hy in 'n hoër graad waarneem, daarop geregtig om die koste wat ingevolge die bepalings van hierdie hoofstuk betaalbaar is, te ontvang op die grondslag van die kosteskaal van toepassing op die betrekking waarin hy waarneem. In die geval van koste ingevolge die bepalings van regulasie no. 130 word die skaal bereken op sy salaris of loon plus die toelae vir waarneming in hoër graad wat aan hom toegestaan mag word.

(*b*) As 'n dienaar op diens van sy hoofkwartier afwesig moet wees terwyl hy waarneem in 'n betrekking waarop 'n kosteskaal van toepassing is wat laer is as dié wat geld vir sy eie betrekking, word die koste wat ingevolge die bepalings van hierdie hoofstuk betaalbaar mag wees, teen die hoër skaal bereken.

(5) Koste word nie sonder die Hoofbestuurder se goedkeuring aan 'n dienaar betaal vir 'n dienstydperk van langer as ses maande op een bepaalde sentrum nie.

Amptenare.

(6) Redelike bedrae wat 'n amptenaar in die uitvoering van sy pligte bestee aan drageld, huurmotorkoste of die huur van 'n motor word aan hom terugbetaal.

ALLE DIENARE.

Gedragslyn wanneer koste geëis word.

129. (1) 'n Eis vir koste moet binne 'n redelike tydperk ingedien word, en as drie maande verstryk het na die datum waarop die koste verskuldig geword het, word sodanige eis nie sonder goedkeuring van 'n departementshoof of -onderhoof oorweeg nie.

(2) 'n Eis vir terugbetaling van uitgawe bo die toepaslike skaal moet deur 'n kwitansie of ander bewys van uitbetaling gestaaf word.

CHAPTER VII.

EXPENSES FOR ABSENCE ON DUTY FROM HEADQUARTERS, ON TRANSFER AND IN OTHER SPECIAL CIRCUMSTANCES.

ALL SERVANTS.

Interpretation of Terms.

127. For the purpose of the application of the provisions of the regulations contained in this Chapter—

"trainman" means—

a driver (steam), (electric) or (diesel),
a passed driver's assistant,
a passed fireman,
a driver's assistant,
a fireman,
a guard or
a ticket examiner.

GENERAL PROVISIONS.

128. (1) A servant who is required to be absent on duty from his headquarters will be afforded the facilities and/or paid expenses on the appropriate basis provided for in the regulations contained in this Chapter, subject to the provisions of the following paragraphs.

(2) Except to the extent provided for in paragraph (3) of Regulation No. 140 and in paragraph (3) of Regulation No. 150, when a servant—

(*a*) is working at his headquarters;

(*b*) is working at the station nearest to his home;

(*c*) is working at a station from which he is able to return home for his meals and on completion of his daily tour of duty;

or

(*d*) has not actually incurred any expenditure during an absence on duty from his headquarters not exceeding twelve hours;

no expenses are payable.

(3) A servant who, while performing duty at a place other than his headquarters, is booked off duty sick and is not in a state of health permitting his return to his headquarters, may, while he remains away from his headquarters, continue to be paid expenses, provided that, in the opinion of a head of department, the circumstances justify such a course.

(4) (a) A servant (other than a officer who is a member of the regular relief staff), if required to be absent on duty from his headquarters while he is acting in a higher grade, will, subject to the provisions of sub-paragraph (*b*), be entitled to receive any expenses payable in terms of this Chapter on the basis of the scale of expenses applicable to the position in which he is acting, computed, in the case of expenses payable under the provisions of Regulation No. 130, on his salary or wage plus any acting in higher grade allowance granted to him.

(*b*) If a servant is required to be absent on duty from his headquarters while he is acting in a position to which a rate of expenses is applicable which is lower than that applicable to his own position, any expenses payable in terms of this Chapter will be computed on the higher scale.

(5) The payment of expenses may not be made to any servant in respect of a period of duty of more than six months at any one centre without the General Manager's approval.

Officers.

(6) Reasonable expenditure for porterage, taxi or other motor car hire incurred by an officer in the performance of his duties will be reimbursed.

ALL SERVANTS.

Procedure to be observed in Claiming Expenses.

129. (1) A claim for expenses must be submitted within a reasonable period and will not be considered after the expiration of three months from the date it became due without the approval of a head or sub-head of department.

(2) A claim for a refund of expenditure in excess of the tariff rate applicable must be supported by voucher or other evidence of disbursement.

(3) By die berekening van koste word daar beskou dat 'n dienaar van sy hoofkwartier afwesig is vandat hy van sy hoofkwartierstasie vertrek totdat hy weer by sy hoofkwartierstasie aankom, of totdat hy op die bestemmingstasie aankom in die geval van 'n oorplasing. By die berekening van 'n betaling teen 'n uurlikse skaal, word 'n tydperk van minder as dertig minute buite rekening gelaat, maar 'n tydperk van dertig minute of meer word as een uur gereken.

(4) Indien departementele slaapplek beskikbaar gestel word, moet 'n dienaar wat koste eis, die bedrag wat vir sodanige slaapplek gehef word, op sy kostebewys aftrek tensy daar anders bepaal word. Die koste wat gehef moet word, word van tyd tot tyd deur die Hoofbestuurder bekend gemaak.

AMPTENARE.

Alle amptenare behalwe dié op wie die bepalings van enigeen van regulasies nos. 131 *tot* 138 *van toepassing is.*

130. Aan 'n amptenaar wat hierbo genoem word (behalwe 'n polisiebeampte wat 'n toelae ontvang wat ingevolge die bepalings van paragraaf (11) van regulasie no. 50 gemagtig word) en wat diens weg van sy hoofkwartier moet doen, word koste teen die volgende skaal betaal:

(1) As die amptenaar elke dag met redelike gerief vir 'n behoorlike rustyd na sy hoofkwartier of tuiste kan gaan, maar nie vir 'n ete gedurende 'n gewone etenstyd na sy tuiste kan gaan nie—

(*a*) as die tydperk van afwesigheid hoogstens twaalf uur is, maar 'n gewone etenstyd insluit	die werklike kontantuitgawes wat aangegaan is, tot hoogstens die bedrag wat op die grondslag van die skaal per uur in subparagraaf (*b*) betaalbaar sou wees vir die getal ure van afwesigheid, maar onderworpe aan 'n minimum betaling van 5s. 3d. in gevalle waar die uitgawes werklik aangegaan is;
(*b*) as die tydperk van afwesigheid meer as twaalf uur is—	
'n amptenaar met 'n salaris van—	
£790 of minder.....	13¼d. per uur;
meer as £790, maar minder as £1,880.....	15½d. per uur;
£1,880 of hoër.....	17½d. per uur.

(2) As die amptenaar nie elke dag met redelike gerief vir 'n behoorlike rustyd na sy hoofkwartier of tuiste kan gaan nie, word koste teen die skaal in subparagraaf (*b*) van paragraaf (1) vir enige tydperk van afwesigheid aan hom betaal.

Gereelde aflospersoneel.

131. Aan 'n amptenaar wat lid is van die gereelde aflospersoneel word koste teen die volgende skaal betaal wanneer hy op diens van sy hoofkwartier afwesig is:

(1) As hy elke dag met redelike gerief vir 'n behoorlike rustyd na sy hoofkwartier of tuiste kan gaan, maar nie vir 'n ete gedurende 'n gewone etenstyd na sy tuiste kan gaan nie—

(*a*) as die tydperk van afwesigheid hoogstens twaalf uur is, maar 'n gewone etenstyd insluit	die werklike kontantuitgawes wat aangegaan is, tot hoogstens die bedrag wat op die grondslag van die skaal per uur in paragraaf (2) betaalbaar sou wees vir die getal ure van afwesigheid, met dien verstande dat 'n minimum koste van 5s. 3d. betaal word indien daar werklik uitgawes aangegaan is;
(*b*) as die tydperk van afwesigheid meer as twaalf uur is	koste teen die toepaslike skaal per uur in paragraaf (2);

(2) as die amptenaar nie elke dag met redelike gerief vir 'n behoorlike rustyd na sy hoofkwartier of tuiste kan gaan nie—

koste vir die tydperk van afwesigheid teen die volgende skaal per uur—

vuurtoringwagters.. } assistent-vuurtoringwagters..... }	terwyl hulle by 'n vuurtoring werk..	7d. per uur;
	terwyl hulle reis.....	teen die skaal in subparagraaf (*b*) van paragraaf (1) van regulasie no. 130 of in paragraaf (1) van regulasie no. 133, na gelang van die geval;
alle ander amptenare.....		10½d. per uur.

(3) In the computation of expenses, absence from headquarters will be regarded as commencing at the time a servant departs from his headquarters station and as terminating at the time he arrives back at his headquarters station, or in the case of transfer, at the time of arrival at the destination station. In computing a payment at an hourly tariff rate, a period of less than thirty minutes will be disregarded but a period of thirty minutes or over will be reckoned as one hour.

(4) Where departmental accommodation is made available for sleeping purposes, a servant claiming expenses must deduct on his expense voucher the charge leviable in respect of such accommodation, except where prescribed to the contrary. The charges to be levied shall be as notified by the General Manager from time to time.

OFFICERS.

All Officers Other than Those to Whom the Provisions of any of the Regulations Nos. 131 *to* 138 *are Applicable.*

130. An officer specified above (other than a policeman who is in receipt of an allowance authorised under the provisions of paragraph (11) of Regulation No. 50) who is required to undertake duty away from his headquarters will be paid expenses on the following scale:—

(1) If the officer is able with reasonable convenience to proceed to his headquarters or home each day for a proper period of rest but not to his home for a meal during any customary meal time—

(*a*) if the period of absence does not exceed twelve hours but covers a customary meal time	actual out-of-pocket expenses incurred not exceeding the amount which would be payable on the basis of the hourly tariff rate prescribed in sub-paragraph (*b*) for the number of hours' absence but subject, where expenditure has actually been incurred, to a minimum payment of 5s. 3d.;
(*b*) if the period of absence exceeds twelve hours—	
an officer whose salary is—	
£790 or less.....	13½d. per hour;
over £790 but less than £1,880	15½d. per hour;
£1,880 or higher.....	17½d. per hour.

(2) if the officer is unable with reasonable convenience to proceed to his headquarters or home each day for a proper period of rest, he will be paid expenses on the scale prescribed in sub-paragraph (*b*) of paragraph (1) for any period of absence.

Regular Relief Staff.

131. An officer who is a member of the regular relief staff will, when absent from his headquarters on duty, be paid expenses on the following scale:—

(1) If he is able with reasonable convenience to proceed to his headquarters or home each day for a proper period of rest, but not to his home for a meal during any customary meal time—

(*a*) if the period of absence does not exceed twelve hours but covers a customary meal time	actual out-of-pocket expenses incurred not exceeding the amount which would be payable on the basis of the hourly tariff rate prescribed in paragraph (2) for the number of hours' absence, provided that if expenditure has actually been incurred, a minimum expense of 5s. 3d. shall be payable;
(*b*) if the period of absence exceeds twelve hours	expenses at the appropriate hourly tariff rate prescribed in paragraph (2);

(2) if the officer is unable with reasonable convenience to proceed to his headquarters or home each day for a proper period of rest—

expenses in respect of the period of absence are payable on the the following hourly tariff—

Lightkeepers..... Assistant Lightkeepers	while performing duty at a lighthouse.....	7d. per hour;
	while travelling.....	the tariff provided in sub-paragraph (*b*) of paragraph (1) of Regulation No. 130 or in paragraph (1) of Regulation No. 133, as the case may be;
all other officers.....		10½d. per hour.

Bepaalde amptenare van die Verversingsdepartement.

132. (1) Aan bepaalde amptenare van die Verversingsdepartement wat op diens reis, nl. 'n amptenaar wat werk in verband met voorraadopname doen, die Hoofverversingsinspekteur, 'n seniorverversingsinspekteur, 'n verversingsinspekteur of sodanige ander amptenaar van die personeel van die Verversingsdepartement as waartoe die Hoofbestuurder van tyd tot tyd mag besluit, word vry voedsel toegestaan waar etes óf op eetwaens óf by stasieverversingskamers verkry kan word. Terwyl enigeen van die voormelde amptenare op diens is op 'n stasie weg van sy hoofkwartier, ontvang hy ook vry voedsel indien daar 'n departementele verversingskamer is waar etes verkry kan word. Daarbenewens word koste teen die skaal van 6¾d. per uur aan sodanige amptenaar betaal as hy langer as twaalf uur van sy hoofkwartier afwesig is.

(2) As 'n amptenaar genoem in paragraaf (1) gedurende die tydperk van sy afwesigheid van sy hoofkwartier of gedurende 'n gedeelte daarvan nie departementele etes kan verkry nie, kan koste vir die tydperk waartydens sodanige etes onverkrygbaar is, aan hom toegestaan word op die grondslag bepaal in regulasie no. 130.

Seereise.

133. (1) Aan 'n amptenaar (behalwe 'n amptenaar genoem in regulasie no. 135) wat in die uitvoering van sy plig 'n seereis moet onderneem, word koste teen die skaal van 17s. 6d. per dag of gedeelte van 'n dag betaal.

Die koste van die seereis, wat vooraf deur die Hoofbestuurder goedgekeur moet word, word terugbbetaal indien die amptenaar wat die reis onderneem daarvoor betaal.

(2) 'n Amptenaar wat op diens reis en verkies om op eie koste per boot te reis, kan teen die kosteskaal in regulasie no. 130 betaal word vir die tyd wat 'n treinreis tussen dieselfde plekke in beslag sou neem. As die bootreis egter langer as die treinreis sal duur, moet hy die goedkeuring van sy departementshoof of -onderhoof verkry om per boot te reis.

(3) Die bepalings van hierdie regulasie is nie van toepassing op 'n amptenaar wat by oorplasing per boot na en/of van 'n sentrum buite die grense van die Unie en Suidwes-Afrika reis nie.

ALLE DIENARE.

Reise (behalwe seereise) buite die grense van die Unie en Suidwes-Afrika.

134. Aan 'n dienaar wat vir amptelike sake buite die grense van die Unie en Suidwes-Afrika reis (behalwe per boot), word sodanige reiskoste (indien daar reiskoste is) betaal as waartoe die Administrasie van tyd tot tyd mag besluit.

Vaartuigpersoneel.

135. Aan 'n dienaar wat op 'n sleepboot of baggerskip werk en weg van sy hoofkwartier op sy vaartuig diens moet doen, word koste teen die volgende skaal vir elke dag of gedeelte van 'n dag betaal as vry voedsel verskaf word en hy aan boord bly wanneer hy snags van sy tuishawe afwesig is:

Amptenare: 8s. 0d.
Werksmanne: 5s. 3d.

As vry voedsel nie verskaf word nie, kan dubbel die voorgaande koste toegestaan word.

Aan 'n dienaar wat toestemming verkry om aan wal te bly, kan daar in plaas van die koste bepaal in hierdie regulasie, koste toegestaan word teen die skaal wat voorgeskryf word in regulasie no. 130 in die geval van 'n amptenaar en in regulasie no. 147 in die geval van 'n werksman.

Noodwerk.

136. (1) As 'n dienaar noodwerk op 'n plek weg van sy hoofkwartier doen, kan koste op die volgende grondslag aan hom betaal word vir enige gedeelte van sodanige afwesigheid waartydens hy nie in aanmerking kom vir die betaling bepaal in regulasie no. 58 nie:

'n Amptenaar: die toepaslike skaal per uur in regulasie no. 130.
'n Werksman: 10½d. per uur.

(2) 'n Dienaar genoem in paragraaf (1) word van vry voedsel voorsien terwyl hy noodwerk doen, maar as vry voedsel nie departementeel verskaf kan word nie, word koste teen die ondergenoemde skaal aan hom toegestaan vir elke nag wat hy van sy hoofkwartier afwesig is:

'n Amptenaar: 10s. 6d.
'n Werksman: 6s. 3d.

(3) Die bepalings van hierdie regulasie is nie van toepassing op die drywer, stoker of kondukteur van 'n noodtrein nie.

Certain Officers of the Catering Department.

132. (1) An officer of the Catering Department performing stock-taking duties, the Chief Catering Inspector, a Senior Catering Inspector, a Catering Inspector or such other officer of the Catering Department staff as may be determined from time to time by the General Manager will, while travelling on duty, be allowed free food where meals are obtainable either from dining cars or from station refreshment rooms, or while on duty at a station away from his headquarters where there is a departmental refreshment room at which meals are obtainable plus, where the period of absence from his headquarters exceeds twelve hours, payment of expenses at the rate of 6¾d. per hour.

(2) If, during his absence from his headquarters, or during any portion thereof, any officer referred to in paragraph (1) is unable to obtain departmental meals, he may, in respect of the period during which such meals are unobtainable, be granted expenses on the basis prescribed in Regulation No. 130.

Journeys by Sea.

133. (1) An officer, other than an officer referred to in Regulation No. 135 who, in the course of his duty, is required to undertake a journey by sea, will be paid expenses at the rate of 17s. 6d. per day or part of a day.

The cost of the sea passage, which must first be authorised by the General Manager, will in such cases be refunded where the payment is made by the officer making the journey.

(2) An officer travelling on duty who elects to travel by sea at his own expense may be paid the tariff rate of expenses prescribed in Regulation No. 130 for such period as would have been occupied between the same points if the journey had been made by train. He must, however, obtain the authority of the head or sub-head of his department for travelling by sea if the journey will occupy a longer period than the train journey.

(3) The provisions of this regulation are inapplicable to an officer who is travelling by sea on transfer to and/or from a centre outside the borders of the Union and South West Africa.

ALL SERVANTS.

Travelling Outside the Borders of the Union and South West Africa Other than by Sea.

134. A servant travelling on official business outside the borders of the Union and South West Africa, excluding journeys by sea, will be paid such travelling expenses (if any) as the Administration may decide from time to time.

Floating Staff.

135. A servant employed on a tug or dredger, when detailed for duty with his craft away from his headquarters, will, where free food is provided and he resides on board, be paid expenses, when absent from his home port overnight, in respect of each day or part of a day, on the following scale:—

Officers: 8s. 0d.

Employees: 5s. 3d.

Where free food is not supplied, twice the foregoing expenses may be allowed.

A servant who is given permission to reside ashore may, in lieu of expenses prescribed in this regulation, be granted expenses on the scale prescribed in Regulation No. 130 in the case of an officer and in Regulation No. 147 in the case of an employee.

Breakdown Work.

136. (1) A servant who is absent from his headquarters on break-down duty is, in respect of any portion of such absence during which he does not qualify for any payment prescribed in Regulation No. 58, eligible to receive expenses on the following basis:—

An officer: The appropriate hourly tariff rate prescribed in Regulation No. 130;

An employee: 10½d. per hour.

(2) A servant referred to in paragraph (1) will be supplied with free food while engaged on breakdown duty, but if free food cannot be supplied departmentally, he will be granted an expense payment on the under-mentioned scale in respect of each night's absence from his head-quarters:—

An officer: 10s. 6d.

An employee: 6s. 3d.

(3) The provisions of this regulation are not applicable to the driver, fireman or guard of a breakdown train.

POLISIEBEAMPTES.

137. As polisiebeamptes te eniger tyd op 'n plek saamgetrek word in omstandighede wat dit vir hulle onmoontlik of onwenslik maak om hulle eie voedsel te verskaf, word rantsoene of ander voedsel kosteloos aan hulle verskaf in plaas van die koste wat ingevolge die bepalings van die betrokke regulasies in hierdie hoofstuk aan hulle betaal mag word.

BYWONING VAN HOFSITTINGS EN DEPARTEMENTELE ONDERSOEKE EN AFLÊ VAN TOETSE EN EKSAMENS.

138. (1) Aan 'n dienaar wat 'n departementele ondersoek weg van sy hoofkwartier moet bywoon, word die ondergenoemde koste toegestaan vir die tydperk wat hy noodsaaklikerwyse van sy hoofkwartier afwesig is, afgesien daarvan of hy geskors is of nie:

'n Amptenaar: op die grondslag bepaal in regulasie no. 130.

'n Werksman: op die grondslag bepaal in regulasie no. 147.

(2) Die bepalings van paragraaf (1) kan ook toegepas word in die geval van 'n dienaar wat op grond van 'n dagvaarding of ander bevel as getuie in 'n hof verskyn of wat 'n departementele toets of eksamen aflê, onderworpe aan sodanige voorwaardes as wat van tyd tot tyd deur die Hoofbestuurder bekendgemaak mag word.

WERKSMANNE.

Werksmanne wie se betrekkings geklassifiseer is in die Besoldigingslys vir Ambagsmanne (Besoldigingslys no. 2) en ondersoekers en herstellers (passasierswa en trok).

139. (1) As 'n werksman wat hierbo genoem word, op 'n plek moet werk wat nie verder as twee-en-'n-halfmyl van sy hoofkwartier of sy gewone verblyfplek af is nie, moet hy diens op sodanige werkplek op dieselfde tyd aanvaar en dieselfde diensure op dieselfde voorwaardes nakom as dié wat by sy hoofkwartier op hom van toepassing is, en in so 'n geval is hy nie geregtig op koste nie.

(2) 'n Werksman wat diens (behalwe aflosdiens) weg van sy hoofkwartier moet doen op 'n ander plek as dié wat in paragraaf (1) genoem word, is geregtig op die koste bepaal in paragraaf (3), (4) of (5), watter ook al van toepassing is.

(3) *Werksmanne op distriksdiens.*

(*a*) *Maandeliks besoldigde werksmanne.*—Aan 'n werksman wat distriksdiens doen en teen 'n insluitende maandelikse loonskaal besoldig word, word reiskoste betaal wanneer hy binne sy distrik op diens reis of weg van sy hoofkwartier werk—

(i) vir 'n tydperk van afwesigheid van sy hoofkwartier op 'n Sondag	teen 10½d. per uur;
(ii) vir 'n tydperk van afwesigheid van langer as 10 uur van sy hoofkwartier op 'n weekdag, maar nie tot na middernag nie	teen 10½d. per uur vir die hele tydperk van afwesigheid;
(iii) vir 'n tydperk van afwesigheid van sy hoofkwartier tot ná middernag, maar wat nie langer as 96 uur duur nie	teen 10½d. per uur, onderworpe aan 'n minimum betaling van 10s. 6d.;
(iv) vir 'n tydperk van afwesigheid van sy hoofkwartier van langer as 96 uur	teen 10s. 6d. per nag, onderworpe aan 'n minimum betaling van £4. 4s.

(*b*) *Uurliks en daagliks besoldigde werksmanne.*—Aan 'n werksman wat distriksdiens doen en teen 'n uurlikse of daaglikse loonskaal besoldig word, word reiskoste betaal wanneer hy op diens reis of weg van sy hoofkwartier werk—

(i) vir elke nag wat hy nie vóór middernag na sy hoofkwartier kan terugkeer nie.....	teen 10s. 6d. per nag;
(ii) vir tydperke voor of na gewone werkure waarvoor daar nie andersins betaal word nie en waartydens hy in die eerste plek van sy hoofkwartier na 'n werk en daarna van een werk na 'n ander en om departementele redes van 'n werk na sy hoofkwartier en terug reis, waartydens hy wag voordat hy uiteindelik na sy hoofkwartier terugkeer, en waartydens hy uiteindelik terugreis na sy hoofkwartier na voltooiing van 'n werk	teen seweagstes tyd, onderworpe aan 'n maksimum van 8¾ uur se loon vir 'n enkele reis.

(4) Wanneer 'n werksman op distriksdiens aflospligte buite sy distrik moet doen, word die koste bepaal in regulasie no. 147 aan hom betaal.

POLICEMEN.

137. If, at any time, policemen are concentrated at any place in circumstances which render it impossible or undesirable for them to provide their own food, rations or other food shall be supplied to them free of charge in lieu of the payment of expenses under the provisions of the relevant regulations contained in this Chapter.

ATTENDANCE AT COURT, DEPARTMENTAL INQUIRIES, TESTS AND EXAMINATIONS.

138. (1) A servant who is required to attend a departmental inquiry away from his headquarters will, irrespective of whether or not he is under suspension, be paid expenses in respect of the period during which he must necessarily be absent from his headquarters as under:—

An officer: on the basis prescribed in Regulation No. 130;
An employee: on the basis prescribed in Regulation No. 147.

(2) The provisions of paragraph (1) may also be applied in the case of a servant attending court as a witness under subpoena or other order, or undergoing a departmental test or examination, subject to such conditions as may be notified from time to time by the General Manager.

EMPLOYEES.

Employees whose Appointments are Classified in the Artisan Pay Schedule (Pay Schedule No. 2), and Examiners and Repairers (Carriage and Wagon).

139. (1) An employee specified above, who is required to work at a place which is not more than two and a half miles from his headquarters or the place at which he normally resides, will be required to take up duty at such first-mentioned place at the same time and to observe the same hours of duty on the same conditions as if he were working at his headquarters. When so employed, such an employee is ineligible to receive expenses.

(2) An employee, who is required to undertake duty (other than relief duty) away from his headquarters at a place other than one referred to in paragraph (1), is eligible to receive expenses in terms of paragraph (3), (4) or (5), whichever is applicable.

(3) *Employees employed on district duty*:—

(*a*) *Monthly paid employees.*—An employee employed on district duty who is remunerated at an inclusive monthly wage will be paid travelling expenses, when he travels on duty or works away from his headquarters within his district—

(i) For any period of absence from his headquarters on a Sunday	At the rate of 10½d. per hour;
(ii) For any period of absence from his headquarters on a weekday exceeding 10 hours but not extending beyond midnight	At the rate of 10½d. per hour for the total period of absence;
(iii) For any period of absence from his headquarters extending beyond midnight but not exceeding 96 hours	At the rate of 10½d. per hour with a minimum payment of 10s. 6d.;
(iv) For any period of absence from his headquarters exceeding 96 hours	At the rate of 10s. 6d. per night with a minimum payment of £4. 4s.

(*b*) *Hourly and Daily paid employees.*—An employee employed on district duty who is remunerated at an hourly or daily wage will be paid travelling expenses, when he travels on duty or works away from his headquarters—

(i) For each night on which he is unable to return to his headquarters before midnight	At the rate of 10s. 6d. per night;
(ii) For any time before or after ordinary working hours not otherwise paid for, whilst travelling in the first instance from his headquarters to a job, from job to job, travelling from a job to his headquarters and return for departmental reasons, waiting before finally returning to his headquarters, and travelling on finally returning to his headquarters on completion of a job	At the rate of seven-eighths' time, subject to a maximum of 8¾ hours' wages for any single journey.

(4) An employee employed on district duty will, when he is required to undertake relief duty away from his district, be paid expenses in terms of Regulation No. 147.

(5) *Alle ander werksmanne—*

vir enige tydperk van afwesigheid van hulle hoofkwartier	seweagstes tyd vir enige tydperk waarvoor daar nie andersins betaal word nie, onderworpe aan 'n maksimum van 8¾ uur se loon, *of* 10½d. per uur vir die hele tydperk mits sodanige afwesigheid 'n gewone etenstyd dek, watter ook al die meeste is.

(6) 'n Werksman wat aangesê word om op 'n plek weg van sy hoofkwartier te werk, moet by sy voorman of 'n ander verantwoordelike beampte verneem of hy snags moet terugkeer of moet bly op die plek waar hy moet gaan werk, en daardie beampte moet ook sorg dat sodanige opdrag gegee word.

TREINPERSONEEL WAT TREINE WERK—AFBOEKKOSTE.

140. (1) As 'n lid van die treinpersoneel op 'n buitestasie afgeboek word in die omstandighede waarvoor daar in subparagraaf (*b*) van paragraaf (4) van regulasie no. 75 voorsiening gemaak word, word die volgende afboekkoste toegestaan:

Afboektydperk.	*Kosteskaal.* s. d.
Hoogstens 6 uur.....	6 3
Langer as 6 uur maar hoogstens 18 uur....	9 3
Langer as 18 uur maar hoogstens 24 uur.....	13 9
Langer as 24 uur maar hoogstens 30 uur.....	18 0
Langer as 30 uur maar hoogstens 36 uur.....	22 9
Langer as 36 uur maar hoogstens 42 uur.....	27 3
Langer as 42 uur maar hoogstens 48 uur.....	31 6
Langer as 48 uur.....	Betaling soos vir 48 uur plus betaling teen die uurlikse skaal van 10½d. vir elke bykomende uur na 48 uur;

met dien verstande dat hoogstens 6s. 3d. afboekkoste betaal word vir 'n tydperk wat sodanige dienaar van diens afgeboek word tussen twee ritte van minder as ses uur elk wat tussen 6 vm. en 10 nm. begin en eindig, maar geen afboekkoste word betaal of ruskamerkoste gehef nie as 'n lid van die treinpersoneel ingevolge die bepalings van paragraaf (7) van regulasie no. 78 vir ononderbroke tyd betaal word ofskoon hy tussen ritte van diens afgeboek word.

(2) Aan 'n lid van die treinpersoneel wat op 'n buitestasie afgeboek word na 'n dienstydperk van meer as ses uur en weer vir diens uitgeroep word binne minder as agt uur, word die afboekkoste vir agt uur betaal.

(3) As 'n lid van die treinpersoneel wat aflos- of ander diens op 'n depot weg van sy hoofkwartier doen en koste teen die uurlikse skaal ontvang, in trein van die depot waar hy die aflos- of ander diens doen, na sy tuisstasie werk en daar van diens afgeboek word, is hy nie geregtig op afboekkoste nie, maar die betaling van koste teen die uurlikse skaal word nie onderbreek nie, tensy hy langer as twaalf uur op sy tuisstasie bly. Afboekkoste word betaal as die lid van die treinpersoneel 'n trein na 'n ander stasie werk en daar afgeboek word.

(4) (*a*) Treinpersoneel wat ballas- of materiaaltreine werk, is nie daarop geregtig om koste behalwe afboekkoste ingevolge die bepalings van hierdie regulasie te ontvang nie—

(i) as hulle snags na hulle hoofkwartier kan terugkeer,

(ii) as hulle 'n trein na 'n buitestasie werk en hoogstens een rit van en terug na sodanige buitestasie aflê voordat hulle na hulle hoofkwartier terugkeer,

(iii) as hulle van 'n kaboes voorsien is,

onderworpe aan die bepaling dat hoogstens die ekwivalent van die koste vir een afboektydperk, nl. 9s. 3d., betaal word vir elke dag—sowel weekdag as Sondag—in die maand waarin treinpersoneel van hulle tuisdepot afwesig is.

(*b*) Treinpersoneel wat ballas- of materiaaltreine werk onder ander voorwaardes as dié waarvoor daar in subparagraaf (*a*) voorsiening gemaak word, is daarop geregtig om koste teen die uurlikse skaal bepaal in regulasie no. 147 te ontvang, maar is nie geregtig op afboekkoste nie.

(5) (*a*) As daar nie akkommodasie verskaf word nie, moet die beampte in beheer die tydstaat of joernaal dienooreenkomstig sertifiseer.

(*b*) As die akkommodasie wat verskaf word, nie 'n volledig toegeruste ruskamer of 'n volledig toegeruste kaboes is nie, moet die beampte in beheer op die tydstaat of joernaal sertifiseer watter soort akkommodasie dit is.

(5) *All other employees*—

For any period of absence from headquarters	Seven-eighths' time for any period not otherwise paid for, subject to a maximum payment of 8¾ hours' wages, *or* 10½d. per hour for the total period provided such absence covers a customary meal time, whichever is the greater.

(6) An employee who is instructed to work at a place away from his headquarters must obtain instructions from his foreman or other responsible official as to whether he is required to return at night or to remain at the place at which he is to work, and the onus shall also be upon such official to ensure that such instructions are given.

TRAINMEN WORKING TRAINS—BOOKING-OFF EXPENSES.

140. (1) If a trainman is booked off duty at an out-station under the circumstances provided for in sub-paragraph (*b*) of paragraph (4) of Regulation No. 75, the following booking-off expenses will be allowed:—

Period Booked Off.	*Rate of Expenses.*
	s. d.
Not exceeding 6 hours.....	6 3
Exceeding 6 hours but not exceeding 18 hours.....	9 3
Exceeding 18 hours but not exceeding 24 hours.....	13 9
Exceeding 24 hours but not exceeding 30 hours.....	18 0
Exceeding 30 hours but not exceeding 36 hours.....	22 9
Exceeding 36 hours but not exceeding 42 hours.....	27 3
Exceeding 42 hours but not exceeding 48 hours.....	31 6
Exceeding 48 hours.....	Payment as for 48 hours plus payment at the hourly tariff rate of 10½d. for every additional hour beyond 48 hours;

provided that for any period booked off duty between two runs of less than six hours each, commenced and concluded between 6 a.m. and 10 p.m., the booking-off expenses may not exceed 6s. 3d., but no booking-off expenses shall be payable, nor shall charges be raised for restroom accommodation in a case where, although a trainman is booked off duty between trips, continuous time is paid in terms of paragraph (7) of Regulation No. 78.

(2) A trainman booked off duty at an out-station after any period of duty exceeding six hours, who is again called for duty in less than eight hours, shall be paid the booking-off expenses for eight hours.

(3) A trainman, relieving or performing other duty at any depot away from his headquarters and being paid the hourly tariff rate of expenses, who works a train from the depot at which he is relieving or performing other duty to his home station where he is booked off duty, will not be entitled to booking-off expenses, but the payment of expenses at the hourly tariff rate shall not be interrupted unless he remains at his home station for a period exceeding twelve hours. Booking-off expenses will be paid if the trainman works a train to any other station and is booked off duty thereat.

(4) (*a*) Trainmen working ballast or material trains will be ineligible to receive expenses other than booking-off expenses in terms of this regulation—

(i) when they are able to return to their headquarters at night;

(ii) when they work to an out-station and undertake not more than one trip from and back to such out-station before returning to their headquarters;

(iii) when they are provided with a caboose;

subject to the proviso that not more than the equivalent of one booking-off expense of 9s. 3d. shall be paid for each day, weekdays and Sundays, in the month during which trainmen are absent from their home depot.

(*b*) Trainmen working ballast or material trains under conditions other than those provided for in sub-paragraph (*a*) will be entitled to receive the hourly tariff rate of expenses prescribed in Regulation No. 147, but will be ineligible to receive booking-off expenses.

(5) (*a*) If accommodation is not provided, the certificate of the official in charge to that effect must be obtained on the timesheet or journal.

(*b*) If accommodation other than a fully equipped restroom or a fully equipped caboose is provided, the certificate of the official in charge must be obtained on the timesheet or journal indicating the type of such accommodation.

TREINPERSONEEL—VERSKAFFING VAN VOEDSEL.

141. Die beampte in beheer van 'n depot moet reël dat voldoende voedsel vir die reis of tydperk verskaf word (of dat daarvoor betaal word) as—

(1) 'n werksman wat vir stasie-, gereedheids-, toevallige, depot- of rangeerpligte aangeboek is, met kort kennisgewing die werk moet oorneem van 'n lid van die treinpersoneel wat 'n trein werk waardeur hy genoodsaak word om van sy tuisdepot weg te gaan;

(2) 'n lid van die treinpersoneel wat op 'n buitestasie afgeboek is, 'n trein na 'n ander depot as sy tuisdepot moet werk;

(3) die vasgestelde rit van 'n lid van die treinpersoneel verleng word na 'n plek wat verder is as dié waarheen hy oorspronklik aangeboek is, met die gevolg dat die voedsel wat hy van sy huis gebring het, ontoereikend is vir die verlengde reis;

(4) die rit van 'n lid van die treinpersoneel wat vir 'n heen-en-weerrit aangeboek is, na 'n regstreekse rit verander word, met die gevolg dat hy nie genoeg voedsel vir die regstreekse rit het nie;

(5) 'n lid van die treinpersoneel op sy tuisdepot uitgeroep word om 'n trein met kort kennisgewing op 'n rit te werk (drie uur of minder vanaf die tyd waarop hy aangesê is om hom vir diens aan te meld totdat hy diens moet aanvaar) en as gevolg daarvan nie genoeg tyd het om voorsorg te maak vir voedsel vir die rit nie; en

(6) 'n lid van die treinpersoneel nie van die gewone opstelterrein moet vertrek nie, maar van 'n ander stasie, sylyn of terrein in die teenoorgestelde rigting van dié van sy eindbestemming, met die gevolg dat die voedsel wat hy van sy huis gebring het, ontoereikend is vir die verlengde reis.

Die waarde van voedsel wat verskaf word, word nie teruggevorder nie, en die verskaffing van voedsel of die betaling daarvoor raak nie die betaling van afboekkoste as dit verskuldig is nie. Afloskoste word nie toegestaan nie.

PADVERVOERPERSONEEL.

142. (1) As 'n bestuurder (padvervoerdiens) of 'n assistent van 'n bestuurder (padvervoerdiens) op padvervoerdiens, van sy hoofkwartier af werk en tot ná middernag op 'n plek behalwe sy hoofkwartier van diens afgeboek word, word koste van 10s. 6d. aan hom betaal vir elke tydperk van vier-en-twintig uur of gedeelte daarvan wat hy aldus afgeboek word. Hierdie koste word ook betaal aan enigeen van die voormelde dienare wat aflos- of ander werk in verband met padvervoerdiens op 'n plek weg van sy hoofkwartier doen en tot ná middernag van diens afgeboek word op 'n plek behalwe sy hoofkwartier of die plek waar hy aflos- of ander diens doen.

(2) Aan 'n bestuurder (padvervoerdiens) of 'n assistent van 'n bestuurder (padvervoerdiens) op padvervoerdiens, wat op 'n heen-en-weerrit moet werk in plaas daarvan om op 'n plek behalwe sy hoofkwartier af te boek, en wat ná middernag na sy hoofkwartier terugkeer nadat hy 'n ononderbroke dienstydperk van meer as twaalf uur voltooi het, word koste van 10s. 6d. betaal.

VERSKAFFING VAN VOEDSEL—BESTUURDERS (PADVERVOERDIENS) EN HULLE ASSISTENTE.

143. Die beampte in beheer van 'n depot kan reël dat 'n bestuurder (padvervoerdiens) en sy assistent van voldoende voedsel vir die reis of tydperk voorsien word (of dat daarvoor betaal word) as hulle—

(1) sonder voorafgaande kennisgewing moet omdraai voordat hulle hulle tuisdepot bereik en 'n bykomende rit moet onderneem as gevolg waarvan die tydperk tussen die vasgestelde tyd van aankoms op hulle hoofkwartier na voltooiing van die gewone rit en die werklike tyd waarop hulle weer op hulle hoofkwartier aankom, 'n uur of langer as 'n uur ná 'n gewone etenstyd duur;

(2) in 'n noodgeval op hulle tuisdepot vir 'n spesiale rit uitgeroep word met so 'n kort kennisgewing dat hulle nie voedsel vir die reis kan saamneem nie en hulle 'n uur of meer as 'n uur ná 'n gewone etenstyd van hulle hoofkwartier afwesig sal wees;

mits hulle nie voedsel met een van die Departement se gereelde of spesiale busse of met 'n ander beskikbare vervoermiddel van hulle huise kan kry nie.

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TRAINMEN—SUPPLY OF FOOD.

141. An official in charge of a depot shall arrange for food to be supplied (or payment made therefor) sufficient for the journey or period—

(1) when it is necessary for an employee booked on for station, stand-by, spare, depot or shunting duties to take over at short notice the duties of a trainman working a train which necessitates his leaving his home depot;

(2) when it is necessary for a trainman booked off at an out-station to work to a depot other than his home depot;

(3) when the schedule run of a trainman is extended to a point beyond that for which he was originally booked, resulting in his not being provided with sufficient food from his home for the extended journey;

(4) when the actual run of a trainman booked to work a round trip is converted into a straight trip resulting in his not being provided with sufficient food for the straight trip;

(5) when a trainman is called out at his home depot to work a trip at short notice—a period of three hours or less from the time the trainman is warned to the time he has to assume duty—and as a result thereof has had insufficient time to provide food for the trip; and

(6) when the starting point of a trainman has been altered from the normal marshalling yard to another station, siding or yard in a direction opposite to that of the ultimate terminus resulting in the servant not being provided with sufficient food from his home for the extended journey.

The value of food supplied will not be recovered and the supply of food or the payment therefor will not interfere with the payment of booking-off expenses, if due. Relieving expenses will not be allowed.

ROAD TRANSPORT SERVICE STAFF.

142. (1) A driver (road transport service) or an assistant to a driver (road transport service) employed on road transport services and operating from his headquarters will, when booked off duty over midnight at a point other than his headquarters, be paid an expense of 10s. 6d. for each period of twenty-four hours or part thereof during which he is so booked off. This expense will also be payable to any such servant employed on relief or other duty on a road transport service at a place away from his headquarters, when he is booked off duty over midnight at a place other than his headquarters or the place at which he is performing relief or other duty.

(2) A driver (road transport service) or an assistant to a driver (road transport service) employed on road transport services, who is required to work a round trip instead of booking off duty at a place other than his headquarters, and who returns to his headquarters after midnight, after completing a continuous period of duty in excess of twelve hours, will be paid an expense of 10s. 6d.

SUPPLY OF FOOD—DRIVERS (ROAD TRANSPORT SERVICE) AND THEIR ASSISTANTS.

143. An official in charge of a depot may arrange for food to be supplied to a driver (road transport service) and his assistant (or for payment to be made therefor), sufficient for the journey or period—

(1) when before reaching their home depot, they are required to turn back, without previous advice, and undertake an additional trip, as a result of which the period which intervenes between the actual time of arrival back at their headquarters and the scheduled time for arrival back at headquarters on completion of the normal trip, extends for one or more hours beyond a customary meal time;

(2) when they are called out at their home depot in an emergency to undertake a special trip, are unable to provide food for the journey owing to the short notice given, and their absence from their headquarters covers a period extending for one or more hours beyond a customary meal time;

provided it is impracticable for them to obtain food from their homes by means of one of the Department's scheduled or special buses, or other conveyance, which may be available.

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WERKSMANNE VAN DIE VERVERSINGSDEPARTEMENT WAT GEREGTIG IS OP VRY VOEDSEL.

144. Aan 'n werksman van die Verversingsdepartement wat geregtig is op vry voedsel as 'n deel van sy besoldiging, en wat aflos- of ander diens op 'n sentrum weg van sy hoofkwartier moet gaan doen, word die volgende geriewe en/of koste toegestaan:

(1) Terwyl hy onderweg is na of van sodanige sentrum, is hy geregtig op—

(*a*) vry etes in die eetwa en/of die stasieververssingskamer, of as 'n ete of etes nie verskaf kan word nie, koste van 4s. 0d. in plaas van elke vry ete wat nie verskaf word nie;

(*b*) 'n vry departementele bed op die trein as hy gedurende die nag reis; en

(*c*) as hy sy reis in die nag op 'n sentrum moet onderbreek, vry departementele slaapplek, of as sodanige slaapplek nie verskaf kan word nie, koste teen 10s. 6d. per nag.

(2) Terwyl hy aflos- of ander diens by 'n stasieververssingskamer doen, is hy geregtig op—

(*a*) vry etes en vry departementele slaapplek; of

(*b*) as departementele slaapplek nie beskikbaar is nie, en hy nie elke dag met redelike gerief vir 'n behoorlike rustyd na sy hoofkwartier of tuiste kan terugkeer nie, koste teen 4d. per uur; en

(*c*) (i) as vry etes nie op 'n weekdag beskikbaar is nie en hy nie vir sodanige etes na sy hoofkwartier kan terugkeer nie, koste van 4s. 0d. in plaas van elke ete wat nie verskaf word nie;

(ii) as vry etes nie op 'n Sondag beskikbaar is nie en hy nie met redelike gerief vir sodanige etes na sy hoofkwartier of tuiste kan terugkeer nie, koste van 4s. 0d. in plaas van elke vry ete wat nie verskaf word nie.

(3) Terwyl hy op 'n eetwa werk wat beheer word van 'n sentrum behalwe sy hoofkwartier—

(*a*) en tussen ritte van diens afgeboek word op die sentrum waar hy aflos- of ander diens doen en waarvandaan hy nie met redelike gerief—

(i) na sy hoofkwartier vir etes kan terugkeer nie:	vry etes, of as sodanige etes nie departementeel verskaf kan word nie, koste van 4s. 0d. in plaas van elke vry ete wat nie verskaf word nie;
(ii) elke dag na sy hoofkwartier of tuiste vir 'n behoorlike rustyd kan terugkeer nie:	vry departementele slaapplek, of as sodanige slaapplek nie beskikbaar is nie, koste teen 10s. 6d. per nag.

(*b*) As departementele slaapplek nie beskikbaar is nie en die Verversingsbestuurder van mening is dat die omstandighede dit regverdig, kan hy magtiging verleen dat daar in plaas van die koste bepaal in klousule (ii) van subparagraaf (*a*) 'n terugbetaling toegestaan word van redelike uitgawe wat werklik aangegaan is vir slaapplek vir die hele dienstydperk op die sentrum waar die betrokke werksman aflos- of ander diens doen.

BAANMEESTERS, ASSISTENT-BAANMEESTERS, PLOEGBASE, HANDLANGERS, SPANBASE, DRAADSPANNERS, AANLEGTUINIERS EN DISTRIKSTUINIERS.

145. (1) As 'n baanmeester, 'n assistent-baanmeester of 'n ploegbaas wat tydelik herleggingswerk doen, dwarslêers vervang, spesiale ballaswerk doen of ander soortgelyke werk verrig en nie spesiaal vir die werk in diens geneem is nie, van sy hoofkwartier af weg is en nie elke nag daarheen of na sy tuiste kan terugkeer vir 'n behoorlike rustyd nie, word koste teen 10s. 6d. per nag aan hom betaal vir die tydperk wat hy van sy hoofkwartier afwesig is.

(2) Aan 'n aanlegtuinier, 'n distrikstuinier, 'n draadspanner, 'n handlanger of 'n spanbaas (tensy spesiaal in diens geneem vir 'n besondere taak) wat weg van sy hoofkwartier diens doen en nie elke nag daarheen of na sy tuiste kan terugkeer vir 'n behoorlike rustyd nie, word koste teen 10s. 6d. per nag betaal vir die tydperk wat hy van sy hoofkwartier afwesig is.

EMPLOYEES OF THE CATERING DEPARTMENT WHO ARE ENTITLED TO FREE FOOD.

144. An employee of the Catering Department, entitled to free food as part of his emoluments, who is required to proceed to a centre away from his headquarters on relief or other duty, will be granted the following facilities and/or expense payments:—

(1) when en route to or from such centre, he will be entitled to—

(*a*) free meals from the dining car and/or station refreshment room, or, if any meal(s) cannot be provided, an expense payment of 4s. 0d. in lieu of each free meal not provided;

(*b*) the use of departmental bedding on the train without charge, if he is travelling during the night; and

(*c*) if it is necessary for him to break his journey en route at night at any centre, departmental sleeping accommodation without charge or, if such accommodation cannot be provided, an expense payment of 10s. 6d. per night;

(2) when performing relief or other duty at a station refreshment room—

(*a*) free meals and departmental sleeping accommodation without charge; or

(*b*) if departmental sleeping accommodation is not available and he is unable with reasonable convenience to return to his headquarters or home each day for a proper period of rest, an expense payment of 4d. per hour; and

(*c*) (i) if free meals are not available on a weekday and he is unable to return to his headquarters for such meals, an expense payment of 4s. 0d. in lieu of each meal not provided;

(ii) if free meals are not available on a Sunday and he is unable with reasonable convenience to return to his headquarters or home for such meals, an expense payment of 4s. 0d. in lieu of each free meal not provided;

(3) when employed on a dining car controlled from a centre other than his headquarters—

(*a*) and booked off duty between trips at the centre at which he is performing relief or other duty, and from which he is unable with reasonable convenience to return to his:

(i) headquarters for meals:	Free meals or where such meals cannot be supplied departmentally, an expense payment of 4s. 0d. in lieu of each free meal not provided;
(ii) headquarters or home for a proper period of rest each day:	Departmental sleeping accommodation without charge or, if such accommodation is not available, an expense payment of 10s. 6d. per night.

(*b*) Where departmental sleeping accommodation is not available, the Catering Manager may, when, in his opinion, the circumstances justify such a course, authorise, in lieu of the expense payment prescribed in clause (ii) of sub-paragraph (*a*), the refund of reasonable expenditure actually incurred in the hire of accommodation covering the total period of duty at the centre at which the employee concerned is performing relief or other duty.

PLATELAYERS, ASSISTANT PLATELAYERS, GANGERS, HANDYMEN, SQUAD GANGERS, FENCERS, CONSTRUCTION GARDENERS AND DISTRICT GARDENERS.

145. (1) A platelayer, an assistant platelayer or a ganger temporarily employed on relaying, resleepering, special ballasting or other work of a similar nature, who is not specially engaged for the work, and is away from his headquarters and is unable to return thereto or to his home for a proper period of rest each night, will be paid an expense of 10s. 6d. per night for the period he is absent from his headquarters.

(2) A construction gardener, a district gardener, a fencer, a handyman or a squad ganger (unless specially engaged for a specific work), who is performing duty away from his headquarters and is unable to return thereto or to his home for a proper period of rest each night, will be paid an expense of 10s. 6d. per night for the period he is absent from his headquarters.

AFLOSPERSONEEL.

146. Wanneer 'n werksman wat lid is van die gereelde aflospersoneel diens weg van sy hoofkwartier doen, kom hy in aanmerking vir koste op die volgende grondslag:

(1) As hy elke dag met redelike gerief vir 'n behoorlike rustyd na sy hoofkwartier of tuiste kan terugkeer, maar nie vir 'n ete gedurende 'n gewone etenstyd na sy tuiste kan terugkeer nie—

(*a*) vir 'n tydperk van afwesigheid van hoogstens 6 uur, maar wat 'n gewone etenstyd insluit..... 3s. 3d.;

(*b*) vir 'n tydperk van afwesigheid van meer as 6 uur, maar hoogstens 12 uur..... 5s. 3d.;

(*c*) vir 'n tydperk van afwesigheid van meer as 12 uur 8¾d. per uur.

(2) As hy nie elke dag met redelike gerief vir 'n behoorlike rustyd na sy hoofkwartier of tuiste kan terugkeer nie, word koste teen die skaal van 8¾d. per uur vir enige tydperk van afwesigheid aan hom betaal.

ALLE WERKSMANNE BEHALWE DIÉ OP WIE DIE BEPALINGS VAN DIE VOORGAANDE REGULASIES VAN TOEPASSING IS.

147. (1) As 'n werksman wat hierbo genoem word (behalwe 'n polisiebeampte wat 'n toelae ontvang wat ingevolge die bepalings van paragraaf (11) van regulasie no. 50 gemagtig is), diens behalwe aflosdiens weg van sy hoofkwartier moet doen, word koste teen die volgende skaal aan hom betaal tensy hy werk in die omstandighede gemeld in paragraaf (2), (3), (4) of (5):

(*a*) As hy elke dag met redelike gerief vir 'n behoorlike rustyd na sy hoofkwartier of tuiste kan gaan, maar nie vir 'n ete gedurende 'n gewone etenstyd na sy tuiste kan gaan nie—

(i) vir 'n tydperk van afwesigheid van hoogstens 6 uur, maar wat 'n gewone etenstyd insluit..... 3s. 3d.;

(ii) vir 'n tydperk van afwesigheid van meer as 6 uur, maar hoogstens 12 uur..... 5s. 3d.;

(iii) vir 'n tydperk van afwesigheid van meer as 12 uur 10½d. per uur.

(*b*) As hy nie elke dag met redelike gerief vir 'n behoorlike rustyd na sy hoofkwartier of tuiste kan gaan nie, word koste teen die skaal van 10½d. per uur aan hom betaal vir die tydperk wat hy weg is van sy hoofkwartier.

(2) Aan 'n bediende van vaste masjinerie wat by twee of meer pompstasies moet werk en buite die ure van sy gewone dagskof van sy tuisstasie afwesig moet wees, word koste op die grondslag van die bepalings van paragraaf (1) betaal vir die hele tydperk van sy afwesigheid van sy tuisstasie mits sodanige tydperk langer as 10 uur of tot ná middernag duur.

(3) Aan 'n dienaar wat per trein moet reis om te help met oorlaai- of soortgelyke werk wat weg van sy hoofkwartier gedoen word, word geen koste ingevolge hierdie regulasie betaal nie, maar vir enige tydperk wat hy op 'n plek weg van sy hoofkwartier van diens afgeboek word, word koste teen die skaal in regulasie no. 140 aan hom betaal.

(4) Aan 'n kwekelingstoker wat per trein moet reis om steenkool onderweg te trem of om 'n lokomotief op 'n buitestasie op te pas, word geen koste ingevolge hierdie regulasie betaal nie, maar vir enige tydperk wat die drywer en stoker op die buitestasie van diens afgeboek word, word koste teen die skaal in regulasie no. 140 aan die kwekelingstoker betaal.

(5) Aan 'n dienaar (behalwe 'n dienaar genoem in regulasie no. 139) wat distriksdiens doen, word koste ingevolge die bepalings van subparagraaf (*a*) van paragraaf (3) van regulasie no. 139 betaal wanneer hy in 'n volledig toegeruste kaboes reis.

AFLOSKOSTE.

148. 'n Werksman (behalwe 'n werksman op wie die bepalings van regulasie no. 144 of 146 van toepassing is) wat aflosdiens op 'n sentrum weg van sy hoofkwartier doen, is daarop geregtig om koste op die volgende grondslag te ontvang vir die tydperk wat hy van sy hoofkwartier afwesig is:

(1) As hy elke dag met redelike gerief vir 'n behoorlike rustyd na sy hoofkwartier of tuiste kan terugkeer, maar nie vir 'n ete gedurende 'n gewone etenstyd na sy tuiste kan terugkeer nie—

(*a*) vir 'n tydperk van afwesigheid van hoogstens 6 uur, maar wat 'n gewone etenstyd insluit..... 3s. 3d.;

(*b*) vir 'n tydperk van afwesigheid van meer as 6 uur, maar hoogstens 12 uur..... 5s. 3d.;

(*c*) vir 'n tydperk van afwesigheid van meer as 12 uur 10½d. per uur.

RELIEF STAFF.

146. An employee who is a member of the regular relief staff will, when performing duty away from his headquarters, be eligible to receive expenses on the following basis—

(1) if he is able with reasonable convenience to return to his headquarters or home each day for a proper period of rest but not to his home for a meal during any customary meal time—

(*a*) for any period of absence not exceeding 6 hours but covering a customary meal time..... 3s. 3d.;
(*b*) for any period of absence exceeding 6 hours but not exceeding 12 hours..... 5s. 3d.;
(*c*) for any period of absence exceeding 12 hours.... 8¾d. per hour.

(2) if he is unable with reasonable convenience to return to his headquarters or home each day for a proper period of rest, he will be paid expenses for any period of absence at the rate of 8¾d. per hour.

ALL EMPLOYEES OTHER THAN THOSE GOVERNED BY THE PROVISIONS OF THE PRECEDING REGULATIONS.

147. (1) An employee specified above (other than a policeman who is in receipt of an allowance authorised under the provisions of paragraph (11) of Regulation No. 50), who is required to undertake duty, other than relief duty, away from his headquarters, will, except when employed in circumstances mentioned in paragraph (2), (3), (4) or (5), be paid expenses on the following scale:—

(*a*) if he is able with reasonable convenience to proceed to his headquarters or home each day for a proper period of rest, but not to his home for a meal during any customary meal time—

(i) for any period of absence not exceeding 6 hours but covering a customary meal time..... 3s. 3d.;
(ii) for any period of absence exceeding 6 hours but not exceeding 12 hours..... 5s. 3d.;
(iii) for any period of absence exceeding 12 hours... 10½d. per hour;

(*b*) if he is unable with reasonable convenience to proceed to his headquarters or home each day for a proper period of rest, expenses at the rate of 10½d. per hour will be payable for the period of his absence from his headquarters.

(2) An attendant, stationary plant, who is required to attend to two or more pumping stations and to be absent from his home station outside the hours of his ordinary daily shift, will be paid expenses on the basis of the provisions of paragraph (1) in respect of the total period of his absence from his home station provided such period exceeds 10 hours or extends beyond midnight.

(3) A servant who is required to travel by train to assist in connection with tranship or similar work undertaken away from his headquarters, will not be paid expenses in terms of this regulation, but in respect of any period during which he is booked off duty at a place away from his headquarters, he will be paid expenses on the scale prescribed in Regulation No. 140.

(4) A trainee fireman who is required to travel by train for the purpose of trimming coal en route or of looking after an engine at an out-station will not be paid expenses in terms of this regulation, but in respect of any period at the out-station during which the driver and fireman are booked off duty, the trainee fireman will be paid expenses on the scale prescribed in Regulation No. 140.

(5) A servant, other than one referred to in Regulation No. 139, who is employed on district duty will, when travelling in a fully equipped caboose, be paid expenses in terms of sub-paragraph (*a*) of paragraph (3) of Regulation No. 139.

RELIEVING EXPENSES.

148. An employee, other than one to whom the provisions of Regulation No. 144 or 146 apply, who performs relief duty at a centre away from his headquarters, will, in respect of the period of his absence from his headquarters, be eligible to receive expenses on the following basis:—

(1) If he is able with reasonable convenience to return to his headquarters or home each day for a proper period of rest, but not to his home for a meal during any customary meal time—

(*a*) for any period of absence not exceeding 6 hours but covering a customary meal time..... 3s. 3d.;
(*b*) for any period of absence exceeding 6 hours but not exceeding 12 hours..... 5s. 3d.;
(*c*) for any period of absence exceeding 12 hours.... 10½d. per hour;

(2) As hy nie elke dag met redelike gerief vir 'n behoorlike rustyd na sy hoofkwartier of tuiste kan terugkeer nie, word koste teen die skaal van 10½d. per uur vir enige tydperk van afwesigheid aan hom betaal.

OORPLAASKOSTE.

Alle dienare.

149. (1) Koste word ingevolge die bepalings van hierdie regulasie betaal slegs as 'n dienaar oorgeplaas word omdat die Diens dit vereis, en nie as hy op eie versoek of as gevolg van tugstappe oorgeplaas word nie, tensy die Hoofbestuurder na goeddunke anders besluit.

Amptenare.

(2) Aan 'n amptenaar wat van een stasie na 'n ander oorgeplaas word, kan reiskoste vir die reis van sy huidige na sy nuwe hoofkwartier ingevolge die bepalings van regulasie no. 130 toegestaan word vir homself, sy eggenote en elke lid van sy gesin wat twaalf jaar en ouer is, en teen die helfte van sodanige skaal vir elke lid van sy gesin wat onder twaalf jaar is; met dien verstande dat as sodanige amptenaar met bevordering oorgeplaas word, hy betaal moet word teen die kosteskaal wat van toepassing is op die salaris wat by sy bevordering aan hom toegestaan word. Wat huisbediendes betref, word die betaling van redelike kontantuitgawes toegestaan.

(3) 'n Amptenaar kan ook sy meubels en benodigdhede òf departementeel òf op koste van die departement laat verpak en uitpak na gelang van wat sy departementshoof of -onderhoof of 'n ander gemagtigde amptenaar mag beveel en onder sodanige voorwaardes as wat van tyd tot tyd bekend gemaak mag word.

Werksmanne.

(4) (*a*) Aan 'n werksman (behalwe 'n werksman van die Verversingsdepartement wat op vry voedsel as 'n deel van sy besoldiging geregtig is) wat van een stasie na 'n ander oorgeplaas word, kan reiskoste vir die reis van sy huidige na sy nuwe hoofkwartier toegestaan word teen die skaal van 10½d. per uur vir homself, sy eggenote en elke lid van sy gesin wat twaalf jaar en ouer is, en teen die helfte van daardie skaal vir elke lid van sy gesin wat onder twaalf jaar is.

(*b*) Aan 'n werksman van die Verversingsdepartement wat op vry voedsel as 'n deel van sy besoldiging geregtig is en wat oorgeplaas word, word vry voedsel vir homself, sy eggenote en afhanklike kinders toegestaan terwyl hy van sy huidige na sy nuwe hoofkwartier reis, en geen koste word vir die reis betaal nie, behalwe dat bedrae wat betaal is vir beddens op die trein, by indiening van kwitansies terugbetaal sal word. Redelike uitgawes vir etes en slaapplek wat gedurende 'n gedeelte van die reis nie deur die Departement verskaf kan word nie, word terugbetaal.

(*c*) Wat 'n huisbediende betref, word die betaling van redelike kontantuitgawes toegestaan.

(*d*) As 'n werksman met bevordering tot amptenaarstatus oorgeplaas word, moet hy betaal word teen die kosteskaal wat van toepassing is op die salaris wat by sy bevordering aan hom toegestaan word.

(5) (*a*) 'n Werksman wat getroud is en 'n huis bewoon, kan hoogstens een dag met loon van diens vrygestel word om sy meubels en benodigdhede te verpak en weg te stuur, en by sy bestemming kan hy ook hoogstens een dag met loon van diens vrygestel word om dit uit te pak.

(*b*) Redelike uitgawe wat 'n werksman aangaan vir die verpakking van sy meubels en benodigdhede, min die benaderde waarde van verpakkingsmateriaal wat hy behou, kan na goeddunke van 'n departementshoof of -onderhoof aan die werksman terugbetaal word, onderworpe aan sodanige maksimum terugbetaling as wat die Hoofbestuurder van tyd tot tyd mag bepaal.

Alle dienare.

(6) Vergoeding word betaal vir redelike koste wat 'n dienaar aangaan vir die vervoer van sy meubels en benodigdhede van sy verblyfplek na die stasie en van die stasie na sy nuwe verblyfplek, met dien verstande dat die dienaar op stasies waar 'n besteldiens deur die Departement of ingevolge kontrak verskaf word, van sodanige gerief gebruik moet maak.

(7) As spesiale omstandighede dit regverdig, kan 'n dienaar 'n terugbetaling ontvang van die verskil tussen sy gewone huishoudelike koste (wat bestaan uit huur, eiendomsbelasting en koste vir lig, brandstof en voedsel) en die buitengewone koste wat hy werklik en noodsaaklikerwyse by sy vorige of nuwe stasie aangaan omdat hy in 'n hotel of losieshuis moet bly onderwyl sy meubels en benodigdhede onderweg is, met dien verstande dat geen eis vir buitengewone koste wat aangegaan word gedurende verblyf van langer as sewe dae in 'n hotel of losieshuis, sonder die Hoofbestuurder se goedkeuring oorweeg mag word nie.

(2) if he is unable with reasonable convenience to return to his headquarters or home each day for a proper period of rest, he will be paid expenses for any period of absence at the rate of 10½d. per hour.

TRANSFER EXPENSES.

All Servants.

149. (1) Payments under the provisions of this regulation will be made only if a servant is transferred to meet the exigencies of the Service, and not at his own request or as a sequel to disciplinary action, unless the General Manager, in his discretion, otherwise decides.

Officers.

(2) An officer who is transferred from one station to another may be allowed, in respect of the journey from his present to his new headquarters, travelling expenses in terms of Regulation No. 130 for himself, his wife and each member of his family who is twelve years of age and over, and half such tariff rate for each member of his family who is under twelve years of age; provided that where promotion is accorded on transfer, the scale of expenses applicable shall be that to which the salary granted on promotion entitles such officer. Reasonable out-of-pocket expenses will be allowed in respect of domestic servants.

(3) An officer may also have his furniture and effects packed and unpacked, either departmentally or at the expense of the department, as may be directed by the head or sub-head of his department or other authorised officer, under such conditions as may be notified from time to time.

Employees.

(4) (*a*) An employee (other than a Catering Department employee, who is entitled to free food as part of his emoluments), who is transferred from one station to another may be allowed, in respect of the journey from his present to his new headquarters, travelling expenses at the rate of 10½d. per hour for himself, his wife and each member of his family who is twelve years of age and over, and half that tariff rate for each member of his family who is under twelve years of age.

(*b*) A Catering Department employee, entitled to free food as part of his emoluments, who is transferred will be granted free food for himself, his wife and dependent children while travelling from his present to his new headquarters and no expenses will be paid in respect of the journey, with the exception that amounts disbursed for bedding on the train will be refunded on production of receipts. Reasonable expenditure on meals and sleeping accommodation not available departmentally during any portion of the journey will be refunded.

(*c*) Reasonable out-of-pocket expenses will be allowed in respect of a domestic servant:

(*d*) Where promotion to officer status is accorded on transfer, the scale of expenses applicable shall be that to which the salary granted on promotion entitles the employee.

(5) (*a*) An employee, who is a married man occupying a house, may be allowed time, not exceeding one day, off duty with pay to pack and despatch his furniture and effects, and not exceeding one day off duty with pay at his destination to unpack.

(*b*) An employee may, in the discretion of a head or sub-head of department, be reimbursed reasonable expenditure incurred in packing less the approximate value of any packing material retained by the employee, subject to such maximum refund as may be determined by the General Manager, from time to time.

All Servants.

(6) Reasonable expenses will be allowed for the cost of removing the furniture and effects from a servant's residence to the station and from the station to the new residence, provided that at any station where cartage is performed departmentally or under contract, such facility must be used.

(7) A servant may, where special circumstances justify such a course, be reimbursed the difference between his normal household expenses (comprising rent, rates, light, fuel and food), and the abnormal expenses actually and necessarily incurred by him at either his old or his new station through being compelled to reside at an hotel or boarding house while his furniture and effects are in transit, provided that no claim shall be entertained in respect of abnormal expenses incurred during periods of residence at an hotel or boarding house in excess of a total period of seven days, without the General Manager's approval.

(8) As 'n dienaar met kort kennisgewing oorgeplaas word, en gevolglik huur moet betaal vir 'n kennisgewingtydperk waartydens hy nie die verblyfplek bewoon nie, kan die bedrag wat hy betaal het of 'n gedeelte daarvan na goeddunke van 'n departementshoof of -onderhoof aan hom terugbetaal word.

OMGESETTE KOSTE EN SPESIALE GEVALLE.

Alle dienare.

150. (1) Die Hoofbestuurder kan magtiging verleen vir die betaling van omgesette koste in plaas van enige skaal wat in hierdie regulasies voorgeskryf word.

(2) In spesiale gevalle kan die Hoofbestuurder bykomende betalings magtig ten opsigte van die tydperk of die kosteskaal wat in hierdie regulasies voorgeskryf word.

(3) Ondanks die bepalings van hierdie regulasies kan die Hoofbestuurder in die algemeen of in besondere gevalle magtig dat die uitgawe wat 'n dienaar by sy hoofkwartierstasie vir etes, vervoer, ens. aangaan, ten volle of gedeeltelik aan hom terugbetaal word, mits sodanige uitgawe redelikerwyse aangegaan word as gevolg van spesiale omstandighede wat voortspruit uit die uitvoering van sy ampspligte.

(4) Ondanks die bepalings van hierdie regulasies kan die Administrasie toevoegings tot of veranderings in die skale of bedrae van reis-, aflos- of ander koste magtig.

HOOFSTUK VIII.

ONBEKWAAMHEID.

ALLE DIENARE.

Ondersoek moet ingestel word na gevalle van beweerde onbekwaamheid.

151. 'n Rapport oor onbekwaamheid genoem in artikel *tien* van die Wet moet aan 'n departementshoof of -onderhoof voorgelê word, wat daarna opdrag moet gee dat 'n ondersoek gehou moet word ooreenkomstig die bepalings van regulasie no. 158, 168 of 170, na gelang van die geval. Na voltooiing van die ondersoekverrigtinge moet stappe ooreenkomstig die bepalings van artikel *tien* van die Wet gedoen word.

HOOFSTUK IX.

AFDELING I.

TUG.

Dienare op wie die regulasies in afdeling I van toepassing is.

152. Die bepalings van die regulasies in hierdie afdeling (regulasies nos. 152 tot 160 inbegryp) is van toepassing op alle dienare behalwe polisiebeamptes. Op laasgenoemde dienare is die bepalings van die gemelde regulasies van toepassing net in die mate bepaal in paragraaf (9) van regulasie no. 168 en in paragraaf (1) van regulasie no. 170.

Tugoortredings moet gerapporteer word.

153. (1) As daar beweer of vermoed word dat 'n dienaar skuldig is aan 'n tugoortreding en die geval deur 'n hoër gesag hersien moet word, moet die gesaghebbende dienaar die omstandighede dadelik rapporteer aan een van die amptenare wat in regulasie no. 155 genoem word.

(2) So 'n rapport moet 'n duidelike verklaring van die beweerde oortreding bevat, asook ander besonderhede wat nodig geag word deur die persoon wat die saak rapporteer, en sodanige skriftelike en ondertekende verklarings as wat ter stawing van die rapport verkry kan word, moet daarmee saamgestuur word.

Skorsing van diens.

154. (1) As 'n beweerde tugoortreding of 'n strafregtelike aanklag wat in opdrag van die Kroon teen 'n dienaar ingebring is, as ernstig beskou word, kan 'n toesighoudende amptenaar of 'n ander verantwoordelike dienaar wat in beheer van personeel is, onderworpe aan die bepalings van paragraaf (2), sodanige dienaar kragtens die bepalings van subartikel (5) van artikel *agtien* van die Wet tydelik van diens skors hangende 'n ondersoek, en hy moet sy hoër amptenaar onmiddellik van die skorsing in kennis stel.

(2) As die dienaar wat 'n tugoortreding ontdek, nie regstreeks oor sodanige dienaar beheer voer nie, moet hy die saak sonder versuim rapporteer aan die amptenaar of werksman in beheer of 'n ander beskikbare gesag, wat opdrag moet gee dat die persoon geskors moet word

(8) If a servant is transferred at short notice and, as a result, has to pay rent in lieu of notice, he may, in the discretion of a head or sub-head of department, be reimbursed the amount paid or any part thereof.

COMMUTED EXPENSES AND SPECIAL CASES.

All Servants.

150. (1) The General Manager may authorise the payment of a commuted expense in lieu of any tariff prescribed in these regulations.

(2) In special cases, the General Manager may authorise additional payments, either in respect of the period or the rate of expenses prescribed in these regulations.

(3) Notwithstanding anything contained in these regulations, the General Manager may, either generally or in particular cases, authorise the repayment to a servant of the whole or a portion of any expenditure incurred by him at his headquarters station in respect of meals, transport, etc., where such expenditure is reasonably incurred by reason of special circumstances arising out of the performance by the servant of his official duties.

(4) The Administration may authorise additions to or changes in the rates or amounts of travelling, relieving or other expenses, notwithstanding the terms of these regulations.

CHAPTER VIII.

INEFFICIENCY.

ALL SERVANTS.

Inquiry to be Held into Cases of Alleged Inefficiency.

151. A report of inefficiency referred to in section *ten* of the Act shall be made to a head or sub-head of department who shall thereupon order an inquiry to be held in conformity with the provisions of Regulation No. 158, 168 or 170, as the case may be. Upon the completion of the inquiry proceedings, action shall be taken in accordance with the provisions of section *ten* of the Act.

CHAPTER IX.

SECTION I.

DISCIPLINE.

Applicability of Regulations Contained in Section I.

152. The regulations contained in this section (Nos. 152 to 160 inclusive) are applicable to all servants with the exception of policemen, to which latter servants the said regulations are applicable only to the extent provided for in paragraph (9) of Regulation No. 168 and in paragraph (1) of Regulation No. 170.

Disciplinary Infringements to be Reported.

153. (1) Where it is alleged or suspected that a servant has been guilty of a disciplinary infringement and review by higher authority is necessary, the servant in authority shall forthwith report the circumstances to one of the officers specified in Regulation No. 155.

(2) All such reports shall embody a clear statement of the offence alleged, and any other particulars which the person reporting the matter may think it necessary to include, and shall be accompanied by such supporting written and signed statements as may be obtainable.

Suspension from Duty.

154. (1) Where an alleged disciplinary offence or a criminal charge which has been preferred against a servant at the instance of the Crown, is regarded as serious, a supervising officer or other responsible servant who is in charge of staff may, subject to the terms of paragraph (2), temporarily suspend a servant from duty in terms of sub-section (5) of section *eighteen* of the Act, pending an investigation, and must immediately report the suspension to his superior officer.

(2) If the servant who detects a disciplinary offence is not directly responsible for the control of such servant, he must report the matter without delay to the officer or employee in charge or other available

as dit nodig is. 'n Skorsing ingevolge hierdie regulasie moet so gou moontlik skriftelik bekragtig of nietig verklaar word deur een van die amptenare wat ingevolge die bepalings van regulasie no. 155 met die nodige bevoegdheid beklee is.

(3) 'n Dienaar wat geskors is vir 'n oortreding in verband waarmee strafregtelike vervolging nie teen hom ingestel word nie, mag gedurende die tydperk van skorsing werk buite die Diens aanvaar, mits hy—

(i) besonderhede van sodanige werk aan sy departementshoof of -onderhoof verstrek sodra hy in die buitebetrekking begin werk, en

(ii) binne 48 uur nadat sy skorsing opgehef is, diens by die Departement hervat.

Amptenare wat gemagtig is om met gevalle van tugoortreding te handel.

155. (1) By ontvangs van 'n rapport genoem in regulasie no. 153 kan enigeen van die volgende amptenare, nl.—

die Hoofbestuurder se Departement:

die Hoofbestuurder,
die Adjunk-hoofbestuurder,
'n assistent-hoofbestuurder,
die Assistent-hoofsuperintendent (personeel),
die Hoofsuperintendent (personeel),
die Outobeweegkragingenieur, Langlaagte,
die Prinsipaal, Spoorwegkollege,
die Senioringenieur (outobeweegkrag),
'n superintendent (personeel),
die Vise-prinsipaal, Spoorwegkollege;

die Vervoerdepartement:

'n afdelingsbestuurder,
'n afdelingshawe-ingenieur,
'n afdelingsingenieur,
'n afdelingsingenieur (outobeweegkrag),
'n afdelingsinjaalingenieur,
'n assistent-afdelingsingenieur,
'n assistent-superintendent in 'n afdelingskantoor,
'n distrikshawe-ingenieur,
'n distriksingenieur,
'n eersteklerk in 'n afdelingskantoor,
'n elektrotegniese afdelingsingenieur,
'n elektrotegniese ingenieur,
die Goederesuperintendent, Kaserne,
'n hawegoederesuperintendent,
'n hawekaptein,
'n sinjaalingenieur,
'n superintendent in 'n afdelingskantoor;

die Departement Siviele Ingenieurswese:

die Siviele Hoofingenieur,
'n siviele assistent-hoofingenieur,
die Adviserende Hawensingenieur,
'n assistent-residentingenieur,
die Assistent-superintendent (administratief),
die Assistent-sweisingenieur, spoorbaan- en struktuurwinkel, Elandsfontein,
die Brugingenieur,
'n distrikshawe-ingenieur (nuwe werke),
'n distriksingenieur wat in beheer is van 'n aanleg of daarop werk,
'n hawe-ingenieur (nuwe werke),
'n inspeksie-ingenieur,
'n residentingenieur,
die Superintendent (administratief),
die Sweisingenieur;

die Departement Elektrotegniese Ingenieurswese:

die Elektrotegniese Hoofingenieur,
'n elektrotegniese assistent-hoofingenieur,
die Assistent-superintendent,
'n distriksingenieur (elektrotegnies),
'n elektrotegniese ingenieur,
'n inspeksie-ingenieur,
'n residentingenieur (elektrotegnies),
die Seniorverbindingsingenieur (elektrotegnies),
die Superintendent (administratief),
die Toets- en navorsingsingenieur (elektrotegnies), Langlaagte,
die Vuurtoringingenieur;

authority, who will order suspension if necessary. A suspension made under this regulation must as soon as possible be confirmed or annulled in writing by one of the officers vested with the necessary authority in terms of Regulation No. 155.

(3) A servant under suspension for an infringement in connection with which he is not being criminally prosecuted, shall not be debarred from taking up employment outside the Service during the period of suspension, provided he—

(i) furnishes the head or sub-head of his department with particulars of such employment immediately he takes up duty in the outside occupation, and

(ii) resumes duty with the Department within 48 hours after his suspension has been raised.

Officers Empowered to Deal with Cases of Disciplinary Infringement.

155. (1) On receipt of a report referred to in Regulation No. 153, any of the following officers, viz.:—

General Manager's Department:
the General Manager,
the Deputy General Manager,
an Assistant General Manager,
the Assistant Chief Superintendent (Staff),
the Automotive Engineer, Langlaagte,
the Chief Superintendent (Staff),
the Principal, Railway College,
the Senior Automotive Engineer,
a Superintendent (Staff),
the Vice-Principal, Railway College;

Transportation Department:
a System Manager,
an Assistant Superintendent in a System Office,
an Assistant System Engineer,
a Chief Clerk in a System Office,
a District Engineer,
a District Harbour Engineer,
an Electrical Engineer,
the Goods Superintendent, Kaserne,
a Port Captain,
a Port Goods Superintendent,
a Signal Engineer,
a Superintendent in a System Office,
a System Automotive Engineer,
a System Electrical Engineer,
a System Engineer,
a System Harbour Engineer,
a System Signal Engineer;

Civil Engineering Department:
the Chief Civil Engineer,
an Assistant Chief Civil Engineer,
an Assistant Resident Engineer,
the Assistant Superintendent (Administrative),
the Assistant Welding Engineer, Permanent Way and Structural Workshop, Elandsfontein,
the Bridge Engineer,
a District Engineer in charge of or employed on a Construction,
a District Harbour Engineer (New Works),
a Harbour Engineer (New Works),
the Harbours Advisory Engineer,
an Inspecting Engineer,
a Resident Engineer,
the Superintendent (Administrative),
the Welding Engineer;

Electrical Engineering Department:
the Chief Electrical Engineer,
an Assistant Chief Electrical Engineer,
the Assistant Superintendent,
a District Engineer (Electrical),
an Electrical Engineer,
an Inspecting Engineer,
the Lighthouse Engineer,
a Resident Engineer (Electrical),
the Senior Communications Engineer (Electrical),
the Superintendent (Administrative),
the Test and Research Engineer (Electrical), Langlaagte;

die Departement Werktuigkundige Ingenieurswese:

die Werktuigkundige Hoofingenieur,
'n werktuigkundige assistent-hoofingenieur,
die Assistent-superintendent,
'n eersteklerk,
'n inspeksie-ingenieur,
die Superintendent (administratief),
'n werktuigkundige assistent-ingenieur in 'n werktuigkundige depot,
'n werktuigkundige ingenieur;

die Departement Sinjaalingenieurswese:

die Hoofsinjaalingenieur,
die Assistent-hoofsinjaalingenieur,
'n inspeksie-ingenieur,
'n sinjaalingenieur;

die Magasyndepartement:

die Hoofmagasynsuperintendent,
die Assistent-hoofmagasynsuperintendent,
'n assistent-magasynsuperintendent,
'n magasynsuperintendent;

die Rekenpligtige Departement:

die Hoofrekenmeester,
die Assistent-hoofrekenmeester,
die Hoofkantoorrekenmeester,
die Inkomsterekenmeester,
'n plaaslike rekenmeester;

die Lugdiensdepartement:

die Hooflugdiensbestuurder,
die Assistent-lugdiensbestuurder,
die Seniorlugvaartingenieur,
die Superintendent (handel),
die Superintendent (personeel);

die Verversingsdepartement:

die Verversingsbestuurder,
die Assistent-verversingsbestuurder,
'n assistent-superintendent;

die kantoor van die Spoorweg- en Haweraad:

die Administratiewe Sekretaris van die Minister;

die kantoor van die Kommissie van die Suid-Afrikaanse Spoorweg- en Hawediens:

die Sekretaris, Kommissie van die Suid-Afrikaanse Spoorweg- en Hawediens;

die Publisiteits- en Reisdepartement:

die Bestuurder, Publisiteits- en Reisdepartement,
'n assistent-bestuurder, Publisiteits- en Reisdepartement;

die Siekefonds van die Spoorweë en Hawens:

die Hoofsekretaris van die Siekefonds van die Suid-Afrikaanse Spoorweë en Hawens;
'n amptenaar wat wettig in die plek van een van die voornoemde amptenare waarneem;
'n amptenaar aan wie gelykwaardige of mindere magte van tyd tot tyd deur die Hoofbestuurder persoonlik of deur kennisgewing aan die personeel gedelegeer word;

onderworpe aan die bepalings van paragraaf (2) en die tugbepalings van die Wet, elkeen onder sy eie ampsbenaming en naam, op die wyse bepaal in hierdie regulasies ondersoek instel na en 'n beslissing gee oor sodanige rapport; met dien verstande dat die Hoofbestuurder die bevoegdhede wat ingevolge hierdie regulasies aan enigeen van of al die voornoemde amptenare behalwe departementshoofde verleen is, kan beperk of intrek op sodanige wyse as wat hy as raadsaam mag beskou, en met dien verstande verder dat geen amptenaar 'n dienaar mag ontslaan of gelas om te bedank of sy besoldiging mag verminder nie tensy sodanige amptenaar kragtens artikel *twee* van die Wet en ingevolge hierdie regulasies gedelegeerde bevoegdheid van die Goewerneur-generaal ontvang om dit te doen.

(2) 'n Amptenaar genoem in paragraaf (1) (behalwe 'n amptenaar in die Hoofbestuurder se Departement) moet die bevoegdhede wat ingevolge hierdie regulasie aan hom verleen is, in sy eie departement uitoefen.

Mechanical Engineering Department:

the Chief Mechanical Engineer,
an Assistant Chief Mechanical Engineer,
an Assistant Mechanical Engineer in a Mechanical Depot,
the Assistant Superintendent,
a Chief Clerk,
an Inspecting Engineer,
a Mechanical Engineer,
the Superintendent (Administrative);

Signal Engineering Department:

the Chief Signal Engineer,
the Assistant Chief Signal Engineer,
an Inspecting Engineer,
a Signal Engineer;

Stores Department:

the Chief Stores Superintendent,
the Assistant Chief Stores Superintendent,
an Assistant Stores Superintendent,
a Stores Superintendent;

Accounting Department:

the Chief Accountant,
the Assistant Chief Accountant,
the Head Office Accountant,
a Local Accountant,
the Revenue Accountant;

Airways Department:

the Chief Airways Manager,
the Assistant Airways Manager,
the Senior Aeronautical Engineer,
the Superintendent (Commercial),
the Superintendent (Staff);

Catering Department:

the Catering Manager,
the Assistant Catering Manager,
an Assistant Superintendent;

Office of the Railways and Harbours Board:

the Administrative Secretary to the Minister;

Office of the South African Railways and Harbours Service Commission:

the Secretary, South African Railways and Harbours Service Commission;

Publicity and Travel Department:

the Manager, Publicity and Travel Department,
an Assistant Manager, Publicity and Travel Department;

Railways and Harbours Sick Fund:

the General Secretary to the South African Railways and Harbours Sick Fund;
an officer who is lawfully acting in the place of one of the above-mentioned officers;
an officer to whom similar or lesser powers are delegated by the General Manager personally or by notice to the staff from time to time;

may, subject to the terms of paragraph (2) and to the disciplinary provisions of the Act, each under his own designation and name, inquire into and decide upon the same in the manner set forth in these regulations, provided that the General Manager may restrict or suspend the powers conferred by these regulations upon any or all of the aforementioned officers, other than heads of departments, in such manner as he may deem expedient, and provided further that no officer may dismiss, order the resignation of, or reduce the emoluments of a servant unless, in terms of section *two* of the Act and these regulations, he is given delegated power from the Governor-General to do so.

(2) In exercising the powers vested in him in terms of this regulation, an officer specified in paragraph (1), other than an officer in the General Manager's Department, shall do so within his own department.

Geringe Tugoortredings.

156. (1) Indien 'n oortreding as 'n geringe tugoortreding beskou word en die bepalings van subartikel (2) van artikel *agtien* van die Wet nagekom is, moet die amptenaar wat met die geval handel, die dienaar se mondelinge of skriftelike verduideliking oorweeg en hom daarna óf—

(*a*) vryspreek, óf

(*b*) een of meer van die strawwe oplê wat in paragraaf (*a*) van subartikel (1) van artikel *twintig* van die Wet bepaal word.

(2) As straf opgelê word vir 'n aanklag wat uit meer as een hoof bestaan, moet die straf vir elke afsonderlike hoof bepaal en opgelê word.

(3) 'n Dienaar moet nie van 'n geringe tugoortreding aangekla word ná dertig dae nadat die tugoortreding gerapporteer is nie, en ook nie as die oortreding nie gerapporteer is binne dertig dae nadat dit begaan is nie.

Ernstige Tugoortredings.

157. (1) Indien 'n oortreding as 'n ernstige tugoortreding beskou word, kan die amptenaar wat met die geval handel—

(i) die dienaar wat na bewering 'n oortreding begaan het, skors as hy nie reeds geskors is nie; of

(ii) 'n tydelike skorsingsbevel bekragtig of nietig verklaar;

en moet sodanige amptenaar—

(iii) 'n skriftelike aanklag aan die beweerde oortreder laat bestel en hom versoek om op of voor 'n bepaalde datum (minstens ag-en-veertig uur na die ontvangs van die aanklag) skriftelik daarop te antwoord.

(2) As 'n dienaar teen wie 'n rapport aangaande so 'n tugoortreding ingedien is, met verlof is, moet die aanklag aan hom bestel word, en hy kan dadelik geskors word of die skorsingsbevel kan na goeddunke van die amptenaar wat met die geval handel, teruggehou word totdat sodanige verlof verstryk. As dit nie bekend is waar 'n dienaar hom bevind nie, moet die aanklag en/of kennisgewing van skorsing per aangetekende brief aan sy jongs bekende adres gerig word.

(3) Sodra die antwoord op die aanklag ontvang word, of as dit nog nie ontvang is teen die datum wat daarin bepaal is nie, moet die amptenaar wat met die geval handel, na behoorlike oorweging van die getuienis en verklarings voor hom, óf

(*a*) die dienaar vryspreek; óf

(*b*) besluit dat die tugoortreding gering is en ingevolge die bepalings van regulasie no. 156 daarmee handel; óf

(*c*) opdrag gee dat 'n ondersoek gehou word en daarna voortgaan soos uiteengesit in regulasies nos. 158 en 160; óf,

(*d*) onderworpe aan die bepalings van regulasie no. 158, een of meer van die strawwe oplê wat in paragraaf (*b*) van subartikel (1) van artikel *twintig* van die Wet bepaal word.

As straf ingevolge die bepalings van subartikel (1) (*b*) (i) of (1) (*b*) (ii) van artikel *twintig* van die Wet opgelê word vir 'n aanklag wat uit meer as een hoof bestaan, moet die straf vir elke afsonderlike hoof bepaal en opgelê word.

(4) Sodra 'n besluit geneem is, moet die aangeklaagde dienaar skriftelik daarvan in kennis gestel word.

ONDERSOEK NA ERNSTIGE TUGOORTREDINGS.

158. (1) As 'n dienaar in vaste diens aangekla word van 'n ernstige oortreding wat hy nie ondubbelsinnig skriftelik erken het nie, en die amptenaar wat met die geval handel, die oortreding as so ernstig beskou dat dit die oplê van een of meer van die strawwe noodsaak wat in subparagrawe (iv), (v), (vi), (vii) en (viii) van paragraaf (*b*) van subartikel (1) van artikel *twintig* van die Wet bepaal word, of as sodanige dienaar skuld erken het maar verlang dat 'n ondersoek gehou word, of as ander omstandighede so 'n stap regverdig, moet die aangeklaagde dienaar skriftelik in kennis gestel word van 'n datum en tyd waarop die aanklag verder ondersoek sal word deur die amptenaar wat met die geval handel of deur sodanige ander amptenaar of amptenare as wat ingevolge die bepalings van regulasie no. 159 aangestel mag word. Die dienaar wat aangekla is, moet in sodanige kennisgewing meegedeel word dat hy op die datum, tyd en plek wat daarin genoem word, by 'n ondersoek teenwoordig moet wees, en hy moet versoek word om kennis te gee van watter dienare (as daar sulke dienare is) hy as getuies vir sy verdediging wil oproep, sodat daar gereël kan word dat hulle die ondersoek bywoon.

Minor Disciplinary Infringements.

156. (1) If an offence is regarded as a minor disciplinary infringement, and the provisions of sub-section (2) of section *eighteen* of the Act have been complied with, the officer dealing with the case shall consider the servant's oral or written explanation and shall thereafter either—

(*a*) acquit the servant; or

(*b*) impose one or more of the punishments as prescribed in paragraph (*a*) of sub-section (1) of section *twenty* of the Act.

(2) Where punishment is imposed in respect of a charge comprising more than one count, the punishment shall be assessed and imposed in respect of each of the individual counts.

(3) A servant shall not be charged with a minor disciplinary infringement later than thirty days after the offence is reported, nor shall he be so charged unless the offence is reported within thirty days of its occurrence.

Serious Disciplinary Infringements.

157. (1) If an offence is regarded as a serious disciplinary infringement, the officer dealing with the case—

(i) may suspend the servant against whom an offence is alleged, if not already suspended;

(ii) may confirm or annul any temporary order of suspension;

(iii) shall cause a written charge to be served upon him and shall require him to reply thereto in writing on or before a date to be specified, which shall not be less than forty-eight hours from the time of the receipt of the charge.

(2) In the event of a servant against whom such a disciplinary infringement has been reported being on leave of absence, the charge shall be served upon him, and he may be suspended forthwith or the order of suspension may be withheld until the expiry of such leave, in the discretion of the officer dealing with the case. If the whereabouts of a servant is not known, the charge and/or intimation of suspension shall be addressed by registered letter to his last known address.

(3) As soon as the reply to the charge is received, or if the reply to the charge is not received by the date specified therein, the officer dealing with the case shall, after due consideration of the evidence and statements before him, either—

(*a*) acquit the servant;

(*b*) decide that the case is one of minor disciplinary infringement and deal with it in terms of Regulation No. 156; or

(*c*) order an inquiry to be held and thereafter proceed in the manner set forth in Regulations Nos. 158 and 160; or

(*d*) subject to the terms of Regulation No. 158, impose one or more of the punishments prescribed in paragraph (*b*) of sub-section (1) of section *twenty* of the Act.

Where punishment is imposed under the provisions of sub-section (1) (*b*) (i) or (1) (*b*) (ii) of section *twenty* of the Act in respect of a charge comprising more than one count, the punishment shall be assessed and imposed in respect of each of the individual counts.

(4) As soon as a decision is come to, the servant charged shall be notified thereof in writing.

Inquiries into Serious Disciplinary Infringements.

158. (1) If a servant in permanent employment is charged with a serious offence, which he has not admitted unequivocally in writing, and the officer dealing with the case considers that such offence is of so serious a nature as to necessitate the imposition of one or more of the punishments provided for in sub-paragraphs (iv), (v), (vi), (vii) and (viii) of paragraph (*b*) of sub-section (1) of section *twenty* of the Act, or if such servant has admitted his guilt but desires that an inquiry shall be held, or if other circumstances warrant such a course, the servant charged shall be given notice, in writing, of a date and time when the charge will be further inquired into by the officer dealing with the case, or such other officer or officers as may be appointed under Regulation No. 159. In such notice the servant charged shall be informed that he is required to be present at an inquiry to be held at the date, time and place mentioned in the notice, and he shall be called upon to notify what servants, if any, he desires to call as witnesses in his defence, in order that arrangements may be made for their attendance.

(2) Sodanige ondersoek moet nie later begin as die tydperk wat in subartikel (5) van artikel *twintig* van die Wet bepaal word nie, en as die dienaar wat aangekla is, 'n getuie wil oproep wat nie 'n dienaar is nie, kan hy sodanige getuie oproep, maar hy moet dit op eie koste doen en self die nodige reëlings tref.

(3) As 'n dienaar ten behoewe van 'n aangeklaagde dienaar moet getuig, moet die departementshoof of -onderhoof op versoek van die aangeklaagde dienaar reël dat sodanige dienaar die ondersoek bywoon.

(4) As 'n dienaar wat aangekla is, verkies om by 'n ondersoek bygestaan te word, kan hy kragtens subartikel (1) van artikel *twee-en-twintig* van die Wet van bystand gebruik maak, en moet hy volledige besonderhede van die persoon deur wie hy bygestaan wil wees, minstens ses dae voor die datum bepaal vir die ondersoek verstrek aan sy departementshoof of -onderhoof of aan die amptenaar of amptenare wat die ondersoek hou.

(5) (*a*) 'n Dienaar wat 'n ander dienaar by 'n ondersoek bystaan, word kragtens subartikel (2) van artikel *twee-en-twintig* van die Wet betaal vir die tyd wat hy sodanige ondersoek bywoon.

(*b*) In die geval van 'n werksman is die grondslag van betaling soos volg:

Treinpersoneel.

Die volgende tyd word toegestaan aan 'n werksman wie se betrekking in die Besoldigingslys vir Treinpersoneel (Besoldigingslys no. 3) geklassifiseer is:

(i) As hy nie werk op die dag waarop hy die ondersoek bywoon nie, gewone tyd vir die tydperk van sy bywoning, onderworpe aan 'n minimum van 'n halfdag en 'n maksimum van een dag;

(ii) as hy op die dag waarop hy die ondersoek bywoon, werk vir 'n tydperk van—

(*a*) minder as 'n sesde van die weeklikse diensure wat vir die betrokke werksmangraad vasgestel is, tyd vir die tydperk van sy bywoning, onderworpe aan 'n maksimum van 'n halfdag, wat soos volg toegestaan word:

tyd wat tesame met die tyd wat werklik gewerk is, gelyk is aan 'n sesde van die weeklikse diensure..... as gewone tyd;
tyd wat dit oorskry..... as blote tyd;

(*b*) 'n sesde van die weeklikse diensure wat vir die betrokke werksmangraad vasgestel is, of langer as daardie tydperk, blote tyd vir die tydperk van sy bywoning, onderworpe aan 'n maksimum van 'n halfdag.

Alle ander werksmanne.

'n Werksman (behalwe 'n werksman wat 'n betrekking beklee wat in die Besoldigingslys vir Treinpersoneel geklassifiseer is) ontvang een dag se betaling vir elke dag van die tydperk wat hy die ondersoek bywoon.

(*c*) 'n Dienaar wat gewoonlik oortyd-, bonuswerk- of ander spesiale betalings ontvang, word nie daarvoor vergoed wanneer hy 'n ander dienaar by 'n ondersoek moet bystaan nie.

(*d*) Geen reiskoste word betaal aan 'n dienaar wat 'n ondersoek bywoon om 'n ander dienaar by te staan nie.

(*e*) Vir die toepassing van hierdie paragraaf sluit die uitdrukking „tydperk van sy bywoning" tyd in wat noodsaaklikerwyse deur 'n dienaar bestee word om tussen sy hoofkwartier en die plek van die ondersoek te reis, maar daar word nie betaal of tyd toegestaan, na gelang van die geval, vir 'n Sondag of 'n gedeelte daarvan, of in die geval van 'n werksman, vir 'n openbare vakansiedag of 'n gedeelte daarvan, wat binne die tydperk van sy bywoning val nie, tensy die ondersoekverrigtinge op so 'n dag plaasvind.

(6) Die getuienis van getuies wat meer as twintig myl van die plek woon waar die ondersoek gehou word, kan per beëdigde verklaring of andersins afgeneem word soos bepaal mag word deur die amptenaar wat die ondersoek presideer.

(7) Die dienaar wat aangekla is, moet by die ondersoek versoek word om die aanklag te erken of te ontken. Hy moet die geleentheid gegee word om sy saak te stel. As die verklarings van die getuies ter stawing van die aanklag nie deur die aangeklaagde dienaar erken word nie, moet die getuies aangehoor word, en moet hy toegelaat word om hulle onder kruisverhoor te neem. Die dienaar wat aangekla is, kan enige ander dienaar of persoon as getuie vir sy verdediging oproep. Die amptenaar of amptenare wat die ondersoek hou, kan enige vraag wat

(2) Such inquiry must be commenced not later than the period prescribed in sub-section (5) of section *twenty* of the Act and if the servant charged desires to call a witness who is not a servant he may do so, but at his own expense and by his own arrangement.

(3) The attendance of any servant who may be required to give evidence on behalf of a servant charged shall, on application by the servant concerned, be arranged by the head or sub-head of the department.

(4) If a servant charged elects to avail himself of assistance at an inquiry he may do so in terms of sub-section (1) of section *twenty-two* of the Act and he must, not less than six days before the date fixed for the inquiry, supply to the head or sub-head of his department or to the officer or officers holding the inquiry, full particulars of the person whom he desires to assist him.

(5) (*a*) A servant assisting another servant at an inquiry will be paid, for the period of his attendance at such inquiry, in terms of sub-section (2) of section *twenty-two* of the Act.

(*b*) The basis of pay, in the case of an employee, will be as follows:—

Running Staff.

An employee, whose appointment is classified in the Running Staff Pay Schedule (Pay Schedule No. 3), shall be credited with time as under—

(i) where no duty is performed on the day upon which attendance at the inquiry takes place, ordinary time for the period of his attendance, subject to a minimum of half a day and a maximum of one day;

(ii) where, on the day upon which attendance at the inquiry takes place, duty is performed which, in duration, is—

(*a*) of less than one-sixth of the weekly hours of duty laid down for the grade of employee concerned, time for the period of his attendance, subject to a maximum of half a day, which will be credited as under:

time which, with that actually worked, equals one-sixth of the weekly hours of duty ..... as ordinary time,

time in excess thereof..... as straight time.

(*b*) one-sixth of the weekly hours of duty laid down for the grade of employee concerned or is in excess thereof, straight time for the period of his attendance, subject to a maximum of half a day.

All other Employees.

An employee other than one occupying an appointment classified in the Running Staff Pay Schedule, will receive one day's pay in respect of the period of his attendance at the inquiry for each day on which he is so occupied.

(*c*) No payment will be made to any servant for loss of overtime, bonuswork earnings or other special payments ordinarily earned by a servant attending to assist another servant at an inquiry.

(*d*) No travelling expenses will be paid to any servant attending to assist another servant at an inquiry.

(*e*) For the purpose of the application of this paragraph, the expression "period of his attendance" includes any time necessarily spent by a servant in travelling between his headquarters and the venue of the inquiry, but no payment shall be made or time credited, as the case may be, in respect of any Sunday or part of any such day, or, in the case of an employee any public holiday or part of any such day, falling within the period of his attendance, unless inquiry proceedings occur on any such day.

(6) The evidence of witnesses resident more than twenty miles from the place at which the inquiry is held may be taken by affidavit or otherwise, as the officer presiding at or over the inquiry may direct.

(7) At the inquiry the servant charged shall be called upon to admit or deny the charge. He shall be afforded an opportunity of stating his case. If the statements of the witnesses in support of the charge are not admitted by the servant charged, the witnesses shall be heard and he shall be allowed to cross-examine them. The servant charged may call any other servant or other person as a witness in his defence. The officer or officers conducting the inquiry may put any question that

hulle nodig ag, aan 'n getuie stel. Alle noodsaaklike getuienis moet behoorlik aangeteken word in die ampstaal waarin dit afgelê word en onderteken word deur die amptenaar wat die ondersoek hou, of as daar meer as een ondersoekamptenaar is, deur die voorsitter en, sover moontlik, deur die getuie. 'n Dienaar wat 'n tugoortreding rapporteer, mag nie aan die ondersoek deelneem nie, behalwe as getuie.

(8) 'n Ondersoek kan van tyd tot tyd verdaag word.

(9) As die dienaar wat aangekla is, in gebreke bly om die ondersoek of 'n gedeelte daarvan by te woon en sodanige versuim te wyte is aan omstandighede waaroor hy beheer het, kan dit as 'n tugoortreding behandel word, en dit maak nie die ondersoek ongeldig nie, mits die amptenaar of amptenare wat die ondersoek hou, oortuig is daarvan dat die kennisgewing genoem in paragraaf (1) behoorlik aan die betrokke dienaar bestel of afgelewer is.

(10) As dit na die mening van die amptenaar wat die ondersoek presideer, wenslik is dat die getuienis van 'n getuie onder eed afgelê word, moet die voornoemde amptenaar sodanige getuie vóór die aanhoor van sy getuienis meedeel dat daar van hom verlang sal word om sy getuienis onder eed te bevestig nadat dit aangeteken is, en as sodanige amptenaar 'n kommissaris van ede is, moet hy die getuienis daarna op die gepaste tydstip laat beëdig deur die getuie.

(11) Die bepalings van hierdie regulasie is *mutatis mutandis* van toepassing op ondersoeke na gevalle van beweerde onbekwaamheid wat ingevolge die bepalings van regulasie no. 151 gelas word.

AANSTELLING VAN AMPTENARE OM 'N ONDERSOEK TE HOU.

159. As dit nodig is, kan 'n amptenaar wat in regulasie no. 155 genoem word, een of meer amptenare (behalwe die dienaar wat die beweerde oortreding gerapporteer het) aanstel om 'n ondersoek ingevolge die bepalings van regulasie no. 158 of 'n ander soortgelyke ondersoek te hou en om in alle aanverwante sake op te tree as 'n amptenaar wat gemagtig is om met die geval te handel, met slegs dié voorbehoud dat in plaas daarvan om die aangeklaagde dienaar vry te spreek of skuldig te bevind, sodanige amptenaar of amptenare sy/hulle gevolgtrekkings oor die getuienis en volledige redes vir sodanige gevolgtrekkings asook sy/hulle aanbevelings (as daar aanbevelings is) moet voorlê aan die amptenaar deur wie hy/hulle aangestel is om op te tree.

GEDRAGSLYN NÁ DIE ONDERSOEK.

160. (1) Nadat die amptenaar wat gemagtig is om met die geval te handel, al die getuienis aangehoor het, of nadat hy die verslag oorweeg het van die amptenaar of amptenare wat aangesê is om die ondersoek te hou, na gelang van die geval, moet hy sy beslissing daaroor gee en ingevolge die bepalings van paragrawe (3) en (4) van regulasie no. 157 met die aangeklaagde dienaar handel.

(2) Indien 'n swaarder straf opgelê moet word as wat die amptenaar wat met die saak handel, gemagtig is om op te lê, moet hy die stukke tesame met sy aanbeveling aan 'n hoër gesag vir beslissing voorlê.

AFDELING II.

POLISIEBEAMPTES—TUG.

Woordbepalings.

161. Vir die doel van hierdie afdeling beteken die uitdrukking—

„bevelvoerende offisier", die offisier wat as sodanig aangewys is om bevel te voer oor die lede van die polisiemag vir 'n bepaalde afdeling of ander streek, of wat daartoe behoort of daaraan toegewys is vir diens of tug;

„meerdere", benewens enige amptenaar wat hoër is in rang of senioriteit, 'n polisiebeampte met enige rang wat gesag het oor 'n ander.

Tugoortredings moet gerapporteer word.

162. (1) As daar beweer of vermoed word dat 'n polisiebeampte skuldig is aan 'n tugoortreding en die geval deur 'n hoër gesag hersien moet word, moet die gesaghebbende polisiebeampte die omstandighede dadelik aan sy meerdere rapporteer.

(2) So 'n rapport moet 'n duidelike verklaring bevat van die tugoortreding wat beweer of vermoed word, asook ander besonderhede wat nodig geag word deur die polisiebeampte wat die saak rapporteer, en sodanige skriftelike en ondertekende verklarings as wat ter stawing van die rapport verkry kan word, moet daarmee saamgestuur word.

may be deemed necessary to any witness. All essential evidence shall be duly recorded in the official language in which it is tendered and be signed by the officer conducting the inquiry or, if there be more than one, by the chairman and, as far as practicable, by the witness. No servant reporting a disciplinary infringement shall take any part in an inquiry except as a witness.

(8) Any inquiry may be adjourned from time to time.

(9) Failure or neglect on the part of the servant charged to attend the inquiry or any part thereof, if due to circumstances within his control, may be dealt with as a disciplinary infringement and shall not invalidate the inquiry, if the officer or officers conducting the inquiry be satisfied that the notice referred to in paragraph (1) has been duly served upon or delivered to the servant concerned.

(10) If, in the opinion of the officer presiding at or over the inquiry, it is desirable that the evidence of any witness be taken under oath, the said officer shall inform such witness before his evidence is heard that he will be required to swear to the truth thereof after it has been recorded, and thereupon such officer shall, if he is a commissioner of oaths, at the appropriate time administer an oath on affidavit to such witness.

(11) The terms of this regulation shall *mutatis mutandis* apply in the case of inquiries conducted into cases of alleged inefficiency, ordered under the provisions of Regulation No. 151.

APPOINTMENT OF OFFICERS TO HOLD INQUIRY.

159. An officer specified in Regulation No. 155 may, where it is necessary to do so, appoint one or more officers (other than the servant reporting the alleged offence) to hold an inquiry under Regulation No. 158 or other inquiry of a similar nature, and to act in all matters relating thereto as an officer empowered to deal with the case, save only that instead of acquitting the servant charged or finding him guilty, such officer(s) shall report his/their conclusions upon the evidence, full reasons for arriving at the same, and recommendations (if any) to the officer by whom he/they were appointed to act.

PROCEDURE FOLLOWING INQUIRY.

160. (1) After hearing all the evidence or considering the report of the officer or officers deputed to hold the inquiry, as the case may be, the officer empowered to deal with the case shall give his decision thereon, and shall deal with the servant charged in terms of paragraphs (3) and (4) of Regulation No. 157.

(2) If the offence calls for more severe punishment than the officer dealing with the case is empowered to impose, he shall refer the papers with his recommendation to a higher authority for decision.

SECTION II.

POLICEMEN—DISCIPLINE.

Interpretations.

161. For the purpose of this Section, the term—

"commanding officer" means the officer designated as such in command of the members of the police force for any given System or other area, or attached thereto for duty or discipline;

"superior officer" means, in addition to any officer superior in rank or seniority, a policeman of any rank who is in a position of authority over another.

Disciplinary Infringements to be Reported.

162. (1) Where it is alleged or suspected that a policeman has been guilty of a disciplinary infringement and review by higher authority is necessary, the policeman in authority shall forthwith report the circumstances to his superior officer.

(2) All such reports shall embody a clear statement of the disciplinary infringement alleged or suspected, and any other particulars which the policeman reporting the matter may think it necessary to include, and shall be accompanied by such supporting written and signed statements as may be obtainable.

Skorsing van diens.

163. (1) As daar beweer of vermoed word dat 'n polisiebeampte hom skuldig gemaak het aan 'n ernstige tugoortreding, of as 'n strafregtelike aanklag wat in opdrag van die Kroon teen 'n polisiebeampte ingebring is, as ernstig beskou word, kan hy kragtens subartikel (5) van artikel *agtien* van die Wet tydelik van diens geskors word—

(*a*) deur die Hoofsuperintendent van Polisie, die Adjunk-hoofsuperintendent van Polisie of 'n superintendent van polisie, in die geval van 'n polisieoffisier;

(*b*) deur of op magtiging van sy bevelvoerende offisier, in die geval van 'n polisiebeampte behalwe 'n offisier.

(2) 'n Skorsing ingevolge hierdie regulasie moet so gou moontlik skriftelik bekragtig of nietig verklaar word deur die Hoofbestuurder in die geval van 'n polisieoffisier of deur die Hoofsuperintendent van Polisie, die Adjunk-hoofsuperintendent van Polisie, of 'n superintendent van polisie, in die geval van 'n polisiebeampte met 'n laer rang.

(3) 'n Polisiebeampte wat geskors is vir 'n oortreding in verband waarmee strafregtelike vervolging nie teen hom ingestel word nie, mag gedurende die tydperk van skorsing werk buite die Diens aanvaar, mits hy—

(i) besonderhede van sodanige werk aan die Hoofsuperintendent van Polisie verstrek sodra hy in die buitebetrekking begin werk, en

(ii) binne 48 uur nadat sy skorsing opgehef is, diens by die Departement hervat.

Amptenare wat gemagtig is om met gevalle van tugoortreding te handel.

164. By ontvangs van 'n rapport genoem in regulasie no. 162 kan enigeen van die volgende amptenare, nl.—

die Hoofbestuurder,

die Hoofsuperintendent van Polisie,

die Adjunk-hoofsuperintendent van Polisie,

'n superintendent van polisie,

'n ander polisieoffisier,

'n amptenaar wat wettig in die plek van een van die voornoemde amptenare waarneem,

onderworpe aan die tugbepalings van die Wet en binne die beperkings wat deur hierdie regulasies opgelê word, elkeen onder sy eie ampsbenaming en/of rang en naam, op die wyse bepaal in hierdie regulasies ondersoek instel na en 'n beslissing gee oor sodanige rapport; met dien verstande dat die Hoofbestuurder of die Hoofsuperintendent van Polisie die bevoegdhede wat ingevolge hierdie regulasie aan 'n polisieoffisier verleen is, kan beperk of intrek op sodanige wyse as wat hy as raadsaam mag beskou, en met dien verstande verder dat geen amptenaar 'n polisiebeampte mag ontslaan of gelas om te bedank of sy besoldiging mag verminder nie, tensy sodanige amptenaar kragtens artikel *twee* van die Wet en ingevolge hierdie regulasies gedelegeerde bevoegdheid van die Goewerneur-generaal ontvang om dit te doen.

Oortredings wat as tugoortredings beskou word.

165. Enigeen van die volgende dade of versuime van die kant van 'n polisiebeampte word o.a. as 'n tugoortreding beskou, naamlik as hy—

(1) 'n muitery of opstand begin, daartoe aanhits, dit veroorsaak of daaraan deelneem;

(2) by 'n muitery of opstand aanwesig is en nie sy uiterste bes doen om dit te onderdruk nie;

(3) met 'n ander persoon saamspan om 'n muitery of opstand te veroorsaak;

(4) van 'n muitery of opstand weet en in gebreke bly om dit sonder versuim aan sy bevelvoerende offisier te rapporteer;

(5) sy meerdere slaan of hom met geweld bedreig, of dreigende of weerspannige taal teenoor hom gebruik, of 'n parmantige of weerspannige houding teenoor hom aanneem;

(6) 'n ondergeskikte onderdruk of op 'n tirannieke wyse behandel;

(7) 'n naamlose mededeling aan die Minister, die Hoofbestuurder, 'n afdelingsbestuurder, die Hoofsuperintendent van Polisie of 'n ander meerdere rig;

(8) valse aantygings van onbehoorlike gedrag teen 'n meerdere maak;

Suspension from Duty.

163. (1) Where it is alleged or suspected that a policeman has been guilty of a serious disciplinary infringement, or where a criminal charge which has been preferred against a policeman at the instance of the Crown is regarded as serious, he may, in terms of sub-section (5) of section *eighteen* of the Act, be temporarily suspended from duty—

(*a*) by the Chief Superintendent of Police, the Deputy Chief Superintendent of Police or a Superintendent of Police, in the case of a police officer;

(*b*) by, or on the authority of, his commanding officer in the case of a policeman, other than an officer.

(2) A suspension in terms of this regulation must as soon as possible be confirmed or annulled in writing by the General Manager in the case of a police officer or, in the case of a policeman of lower rank, by the Chief Superintendent of Police, the Deputy Chief Superintendent of Police, or a Superintendent of Police.

(3) A policeman under suspension for an infringement in connection with which he is not being criminally prosecuted, shall not be debarred from taking up employment outside the Service during the period of suspension, provided he—

(i) furnishes the Chief Superintendent of Police with particulars of such employment immediately he takes up duty in the outside occupation, and

(ii) resumes duty with the Department within 48 hours after his suspension has been raised.

Officers empowered to Deal with Cases of Disciplinary Infringement.

164. On receipt of a report referred to in Regulation No. 162, any of the following officers, viz.:—

the General Manager,
the Chief Superintendent of Police,
the Deputy Chief Superintendent of Police,
a Superintendent of Police,
any other commissioned police officer,
an officer who is lawfully acting in the place of one of the abovementioned officers;

may, subject to the disciplinary provisions of the Act and within the limitations imposed by these regulations, each under his own designation and/or rank and name, inquire into and decide upon the same in the manner set forth in these regulations; provided that the General Manager or the Chief Superintendent of Police may restrict or suspend the powers conferred by this regulation upon any commissioned police officer in such manner as he may deem expedient; and provided further that no officer may dismiss, order the resignation of, or reduce the emoluments of a policeman unless, in terms of section *two* of the Act and these regulations, he is given delegated power from the Governor-General to do so.

Offences Regarded as Disciplinary Infringements.

165. Any of the undermentioned acts or omissions on the part of a policeman will, *inter alia*, be regarded as a disciplinary infringement—

(1) beginning, inciting to, causing or joining in any mutiny or seditious conduct;

(2) being present during any mutiny or seditious conduct and failing to use his utmost endeavour to suppress it;

(3) conspiring with any person to cause mutiny, or seditious conduct;

(4) knowing of any mutiny or seditious conduct and failing to report it without delay to his commanding officer;

(5) striking or offering violence to, or using threatening or insubordinate language towards his superior officer, or behaving towards him in an insolent or insubordinate manner;

(6) oppressive or tyrannical conduct towards an inferior;

(7) making any anonymous communications to the Minister, General Manager, a System Manager, Chief Superintendent of Police, or other superior officer;

(8) falsely imputing improper conduct to a superior officer;

(9) 'n polisiebeampte vals beskuldig of in enige aanklag 'n valse verklaring aflê wat die karakter van 'n ander polisiebeampte raak of waarin belangrike feite verswyg word;

(10) 'n aanklag of rapport wat teen 'n polisiebeampte ingedien is, terughou of onredelik vertraag;

(11) uit die polisiemag dros, of diens daarin weier, of 'n ander polisiebeampte aanraai of oorhaal om te dros of diens te weier, of 'n persoon ontvang of herberg terwyl hy weet dat sodanige persoon dros of onwettig uit die diens afwesig is, of, as hy ontdek dat 'n persoon dros of onwettig uit die diens afwesig is, versuim om die aangeleentheid aan sy meerdere te rapporteer of om alles in sy vermoë te doen om so 'n persoon wat dros of onwettig uit die diens afwesig is, te laat aanhou;

(12) op watter wyse ook al met opset 'n opskudding veroorsaak of 'n vals alarm gee;

(13) baklei, 'n opskudding veroorsaak of hom andersins wanordelik gedra;

(14) onder die invloed van sterk drank is, hetsy hy op of van diens is;

(15) narkotiese artsenymiddels gebruik terwyl hy op diens is;

(16) 'n plek wat 'n dranklisensie het, binnegaan terwyl hy op diens is, behalwe in die uitvoering van sy plig, of wanneer hy noodsaaklikerwyse akkommodasie nodig het;

(17) 'n siekte veins of 'n siekte of ongesteldheid voorwend, of 'n vrystelling van diens verkry of probeer verkry deur middel van 'n valse of oordrewe verklaring omtrent 'n besering, pyn of siekte;

(18) 'n siekte of swakheid veroorsaak, of homself of 'n ander polisiebeampte opsetlik vermink of beseer, hetsy op versoek van sodanige polisiebeampte of nie, of homself deur 'n ander persoon laat vermink of beseer, met die doel om homself of sodanige ander polisiebeampte daardeur ongeskik vir diens te maak;

(19) indien hy 'n veneriese siekte opgedoen het, versuim om dit onverwyld aan sy meerdere te rapporteer;

(20) op diens slaap;

(21) van diens gaan voordat hy behoorlik en reëlmatig afgelos is;

(22) inligting mondeling of skriftelik openbaar maak wanneer dit sy plig is om dit geheim te hou;

(23) sonder behoorlike magtiging enige saak of aangeleentheid wat die Administrasie of die polisiemag raak, regstreeks of onregstreeks aan die pers of 'n private persoon meedeel;

(24) sonder behoorlike magtiging 'n gevangene of 'n ander persoon wat in hegtenis is, loslaat of hom opsetlik of deur nalatigheid laat ontsnap;

(25) kommissie, 'n geskenk, gelde of vergoeding vra of aanneem wat daarop gemik is om hom te beweeg om sy plig te versuim of om enigiets te doen wat strydig met sy plig is, of as hy versuim om die aanbod van sodanige kommissie, geskenk, gelde of vergoeding skriftelik aan sy bevelvoerende offisier te rapporteer;

(26) kommissie, gelde, vergoeding of 'n beloning (wat nie die besoldiging is wat hom vir sy werk toekom nie) ten opsigte van die uitvoering van sy plig eis of dit sonder die skriftelike toestemming van die Hoofsuperintendent van Polisie aanneem, of as hy versuim om die aanbod van sodanige kommissie, gelde, vergoeding of beloning skriftelik te rapporteer;

(27) korting, kommissie, gelde, vergoeding of 'n voordeel aanneem ten opsigte van of op enige wyse 'n geldelike belang het by die koop of verkoop van lewensmiddele, voorraad, uitrusting, klere of benodigdhede van enige aard vir die Administrasie of vir 'n spoorwegmenasie, -kantien of -biblioteek, 'n spoorwegontspanningsklub of 'n ander spoorwegklub;

(28) publieke eiendom of eiendom van die Administrasie, of eiendom wat aan 'n ander polisiebeampte behoort of aan 'n prisonier of 'n ander persoon wat in hegtenis is, of enige gevinde of onopgeëiste eiendom of bewysstukke in 'n kriminele saak steel, terughou of misbruik, of ongemagtigde gebruik daarvan maak, dit deur nalatigheid verloor of dit moedswillig beskadig;

(29) 'n verpligting op hom neem teenoor 'n gelisensieerde drankhandelaar of 'n buffetkelner of ander persoon wat vir sodanige gelisensieerde handelaar werk, of as hy aandele hou in 'n maatskappy waarvan die hoofdoel is om sterk drank te vervaardig of te verskaf of om daarin te handel;

(9) making a false accusation against any policeman; or in any complaint making any false statement affecting the character of another policeman or suppressing any material fact;

(10) withholding, or unreasonably delaying any complaint or report made against any policeman;

(11) deserting from the police force, or refusing to serve therein, or advising or persuading any other policeman to desert or refuse to serve, or knowingly receiving or entertaining any deserter or illegal absentee, or on discovering any deserter or illegal absentee, failing to report the matter to his superior officer or to take every means to cause such deserter or illegal absentee to be apprehended;

(12) by any means whatever intentionally occasioning a disturbance or false alarm;

(13) fighting, creating a disturbance, or otherwise behaving in a riotous manner;

(14) being under the influence of any intoxicating liquor whether on or off duty;

(15) consuming narcotic drugs while on duty;

(16) entering, while on duty, any place licensed for the sale of intoxicating liquor, except in the exercise of his duty or when necessarily requiring accommodation;

(17) malingering or feigning disease or illness, or obtaining or attempting to obtain relief from duty on a false or exaggerated plea of injury, pain or sickness;

(18) producing disease, sickness or infirmity, or wilfully maiming or injuring himself or any other policeman, whether at the request of such policeman or not, or causing himself to be maimed or injured by any other person, with intent thereby to render himself or such other policeman unfit for duty;

(19) if he has contracted venereal disease, failing to report the matter promptly to his superior officer;

(20) being asleep on duty;

(21) absenting himself from duty before being properly and regularly relieved;

(22) disclosing orally or in writing any information which it was his duty not to disclose;

(23) communicating without proper authority, directly or indirectly, to the press or to any member of the public, any matter or thing relating to the Administration or the police force;

(24) without proper authority, releasing a prisoner or other person in custody, or by a wilful act or by negligence suffering him to escape;

(25) soliciting or accepting any commission, gift, fee or consideration to induce him to omit to carry out his duty, or to do any act in conflict with his duty, or failing to report in writing to his commanding officer, the offer of any such commission, gift, fee or consideration;

(26) accepting, without the permission in writing of the Chief Superintendent of Police, or demanding in respect of the performance of his duties, any commission, fee, consideration or reward, not being the emoluments payable to him in respect of his duties, or failing to report in writing the offer of any such commission, fee, consideration or reward;

(27) taking any discount, commission, fee, consideration or advantage in respect of, or being in any way pecuniarily interested in, the purchase or sale of any provisions, stores, equipment, clothing, necessaries or supplies of any kind for the Administration or for any railway mess, canteen, library, railway recreation club or any other railway club;

(28) stealing, withholding, misapplying, making unauthorised use of, losing by neglect or wilfully injuring any public property or of the Administration, or any property belonging to any other policeman, or any property belonging to a prisoner or other person in custody, or any found or unclaimed property or any exhibits in a criminal case;

(29) placing himself under an obligation to a licensed dealer in intoxicating liquor, or to any barman or other person in the employ of any such licensed dealer, or holding shares in a company, the main object of which is the manufacture or supply of, or trading in, liquor;

(30) onnodige geweld gebruik teenoor 'n gevangene of 'n ander persoon wat in hegtenis is;

(31) hetsy hy in uniform geklee is of nie, willens en wetens die kenteken, embleem, partykleure of enige soort teken van 'n politieke organisasie dra;

(32) lid word of is van 'n vereniging met politieke oogmerke, of stemme werf vir 'n kandidaat wat hom verkiesbaar stel vir die Parlement, 'n provinsiale, afdelings- of munisipale raad, 'n gesondheidskomitee of 'n ander soortgelyke liggaam, of as hy op vergaderings in verband met so 'n verkiesing praat of op enige ander wyse deelneem om die belange van 'n kandidaat by so 'n verkiesing te bevorder, behalwe deur sy stem uit te bring of wettige bevele in verband met die voer van die verkiesing na te kom;

(33) in enige verslag, opgawe, eis, rekord, boek of ander dokument 'n valse, misleidende of onnoukeurige verklaring maak of met sy medewete laat maak of iets daaruit weglaat, met die doel om te bedrieg; of as hy 'n boek of dokument terughou, skend, verander, vernietig of wegneem met die doel om 'n persoon te benadeel of om te bedrieg;

(34) regstreeks of onregstreeks geld leen by of deur bemiddeling van 'n polisiebeampte met 'n laer rang, of homself onder 'n geldelike verpligting teenoor 'n mindere in rang stel;

(35) sonder skriftelike toestemming van die Hoofbestuurder, hetsy regstreeks of onregstreeks, in grond spekuleer, handel dryf of sake doen of verbonde is aan 'n handels- of landbou onderneming;

(36) tensy dit streng vir die sake van die Administrasie is, gebruik maak van die diens van 'n ander polisiebeampte of van 'n beriggewer, 'n spesiale speurder of 'n ander persoon in die polisiediens;

(37) hom op 'n wyse gedra wat 'n polisiebeampte van sy rang nie betaam nie;

(38) deur enige handeling, gedrag of versuim, die goeie orde en dissipline van die mag benadeel, hetsy dit in 'n ander gedeelte van hierdie regulasies omskryf word of nie.

Skriftelike toestemming van die Hoofbestuurder of die Hoofsuperintendent van Polisie om iets te doen wat sonder sodanige toestemming 'n oortreding van die bepalings van paragraaf (26) of (35) sou wees, moet aan die betrokke polisiebeampte deur sy bevelvoerende offisier oorgedra word. Die bepalings van paragraaf (16) is nie van toepassing op 'n polisieoffisier nie.

TUGOORTREDINGS—POLISIEBEAMPTES BEHALWE POLISIEOFFISIERE.

Geringe oortredings.

166. (1) As daar beweer word dat 'n polisiebeampte met die rang van sersant, klas 1, of laer, hom skuldig gemaak het aan 'n tugoortreding wat na die mening van die polisieoffisier aan wie dit gerapporteer is, gering van aard is, en mits die bepalings van subartikel (2) van artikel *agtien* van die Wet nagekom is, moet sodanige offisier die polisiebeampte se mondelinge of skriftelike verduideliking oorweeg asook sodanige getuienis as wat aangebied word, en hom daarna òf—

(*a*) vryspreek; òf

(*b*) een of meer van die strawwe oplê wat in paragraaf (*a*) van subartikel (1) van artikel *twintig* van die Wet bepaal word.

(2) As straf opgelê word vir 'n aanklag wat uit meer as een hoof bestaan, moet die straf vir elke afsonderlike hoof bepaal en opgelê word.

(3) 'n Polisiebeampte moet nie van 'n geringe tugoortreding aangekla word ná dertig dae nadat die tugoortreding gerapporteer is nie, en ook nie as die oortreding nie gerapporteer is binne dertig dae nadat dit begaan is nie.

Ernstige oortredings.

167. (1) As daar beweer word dat 'n polisiebeampte met die rang van sersant, klas 1, of laer, hom skuldig gemaak het aan 'n ernstige tugoortreding, kan die Hoofbestuurder, die Hoofsuperintendent van Polisie, die Adjunk-hoofsuperintendent van Polisie, 'n superintendent van polisie, die bevelvoerende offisier van die betrokke polisiebeampte (mits sodanige

(30) using any unnecessary violence to any prisoner or other person in custody;

(31) when in or out of uniform, knowingly wearing the badge, emblem, party colours or device of any kind of any political organisation;

(32) becoming or being a member of any society having political objects, or acting as canvasser on behalf of any parliamentary, provincial, divisional or municipal council or health committee, or other similar election, or speaking at meetings held in connection with any such election, or taking any part whatever in furthering the interests of any candidate at any such elections, beyond recording his vote, or carrying out lawful orders in connection with the conduct of the election;

(33) in any report, return, claim, record, book or other document making, or being privy to the making, of any false, misleading or inaccurate statement or any omission, with intent to deceive; or with intent to injure any person or, with intent to deceive, suppressing, defacing, altering or making away with any book or document;

(34) directly or indirectly borrowing any money from or through any policeman of inferior rank, or placing himself under a pecuniary obligation to an inferior in rank;

(35) without the permission in writing of the General Manager, speculating in land or engaging in any trade, business, or commercial or agricultural undertaking, either directly or indirectly;

(36) making use of, except strictly on the Administration's business, the services of any other policeman or of any informant, special detective or other person in police employ;

(37) conducting himself in a manner unbecoming a policeman of his rank;

(38) any act, conduct or neglect to the prejudice of good order and discipline of the force, whether or not defined in any other part of these regulations.

Any permission in writing granted by the General Manager or Chief Superintendent of Police to do anything which, without such permission, would be a contravention of paragraph (26) or (35), shall be conveyed to the policeman concerned by his commanding officer. The provisions of paragraph (16) shall not be applicable to a police officer.

DISCIPLINARY INFRINGEMENTS—POLICEMEN OTHER THAN POLICE OFFICERS.

Minor Offences.

166. (1) If a policeman of or below the rank of sergeant, class 1, is alleged to have committed a disciplinary infringement which, in the opinion of the commissioned police officer to whom it is reported, is of a minor nature, and provided that the provisions of sub-section (2) of section *eighteen* of the Act have been complied with, such officer, after considering the policeman's oral or written explanation and such evidence as is tendered, shall either—

(*a*) acquit the policeman; or

(*b*) impose one or more of the punishments prescribed in paragraph (*a*) of sub-section (1) of section *twenty* of the Act.

(2) Where punishment is imposed in respect of a charge comprising more than one count, the punishment shall be assessed and imposed in respect of each of the individual counts.

(3) A policeman shall not be charged with a minor disciplinary infringement later than thirty days after the offence is reported, nor shall he be so charged unless the offence is reported within thirty days of its occurrence.

Serious Offences.

167. (1) If a policeman of or below the rank of sergeant, class 1, is alleged to have committed a serious disciplinary offence, the General Manager, the Chief Superintendent of Police, the Deputy Chief Superintendent of Police, a Superintendent of Police, or the commanding officer

bevelvoerende offisier nie 'n laer rang as dié van majoor beklee nie) of enige amptenaar wat wettig in die plek van een van hierdie amptenare waarneem, onderworpe aan die bepalings van paragraaf (2)—

(*a*) 'n polisieoffisier magtig om ingevolge die bepalings van regulasie no. 168 ondersoek in te stel na die aanklag dat 'n tugoortreding begaan is;

(*b*) 'n polisiebeampte benoem om getuienis ter stawing van die aanklag te lei.

(2) 'n Polisiebeampte moet nie aangestel word om 'n ondersoek te hou of om getuienis ter stawing van 'n aanklag te lei as hy op die een of ander wyse deel gehad het aan die rapport wat teen die aangeklaagde polisiebeampte ingedien is nie.

TUGONDERSOEKE—POLISIEBEAMPTES BEHALWE POLISIEOFFISIERE.

168. (1) So gou moontlik nadat 'n delegasie ingevolge die bepalings van regulasie no. 167 uitgereik is, moet die polisieoffisier onder wie se bevel die polisiebeampte werk wat hom na bewering aan 'n tugoortreding skuldig gemaak het—

(*a*) 'n skriftelike aanklag aan sodanige polisiebeampte laat bestel;

(*b*) hom in kennis stel—

(i) dat ondersoek gehou sal word na die aanklag, en dat hy die ondersoek moet bywoon;

(ii) van die plek waar sodanige ondersoek gehou sal word en op watter datum en hoe laat dit sal begin;

(*c*) hom beveel om nie later nie as 'n bepaalde datum—

(i) die name, grade en hoofkwartiere van die dienare te meld wat hy as getuies vir sy verdediging wil oproep (indien daar sodanige getuies is);

en

as hy verkies om by die ondersoek bygestaan te word kragtens subartikel (1) van artikel *twee-en-twintig* van die Wet—

(ii) die naam van die persoon deur wie hy bygestaan wil wees, en as sodanige persoon 'n dienaar is, sy graad en hoofkwartier;

(*d*) hom meedeel dat indien hy 'n getuie vir sy verdediging wil oproep wat nie 'n dienaar is nie, hy sodanige getuie kan oproep, maar dit op eie koste moet doen en self die nodige reëlings moet tref;

en

(*e*) reël dat die volgende persone die ondersoek bywoon:

die polisiebeampte wat aangekla is,

die getuies (behalwe 'n getuie wat in subparagraaf (*d*) genoem word),

indien nodig,

die persoon (as hy 'n dienaar is) wat die aangeklaagde polisiebeampte moet bystaan en die tolk,

indien nodig.

(2) 'n Amptenaar aan wie dit ingevolge die bepalings van regulasie no. 167 opgedra is om 'n tugondersoek te hou, kan—

(*a*) sodanige ondersoek op enige plek op die Administrasie se persele hou, of as dit nie gerieflik is nie, op enige ander plek wat deur die Hoofbestuurder goedgekeur word; met dien verstande dat die ondersoek nie gehou moet word op 'n sentrum waar die polisiebeampte in sy verdediging benadeel word deurdat sodanige sentrum weg is van die plek of gebied waar die oortreding waarvan hy aangekla is, na bewering begaan is nie;

(*b*) met behoorlike inagneming van die bepalings van paragraaf (*e*) van subartikel (5) van artikel *twintig* van die Wet, bepaal op watter datum en hoe laat die ondersoek moet begin; met dien verstande dat sodanige ondersoek nie vroeër moet begin as die sewende dag na die dag waarop die aanklag bestel is nie.

(3) Die amptenaar aan wie dit opgedra is om die ondersoek te hou, moet sorg dat die bepalings van paragraaf (1) behoorlik nagekom word, en hy moet ook die nodige instruksies uitreik vir die bywoning van die ondersoek deur die aangeklaagde polisiebeampte en al die getuies behalwe dié wat in subparagraaf (*d*) van paragraaf (1) genoem word.

of the policeman concerned, provided such commanding officer holds a rank not lower than that of major, or any officer lawfully acting in place of one of these officers, may, subject to the provisions of paragraph (2)—

(*a*) empower a commissioned police officer to inquire, in terms of Regulation No. 168, into the charge of having committed a disciplinary infringement;

(*b*) appoint a policeman to lead evidence in support of the charge.

(2) A policeman shall not be appointed to conduct an inquiry or to lead evidence in support of a charge if he has in any way been involved in the report made against the policeman charged.

DISCIPLINARY INQUIRIES—POLICEMEN OTHER THAN POLICE OFFICERS.

168. (1) As soon as practicable after the issue of a delegation in terms of Regulation No. 167, the commissioned police officer, in whose command the policeman who is alleged to have committed a disciplinary infringement is posted, shall—

(*a*) cause a written charge to be served upon such policeman;

(*b*) inform him—

(i) that an inquiry, which he must attend, will be held into the charge;

(ii) of the place where such inquiry is to be held and of the date and time it will commence;

(*c*) instruct him to state, not later than a specified date—

(i) the names, grades and headquarters of the servants (if any) he desires to call as witnesses in his defence;

and

if he elects to avail himself of assistance at the inquiry in terms of sub-section (1) of section *twenty-two* of the Act—

(ii) the name of the person whom he desires to assist him and, if such person is a servant, his grade and headquarters;

(*d*) inform him that if he desires to call a witness in his defence who is not a servant, he may do so, but at his own expense and by his own arrangement;

and

(*e*) arrange for the attendance at the inquiry—

of the policeman charged,

of the witnesses other than a witness referred to in sub-paragraph (*d*),

if required,

of the assistant (if he is a servant) to the policeman charged, and of the interpreter,

if required.

(2) An officer, deputed under the provisions of Regulation No. 167, to conduct a disciplinary inquiry, may—

(*a*) hold such inquiry at any place on the Administration's premises or, if this is not convenient, at any other place sanctioned by the General Manager; provided that the inquiry shall not be held at a centre where, consequential upon such centre being away from the place at or area within which the offence, with which a policeman is charged is alleged to have been committed, he is thereby prejudiced in his defence;

(*b*) with due regard to the provisions of paragraph (*e*) of sub-section (5) of section *twenty* of the Act, fix a date and time when the inquiry will be commenced, provided that such inquiry shall not be commenced earlier than the seventh day following that upon which the charge is served.

(3) The officer deputed to hold the inquiry will be responsible for the proper carrying out of the provisions of paragraph (1), and it will also be his duty to issue the necessary instructions for the attendance at the inquiry of the policeman charged and of all the witnesses other than persons referred to in sub-paragraph (*d*) of paragraph (1).

(4) By 'n ondersoek ingevolge die bepalings van hierdie regulasie mag geen ander persone teenwoordig weees nie as die amptenaar wat die ondersoeek hou, die eskort of 'n gedeelte daarvan (indien daar 'n eskort is), die aangeklaagde polisiebeampte, die persoon wat hom bystaan (as hy deur iemand bygestaan word), die dienaar wat die getuienis ter stawing van die aanklag lei en die tolk (as 'n tolk nodig is), terwyl elke getuie teenwoordig mag wees slegs onderwyl hy ondervra word.

(5) By elke ondersoek moet die verklaring van elke getuie aan hom voorgelees word, en hy moet dit onderteken, terwyl die amptenaar wat die ondersoek hou, elke verklaring en elke bladsy van die getuienis of bewysstuk wat deur hom gehanteer word, moet teken.

(6) As die aangeklaagde polisiebeampte skuldig pleit, hoef geen getuienis behalwe sy pleidooi aangeteken te word nie. Die presiderende amptenaar kan egter na goeddunke sodanige verder getuienis aanhoor as wat hy nodig mag ag om hom in staat te stel om die straf te bepaal wat opgelê moet word.

(7) Nadat die aangeklaagde polisiebeampte skuldig gepleit het of skuldig bevind is, moet alle vorige veroordelings teen hom voorgelê word, en sodanige veroordelings moet deur die presiderende amptenaar kragtens subartikel (3) van artikel *twintig* van die Wet in aanmerking geneem word voordat hy oor die straf besluit of sy aanbeveling doen.

(8) As die aangeklaagde polisiebeampte sodanige vorige veroordelings ontken nadat hy skuldig gepleit het of skuldig bevind is, kan die presiderende amptenaar eis dat dit bewys word en indien nodig, die verhoor van die saak uitstel. As daar later bewys word dat sodanige besonderhede van veroordelings juis is, kan die presiderende amptenaar hierdie nuwe feit in aanmerking neem wanneer hy die straf oplê of sy aanbeveling doen.

(9) Die bepalings van paragraaf (2) van regulasie no. 157 en van paragrawe (5) tot en met (11) van regulasie no. 158 is (waar dit ter sake is) van toepassing by die instel van tugsake en enige ondersoek ingevolge hierdie regulasie; met dien verstande dat daar by die toepassing van die bepalings van subparagraaf (*e*) van paragraaf (5) van regulasie no. 158 beskou moet word dat die woorde „vir 'n Sondag of 'n gedeelte daarvan, of in die geval van 'n werksman, vir 'n openbare vakansiedag of 'n gedeelte daarvan" vervang word deur die woorde „vir 'n rusdag of 'n gedeelte daarvan".

GEDRAGSLYN NÁ DIE ONDERSOEK—POLISIEBEAMPTES BEHALWE POLISIEOFFISIERE.

169. (1) Na die afhandeling van 'n ondersoek wat ingevolge die bepalings van regulasie no. 168 gehou is, moet die amptenaar wat die ondersoek gehou het, na oorweging van al die getuienis, òf—

(*a*) die polisiebeampte vryspreek; òf

(*b*) besluit dat dit 'n geringe tugoortreding is en ingevolge die bepalings van regulasie no. 166 daarmee handel; òf

(*c*) voorlopig een of meer van die strawwe oplê wat in subparagrawe (i) en (ii) van paragraaf (*b*) van subartikel (1) van artikel *twintig* van die Wet bepaal word; met dien verstande dat as 'n boete opgelê word, dit nie meer as £5 (vyf pond) mag wees nie; òf

(*d*) as die oortreding na sy mening so ernstig is dat dit 'n swaarder straf regverdig, sy aanbeveling doen vir oorweging deur 'n hoër gesag.

(2) (*a*) Elke amptenaar wat 'n ondersoek ingevolge die bepalings van regulasie no. 168 gehou het, moet nie later nie as 'n week na die afhandeling van sodanige ondersoek, die stukke van die saak tesame met sy beslissing of aanbeveling en sodanige ander inligting as wat nodig geag word, aan die Hoofsuperintendent van Polisie deurstuur vir—

(i) inligting in die geval van 'n beslissing ingevolge die bepalings van subparagraaf (*a*) of (*b*) van paragraaf (1); of

(ii) bekragtiging of andersins van 'n straf wat voorlopig opgelê is ingevolge die bepalings van subparagraaf (*c*) van paragraaf (1); of

(iii) 'n beslissing in die geval van 'n aanbeveling ingevolge die bepalings van subparagraaf (*d*) van paragraaf (1); na gelang van die geval.

(*b*) Die Hoofsuperintendent van Polisie, die Adjunk-hoofsuperintendent van Polisie of 'n superintendent van polisie moet—

(i) in die geval van 'n straf wat voorlopig opgelê is ingevolge die bepalings van subparagraaf (*c*) van paragraaf (1), òf die veroordeling nietig verklaar òf die straf bekragtig of verminder;

(4) No person shall be present at an inquiry held in terms of this regulation other than the officer conducting the inquiry, the escort, if any, or a portion thereof, the policeman charged, his assistant, if any, the servant who leads the evidence in support of the charge, the interpreter, if required, and any witness while he is under examination.

(5) At every inquiry, the statement of every witness shall be read over to him and he will be required to sign same and the officer conducting the inquiry will sign every statement and every page of evidence, or exhibit handled by him.

(6) On a plea of guilty by the policeman charged, there will be no need to record any evidence, other than the plea of the policeman charged. The officer presiding may, however, in his discretion, hear such further evidence as he may desire to enable him to determine the punishment to be imposed.

(7) After a plea or finding of guilty, any previous record against the policeman charged must be produced and such record shall, in terms of sub-section (3) of section *twenty* of the Act, be taken into consideration by the presiding officer before deciding upon the punishment or making his recommendation.

(8) If the policeman charged after pleading or being proved guilty, denies such previous record, the presiding officer may demand that such be proved, remanding the hearing of the case, if necessary. If it is subsequently proved that such record is genuine, the presiding officer may take this new fact into consideration when imposing punishment, or making his recommendation.

(9) The provisions of paragraph (2) of Regulation No. 157 and of paragraphs (5) to (11) inclusive of Regulation No. 158 are, where relevant, applicable in the conduct of disciplinary proceedings and any inquiry in terms of this regulation, provided that in the application of sub-paragraph (*e*) of paragraph (5) of Regulation No. 158, the words "any rest day or part of any such day" shall be regarded as being substituted for the words "any Sunday or part of any such day, or, in the case of an employee, any public holiday or part of any such day".

PROCEDURE FOLLOWING INQUIRY—POLICEMEN OTHER THAN POLICE OFFICERS.

169. (1) Upon the conclusion of an inquiry conducted in terms of Regulation No. 168, the officer who conducted the inquiry shall, after considering all the evidence, either—

(*a*) acquit the policeman; or

(*b*) decide that the case is one of minor disciplinary infringement and deal with it in terms of Regulation No. 166; or

(*c*) provisionally impose one or more of the punishments prescribed in sub-paragraphs (i) and (ii) of paragraph (*b*) of sub-section (1) of section *twenty* of the Act, provided that a fine shall not be imposed which exceeds £5 (five pounds); or

(*d*) if, in his opinion, the offence is of so serious a nature as to justify a more severe punishment, make his recommendation for the consideration of higher authority.

(2) (*a*) Every officer, who has conducted an inquiry in terms of Regulation No. 168, shall, not later than a week after the conclusion of such inquiry, transmit the records of the case, together with his decision or recommendation and such other information as may be deemed necessary, to the Chief Superintendent of Police—

(i) for information in the case of a decision given in terms of sub-paragraph (*a*) or (*b*) of paragraph (1); or

(ii) for confirmation or otherwise of a punishment provisionally imposed in terms of sub-paragraph (*c*) of paragraph (1); or

(iii) for decision on a recommendation made in terms of sub-paragraph (*d*) of paragraph (1); as the case may be.

(*b*) The Chief Superintendent of Police, the Deputy Chief Superintendent of Police or a Superintendent of Police shall—

(i) in the case of a punishment provisionally imposed in terms of sub-paragraph (*c*) of paragraph (1), either quash the conviction or confirm or reduce the punishment;

(ii) as die saak voorgelê is vir 'n beslissing ingevolge die bepalings van subparagraaf (*d*) van paragraaf (1)—

(*a*) die polisiebeampte vryspreek; of

(*b*) die geval as 'n geringe tugoortreding beskou en een of meer van die strawwe oplê wat in paragraaf (*a*) van subartikel (1) van artikel *twintig* van die Wet bepaal word; of

(*c*) die geval as 'n ernstige tugoortreding beskou en een of meer van die strawwe oplê wat in paragraaf (*b*) van subartikel (1) van artikel *twintig* van die Wet bepaal word.

(3) 'n Straf wat voorlopig opgelê is ingevolge die bepalings van subparagraaf (*c*) van paragraaf (1) is nie geldig nie tensy en voordat dit ingevolge die bepalings van paragraaf (2) bekragtig is.

(4) As straf kragtens die bepalings van subparagraaf (i) of (ii) van paragraaf (*a*) of (*b*) van subartikel (1) van artikel *twintig* van die Wet opgelê word ten opsigte van 'n aanklag wat uit meer as een hoof bestaan, moet die straf vir elke afsonderlike hoof bereken en opgelê word.

(5) Al die stukke wat betrekking het op 'n saak waarin 'n straf vir 'n geringe tugoortreding opgelê is, en wat ingevolge die bepalings van klousule (i) van subparagraaf (*a*) van paragraaf (2) vir inligting aan die Hoofsuperintendent van Polisie gestuur word, moet vernietig word nadat die polisiebeampte op wie dit van toepassing is, gebruik gemaak het van sy reg om te appelleer ingevolge die bepalings van paragraaf (3) van regulasie no. 182, of nadat die tyd verstryk het waarin hy die reg gehad het om te appelleer.

TUG—POLISIEOFFISIERE.

170. (1) Benewens die bepalings van regulasies nos. 161 tot 165 (inbegryp), is die bepalings van regulasies nos. 156, 157 en 158 in afdeling I op polisie- en adjudant-polisieoffisiere van toepassing, behalwe waar daar anders in hierdie regulasie bepaal word.

(2) (*a*) As 'n polisieoffisier aangekla is van 'n tugoortreding wat hy ontken het, of as sodanige polisieoffisier die aanklag erken het maar te kenne gee dat hy verlang dat 'n ondersoek gehou word, kan enigeen van die hoër amptenare genoem in regulasie no. 164 met 'n status van minstens dié van superintendent van polisie, as hy van mening is dat daar genoeg rede bestaan vir verder optrede, en onderworpe aan die bepalings van subparagraaf (*b*)—

(i) 'n raad van ondersoek aanstel wat bestaan uit drie of meer allesins gewenste persone wie se rang of status minstens gelykstaan met dié van die aangeklaagde offisier en van wie een persoon 'n polisieoffisier moet wees, om ondersoek in te stel na die aanklag;

(ii) 'n polisiebeampte aanstel om getuienis ter stawing van die aanklag te lei.

(*b*) 'n Polisiebeampte wat enigsins betrokke was by die indiening van die aanklag teen die offisier wat aangekla is, moet nie as lid van die raad van ondersoek aangestel word of getuienis ter stawing van die aanklag lei nie.

(3) Nadat die raad van ondersoek sy verrigtinge afgehandel het, moet hy sy bevinding so gou moontlik skriftelik deur die Hoofsuperintendent van Polisie aan die Hoofbestuurder rapporteer, wat—

(*a*) die aangeklaagde offisier moet vryspreek; of

(*b*) moet besluit dat dit 'n geringe tugoortreding is en ingevolge die bepalings van regulasie no. 156 daarmee handel; of

(*c*) een of meer van die strawwe moet oplê wat in paragraaf (*b*) van subartikel (1) van artikel *twintig* van die Wet bepaal word.

AFDELING III.

TUG—ALLE DIENARE.

Insae in verslae van Ondersoekverrigtinge.

171. 'n Dienaar wat na 'n tugondersoek 'n straf opgelê word, kan nie aanspraak maak op 'n afskrif van die verslag van die ondersoekverrigtinge nie, maar as hy daarom aansoek doen, kan die nodige geriewe tot sy beskikking gestel word om die verslag op enige redelike tydstip persoonlik na te gaan en kan hy toegelaat word om 'n afskrif van die hele verslag of 'n gedeelte daarvan te maak.

Die persoon wat hy gekies het om hom by die ondersoek by te staan, kan teenwoordig wees wanneer hy die verslag deurgaan.

(ii) when the case is submitted for decision in terms of sub-paragraph (*d*) of paragraph (1)—

(*a*) acquit the policeman; or

(*b*) treat the case as one of minor disciplinary infringement and impose one or more of the punishments prescribed in paragraph (*a*) of sub-section (1) of section *twenty* of the Act; or

(*c*) treat the case as one of serious disciplinary infringement and impose one or more of the punishments prescribed in paragraph (*b*) of sub-section (1) of section *twenty* of the Act.

(3) A punishment provisionally imposed in terms of sub-paragraph (*c*) of paragraph (1) will not be valid unless and until it is confirmed under the provisions of paragraph (2).

(4) Where punishment is imposed under the provisions of sub-paragraph (i) or (ii) of paragraph (*a*) or (*b*) of sub-section (1) of section *twenty* of the Act in respect of a charge comprising more than one count, the punishment shall be assessed and imposed in respect of each of the individual counts.

(5) All the records of a case, in which punishment for a minor disciplinary infringement has been imposed, and which are submitted to the Chief Superintendent of Police for information in terms of clause (i) of sub-paragraph (*a*) of paragraph (2) must be destroyed after the policeman to whom they relate has either exercised his right of appeal in terms of paragraph (3) of Regulation No. 182, or the right of exercising such an appeal has expired.

DISCIPLINE—POLICE OFFICERS.

170. (1) The provisions of Regulations Nos. 156, 157 and 158, contained in Section I, except where provided to the contrary in this regulation, are applicable to commissioned and warrant police officers, in addition to the provisions of Regulations Nos. 161 to 165 inclusive.

(2) (*a*) Where a police officer has been charged with a disciplinary infringement which he has denied, or where, having admitted the charge, such police officer intimates his desire that an inquiry shall be held, any superior officer specified in Regulation No. 164, of not lower status than that of Superintendent of Police may, if he is of the opinion that there is sufficient cause for further action, and subject to the provisions of sub-paragraph (*b*)—

(i) appoint a Board of Inquiry consisting of three or more fit and proper persons of a rank or status at least equal to that of the officer charged, one of whom must be a police officer, to inquire into the charge;

(ii) appoint a policeman to lead evidence in support of the charge.

(*b*) A policeman who was in any way involved in the submission of the complaint against the officer charged shall not be appointed to be a member of the Board of Inquiry or to lead evidence in support of the charge.

(3) The Board of Inquiry shall, as soon as practicable after the conclusion of its proceedings, report its finding in writing, through the Chief Superintendent of Police, to the General Manager, who shall—

(*a*) acquit the officer charged; or

(*b*) decide that the case is one of minor disciplinary infringement and deal with it in terms of Regulation No. 156; or

(*c*) impose one or more of the punishments prescribed in paragraph (*b*) of sub-section (1) of section *twenty* of the Act.

SECTION III.

DISCIPLINE—ALL SERVANTS.

Inspection of Inquiry Proceedings.

171. A servant upon whom punishment is imposed after the holding of a disciplinary inquiry shall not be entitled to demand a copy of the record of the inquiry proceedings, but he shall, upon application, be given facilities for personal inspection of the record at any reasonable time, and be permitted to make a copy of the whole or any portion thereof.

When making such inspection, the servant may be accompanied by the person chosen to assist him at the inquiry.

Gedragslyn as 'n tugoortreding neerkom op 'n strafregtelike misdryf.

172. (1) As 'n dienaar beskuldig word van 'n handeling of versuim wat as 'n tugoortreding beskou word en waarvoor hy terselfdertyd strafregtelik vervolg word, moet daar met die geval gehandel word soos bepaal in artikel *negentien* van die Wet.

(2) As 'n dienaar om enige rede deur die polisie in hegtenis geneem word, kan sy departementshoof of -onderhoof of die amptenaar wat met die geval handel, kragtens subartikel (3) van artikel *negentien* van die Wet opdrag gee dat hy geskors word. Die skorsing moet van krag bly totdat die vervolging teruggetrek is of die beslissing van die hof (met inbegrip van 'n beslissing oor 'n appèl) gegee en die saak finaal departementeel beslis is, tensy sodanige inhegtenisname nie die dienaar verhinder om sy plig uit te voer nie en die oortreding na die mening van sy departementshoof of -onderhoof nie so ernstig is dat hy geskors hoef te bly nie.

(3) As 'n dienaar deur 'n hof skuldig bevind word op 'n strafregtelike aanklag en 'n ligter straf as tronkstraf sonder die keuse van 'n boete (met inbegrip van 'n opgeskorte vonnis) opgelê word, kan 'n departementshoof of -onderhoof die saak na goeddunke soos volg afhandel:

(*a*) As die omstandighede van die geval sodanig is dat die geval as 'n tugoortreding beskou kan word, moet die betrokke dienaar aangekla en die geval behandel word soos bepaal in hierdie regulasies; of

(*b*) as die omstandighede van die geval sodanig is dat die geval nie as 'n tugoortreding beskou kan word nie, kan hy besluit dat die betrokke dienaar vir die hele tydperk wat hy geskors is of vir 'n gedeelte daarvan nie betaal word nie, of as die omstandighede dit regverdig, dat die betrokke dienaar ten volle of gedeeltelik betaal word vir die tydperk wat hy geskors is, en die betrokke dienaar moet skriftelik van die beslissing in kennis gestel word.

(4) As die tugoortreding waarvan die dienaar aangekla word, neerkom op 'n oortreding waaraan 'n hof hom skuldig bevind het, is 'n gewaarmerkte afskrif van die verslag van sy verhoor en die skuldigbevinding deur daardie hof afdoende bewys dat hy sodanige oortreding begaan het, tensy die skuldigbevinding deur 'n hoër hof nietig verklaar is; met dien verstande dat dit die dienaar wat aangekla is, vrystaan om bewyse aan te voer dat hy in werklikheid ten onregte skuldig bevind is.

(5) As 'n dienaar deur die hof vrygespreek word of as die strafregtelike aanklag teruggetrek word, moet daar met sy geval gehandel word soos bepaal in klousule (c) van subartikel (4) van artikel *negentien* van die Wet.

(6) By die toepassing van die bepalings van subartikel (6) van artikel *negentien* van die Wet, moet die dienaar versoek word om bewys aan te voer ter stawing van strawwe of nadele wat hy gely het.

(7) 'n Dienaar wat geskors is en op verhoor op 'n strafregtelike aanklag wag, mag gedurende die tydperk van skorsing werk buite die Diens aanvaar, mits hy—

(i) besonderhede van sodanige werk aan sy departementshoof of -onderhoof verstrek sodra hy in die buitebetrekking begin werk, en

(ii) binne 48 uur nadat sy skorsing opgehef is, diens by die Departement hervat.

HOOFSTUK X.

AFDELING I.

TUGAPPÈLLE—ALLE DIENARE BEHALWE POLISIEBEAMPTES.

Dienare op wie die regulasies van toepassing is.

173. Behalwe in die mate bepaal in regulasie no. 182, is die regulasies in hierdie afdeling van toepassing op alle dienare behalwe polisiebeamptes.

Indien van tugappèlle.

174. Kennis van appèl kragtens die bepalings van subartikel (1) van artikel *een-en-twintig* van die Wet moet skriftelik gegee en in 'n verseëlde koevert regstreeks aan die Sekretaris van die Tugappèlraad, p.a. die Hoofbetuurder, Johannesburg, gerig word. Sodanige kennisgewing, wat deur

Procedure if a Disciplinary Infringement amounts to a Criminal Offence.

172. (1) If a servant is accused of an act or omission regarded as a disciplinary infringement in connection with which he is at the same time being criminally prosecuted, the case shall be dealt with in terms of section *nineteen* of the Act.

(2) If a servant is placed under police arrest for any cause, the head or sub-head of his department, or the officer dealing with the case, may order his suspension, in terms of sub-section (3) of section *nineteen* of the Act. The suspension shall be continued until the prosecution is withdrawn or the decision of the court (including any decision on an appeal) is given and the case is finally decided departmentally, unless such arrest does not interfere with the servant's duty and the offence is not, in the opinion of the head or sub-head of his department, of such a serious nature as to warrant the continuation of the suspension.

(3) If a servant is convicted by a court on a criminal charge and a punishment less severe than imprisonment without the option of a fine (including a suspended sentence) is imposed, a head or sub-head of department may, in his discretion, dispose of the matter as follows:—

(*a*) Where the circumstances of the case are such as to constitute a disciplinary infringement, the servant concerned shall be charged and the case shall be dealt with in the manner set forth in these regulations; or

(*b*) if the circumstances of the case are such as not to constitute a disciplinary infringement, he may then decide that the whole or any portion of the period during which the servant has been under suspension shall be without pay, or if there are circumstances justifying such a course, that pay shall be allowed either wholly or in part for the period of suspension, and the servant concerned shall be advised of the decision in writing.

(4) If the disciplinary infringement with which the servant is charged amounts to an offence of which he has been convicted by a court of law, a certified copy of the record of his trial and conviction by that court shall be sufficient proof of the commission by him of such offence, unless the conviction has been set aside by a superior court: Provided that it shall be competent for the servant charged to adduce evidence that he was in fact wrongly convicted.

(5) If a servant is acquitted by the court, or the criminal charge is withdrawn, he shall be dealt with in accordance with the provisions of clause (*c*) of sub-section (4) of section *nineteen* of the Act.

(6) In applying the provisions of sub-section (6) of section *nineteen* of the Act, the servant shall be called upon to produce evidence in support of any penalties or disabilities suffered.

(7) A servant under suspension awaiting trial on a criminal charge shall not be debarred from taking up employment outside the Service during the period of suspension, provided he—

(i) furnishes the head or sub-head of his department with particulars of such employment immediately he takes up duty in the outside occupation, and

(ii) resumes duty with the Department within 48 hours after his suspension has been raised.

CHAPTER X.

SECTION I.

DISCIPLINARY APPEALS—ALL SERVANTS OTHER THAN POLICEMEN.

Applicability of the Regulations.

173. Except to the extent provided for in Regulation No. 182, the regulations contained in this section are applicable to all servants excluding policemen.

Lodging of Disciplinary Appeals.

174. Notice of an appeal exercised in accordance with the provisions of sub-section (1) of section *twenty-one* of the Act, shall be made in writing and shall be despatched in a sealed envelope addressed direct to the Secretary, Disciplinary Appeal Board, c/o General Manager,

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die dienaar persoonlik onderteken moet word, moet die redes vir die appèl duidelik meld, en die appellant moet daarin aantoon teen watter van die aangeleenthede genoem in paragraaf (*a*) van subartikel (1) van die genoemde artikel *een-en-twintig* daar geappelleer word; met dien verstande dat 'n dienaar wat gebruik maak van die vergunning waarvoor daar in regulasie no. 171 voorsiening gemaak word, die verstrekking van die redes van sy appèl, maar nie die kennisgewing van sy voorneme om appèl aan te teken nie, kan uitstel tot hoogstens veertien dae ná die datum waarop die verslag van die ondersoekverrigtinge die eerste keer vir insae tot sy beskikking gestel word.

Gedragslyn.

175. (1) So gou doenlik na die ontvangs van sodanige appèl moet 'n tyd en plek vir die aanhoor daarvan bepaal word. Die appellant en die amptenaar teen wie se beslissing daar geappelleer word, moet skriftelik daarvan in kennis gestel word.

(2) As dit nie bekend is waar die appellant hom bevind nie, moet die kennisgewing van die tyd en plek vir die aanhoor van die appèl per aangetekende brief aan sy jongs bekende adres gerig word.

(3) As die appellant in gebreke bly om te verskyn, en bewys gelewer word dat die behoorlike kennisgewing wel aan hom gegee of gepos is soos reeds genoem, kan die saak in sy afwesigheid volgens die beskikbare getuienis ondersoek en behandel word.

Bystand by appèlle.

176. (1) As 'n dienaar wat na 'n tugappèlraad appelleer, verkies om by die aanhoor van sy appèl kragtens die bepalings van artikel *twee-en-twintig* van die Wet bygestaan te word, moet hy die tugappèlraad van sodanige voorneme in kennis stel wanneer hy sy appèl indien en volledige besonderhede verstrek van die persoon wat hy gekies het.

(2) 'n Dienaar wat 'n ander dienaar by 'n appèl bystaan, word kragtens die bepalings van subartikel (2) van artikel *twee-en-twintig* van die Wet en op die grondslag bepaal in paragraaf (5) van regulasie no. 158 betaal vir die tyd wat hy sodanige appèl bywoon.

Betaling aan appellant gedurende appèlverrigtinge.

177. (1) 'n Appellant word betaal vir tyd wat hy noodsaaklikerwyse aan die aanhoor van sy appèl bestee en vir tyd wat in beslag geneem word deur sy reise na en van die plek of plekke waar die appèl aangehoor word, mits die straf wat opgelê is in die beslissing waarteen hy appelleer—

(i) 'n boete van meer as drie pond is; of

(ii) 'n staking van loonverhogings vir 'n tydperk van ses maande of langer is; of

(iii) 'n verlaging in graad of 'n vermindering in besoldiging of beide is.

(2) As daar geappelleer word teen 'n ligter straf as dié wat in paragraaf (1) uiteengesit word, word 'n appellant betaal vir tyd wat hy met die voorlê van sy saak verloor net as die appèl—

(i) in sy geheel of gedeeltelik slaag; of

(ii) volgens die eenparige mening van die tugappèlraad geregverdig kan word.

Aanhoor van getuienis.

178. (1) Getuienis wat afgeneem is by 'n departementele ondersoek waarby die appellant teenwoordig was en die geleentheid gehad het om getuienis af te lê, die getuies te hoor en hulle onder kruisverhoor te neem, kan in aanmerking geneem word.

(2) As 'n appellant in gebreke bly om te verskyn, kan verdere getuienis wat ter sake is en kragtens paragraaf (*b*) van subartikel (1) van artikel *een-en-twintig* van die Wet nodig geag word, in sy afwesigheid afgeneem word.

(3) Die getuienis van getuies wat meer as twintig myl van die plek woon waar die tugappèlraad sit, kan per beëdigde verklaring of andersins afgeneem word soos wat die voorsitter van daardie raad mag bepaal.

(4) As dit na die mening van die voorsitter van die tugappèlraad wenslik is dat die getuienis van 'n getuie onder eed afgelê word, moet die voornoemde amptenaar sodanige getuie vóór die aanhoor van sy getuienis meedeel dat daar van hom verlang sal word om sy getuienis onder eed te bevestig nadat dit aangeteken is, en as sodanige amptenaar 'n kommissaris van ede is, moet hy die getuienis daarna op die gepaste tydstip laat beëdig deur die getuie.

Johannesburg. Such notice which should be signed personally by the servant shall clearly state the grounds upon which the appeal is based, and shall indicate against which of the matters, specified in paragraph (*a*) of sub-section (1) of the said section *twenty-one*, the appeal is made; provided that a servant who avails himself of the facility for which provision is made in Regulation No. 171 may defer indicating the grounds upon which the appeal is based, but not the notificaton of his intention to appeal, to a date not later than fourteen days after the date on which the record of the inquiry proceedings is first made available for his inspection.

Procedure.

175. (1) As soon as practicable after receipt of any such appeal, a time and place for the hearing of the appeal shall be fixed. Notice thereof in writing shall be given to the appellant and to the officer against whose decision the appeal is made.

(2) If the whereabouts of the appellant is unknown, the notification of the time and place at which the appeal will be heard shall be posted by registered letter to his last known address.

(3) In the event of failure or neglect of the appellant to appear, and on proof of the proper notice having been given or posted to the appellant as aforesaid, the case may be investigated and dealt with in his absence on the available evidence.

Assistance at Appeals.

176. (1) If a servant who appeals to a Disciplinary Appeal Board elects to avail himself of assistance at the hearing of such appeal in terms of section *twenty-two* of the Act, he must notify the Disciplinary Appeal Board of such intention when lodging his appeal and furnish full particulars of the person chosen.

(2) A servant assisting another servant at an appeal will be paid for the period of his attendance at such appeal in terms of the provisions of sub-section (2) of section *twenty-two* of the Act and on the basis set out in paragraph (5) of Regulation No. 158.

Payment to Appellant during Appeal Proceedings.

177. (1) An appellant shall be paid for any time necessarily spent at the hearing of his appeal and for time taken in travelling to and from the place or places at which such appeal is heard, provided the punishment imposed in the decision appealed against is either—

(i) a fine exceeding three pounds; or

(ii) a stoppage of increments in emoluments for a period of six months or more; or

(iii) a reduction in rank or emoluments or both.

(2) If the appeal is made against a lesser punishment than those specified in paragraph (1), an appellant shall be paid for any time lost in representing his case only if—

(i) the appeal is upheld wholly or in part; or

(ii) in the unanimous opinion of the Disciplinary Appeal Board, the appeal is of a justifiable nature.

Hearing of Evidence.

178. (1) Evidence taken at a departmental inquiry at which the appellant was present and had an opportunity of giving evidence and of hearing and cross-examining the witnesses, may be admitted.

(2) If an appellant is in default, any further relevant evidence as may be deemed necessary as provided for in paragraph (*b*) of sub-section (1) of section *twenty-one* of the Act, may be taken in his absence.

(3) The evidence of witnesses resident more than twenty miles from the place of the sitting of the Disciplinary Appeal Board may be taken by affidavit or otherwise, as may be directed by the Chairman of that Board.

(4) If, in the opinion of the Chairman of the Disciplinary Appeal Board, it is desirable that the evidence of any witness be taken under oath, the said officer shall inform such witness before his evidence is heard that he will be required to swear to the truth thereof after it has been recorded, and thereupon such officer shall, if he is a commissioner of oaths, at the appropriate time administer an oath on affidavit to such witness.

Amptenaar aan wie die tugappèlraad verslag moet doen.

179. (1) Die tugappèlraad moet, onderworpe aan die bepalings van subparagraaf (*b*) van paragraaf (1) van regulasie no. 182, soos volg van sy bevinding verslag doen:

Amptenaar teen wie se beslissing daar geappelleer word:	*Amptenaar aan wie die tugappèlraad verslag moet doen:*
Die Hoofbestuurder	die Hoofbestuurder vir deursending aan die Spoorweg- en Haweraad.
Die Adjunk-hoofbestuurder 'n assistent-hoofbestuurder die Assistent-hoofsuperintendent (personeel) die Hoofsuperintendent (personeel) die Hoofsuperintendent van Polisie die Outobeweegkragingenieur, (Langlaagte) die Prinsipaal, Spoorwegkollege die Senioringenieur (outobeweegkrag) 'n superintendent (personeel) in die Hoofbestuurder se Departement die Vise-prinsipaal, Spoorwegkollege die Administratiewe Sekretaris van die Minister 'n afdelingsbestuurder die Bestuurder, Publisiteits- en Reisdepartement die Elektrotegniese Hoofingenieur die Hooflugdiensbestuurder die Hoofmagasynsuperintendent die Hoofrekenmeester die Hoofsekretaris van die Siekefonds van die Suid-Afrikaanse Spoorweë en Hawens die Hoofsinjaalingenieur die Sekretaris, Kommissie van die Suid-Afrikaanse Spoorweg- en Hawediens die Siviele Hoofingenieur die Verversingsbestuurder die Werktuigkundige Hoofingenieur	die Hoofbestuurder.
'n Afdelingshawe-ingenieur 'n afdelingsingenieur 'n afdelingsingenieur (outobeweegkrag) 'n afdelingsinjaalingenieur 'n assistent-afdelingsingenieur 'n assistent-superintendent in 'n afdelingskantoor 'n distrikshawe-ingenieur 'n distriksingenieur 'n eersteklerk in 'n afdelingskantoor 'n elektrotegniese afdelingsingenieur 'n elektrotegniese ingenieur die Goederesuperintendent, Kaserne 'n hawegoederesuperintendent 'n hawekaptein 'n sinjaalingenieur 'n superintendent in 'n afdelingskantoor	'n afdelingsbestuurder.
Die Adviserende Hawensingenieur 'n assistent-residentingenieur die Assistent-superintendent (administratief) die Assistent-sweisingenieur, spoorbaan- en struktuurwinkel, Elandsfontein die Brugingenieur 'n distrikshawe-ingenieur (nuwe werke) 'n distriksingenieur wat in beheer is van 'n aanleg of daarop werk 'n hawe-ingenieur (nuwe werke) 'n inspeksie-ingenieur 'n residentingenieur 'n siviele assistent-hoofingenieur die Superintendent (administratief) die Sweisingenieur	die Siviele Hoofinigeneur.
Die Assistent-superintendent 'n distriksingenieur (elektrotegnies) 'n elektrotegniese assistent-hoofingenieur 'n elektrotegniese ingenieur 'n inspeksie-ingenieur 'n residentingenieur (elektrotegnies) die Seniorverbindingsingenieur (elektrotegnies) die Superintendent (administratief) die Toets- en Navorsingsingenieur (elektrotegnies), Langlaagte die Vuurtoringingenieur	die Elektrotegniese Hoofingenieur.
Die Assistent-superintendent 'n eersteklerk 'n inspeksie-ingenieur die Superintendent (administratief) 'n werktuigkundige assistent-hoofingenieur 'n werktuigkundige assistent-ingenieur in 'n werktuigkundige depot 'n werktuigkundige ingenieur	die Werktuigkundige Hoofingenieur.

Officer to whom Disciplinary Appeal Board shall Report.

179. (1) The Disciplinary Appeal Board shall, subject to the provisions of sub-paragraph (*b*) of paragraph (1) of Regulation No. 182, report its finding as follows:—

Officer whose Decision Appealed against.	*Officer to whom Disciplinary Appeal Board shall report.*
the General Manager	the General Manager for transmission to the Railways and Harbours Board.
the Deputy General Manager an Assistant General Manager the Assistant Chief Superintendent (Staff) the Automotive Engineer, Langlaagte the Chief Superintendent (Staff) the Chief Superintendent of Police the Principal, Railway College the Senior Automotive Engineer a Superintendent (Staff) in the General Manager's Department the Vice-Principal, Railway College the Administrative Secretary to the Minister the Catering Manager the Chief Accountant the Chief Airways Manager the Chief Civil Engineer the Chief Electrical Engineer the Chief Mechanical Engineer the Chief Signal Engineer the Chief Stores Superintendent the General Secretary to the South African Railways and Harbours Sick Fund the Manager, Publicity and Travel Department the Secretary, South African Railways and Harbours Service Commission a System Manager	the General Manager.
an Assistant Superintendent in a System Office an Assistant System Engineer a Chief Clerk in a System Office a District Engineer a District Harbour Engineer an Electrical Engineer the Goods Superintendent, Kaserne a Port Captain a Port Goods Superintendent a Signal Engineer a Superintendent in a System Office a System Automotive Engineer a System Electrical Engineer a System Engineer a System Harbour Engineer a System Signal Engineer	a System Manager.
an Assistant Chief Civil Engineer an Assistant Resident Engineer the Assistant Superintendent (Administrative) the Assistant Welding Engineer, Permanent Way and Structural Workshop, Elandsfontein the Bridge Engineer a District Engineer in charge of or employed on a Construction a District Harbour Engineer (New Works) a Harbour Engineer (New Works) the Harbours Advisory Engineer an Inspecting Engineer a Resident Engineer the Superintendent (Administrative) the Welding Engineer	the Chief Civil Engineer.
an Assistant Chief Electrical Engineer the Assistant Superintendent a District Engineer (Electrical) an Electrical Engineer an Inspecting Engineer the Lighthouse Engineer a Resident Engineer (Electrical) the Senior Communications Engineer (Electrical) the Superintendent (Administrative) the Test and Research Engineer (Electrical), Langlaagte	the Chief Electrical Engineer.
an Assistant Chief Mechanical Engineer an Assistant Mechanical Engineer in a Mechanical Depot the Assistant Superintendent a Chief Clerk an Inspecting Engineer a Mechanical Engineer the Superintendent (Administrative)	the Chief Mechanical Engineer.

Amptenaar teen wie se beslissing daar geappelleer word:	*Amptenaar aan wie die tugappèlraad verslag moet doen:*
Die Assistent-hoofsinjaalingenieur..... 'n inspeksie-ingenieur..... 'n sinjaalingenieur.....	die Hoofsinjaalingenieur.
Die Assistent-hoofmagasynsuperintendent.... 'n assistent-magasynsuperintendent..... 'n magasynsuperintendent.....	die Hoofmagasynsuperintendent.
Die Assistent-hoofrekenmeester..... die Hoofkantoorrekenmeester..... die Inkomsterekenmeester..... 'n plaaslike rekenmeester.....	die Hoofrekenmeester.
'n Assistent-superintendent..... die Assistent-verversingsbestuurder.....	die Verversingsbestuurder.
Die Assistent-lugdiensbestuurder..... die Seniorlugvaartingenieur..... die Superintendent (handel)..... die Superintendent (personeel).....	die Hooflugdiensbestuurder.
'n Assistent-bestuurder, Publisiteits- en Reisdepartement.....	die Bestuurder, Publisiteits- en Reisdepartement.

of enige amptenaar wat wettig in die plek van een van die voornoemde amptenare waarneem.

(2) Die tugappèlraad moet van sy bevinding verslag doen soos bepaal in subartikel (2) van artikel *een-en-twintig* van die Wet, en die saak moet daarna afgehandel word soos bepaal in die betrokke subartikels van daardie artikel van die Wet.

(3) As 'n dienaar sy appèl verder wil voer kragtens subartikel (7) van artikel *een-en-twintig* van die Wet, moet hy sy kennisgewing van appèl binne veertien dae na die ontvangs van die beslissing persoonlik indien en die redes vir sy verdere appèl duidelik uiteensit; met dien verstande dat 'n dienaar wat gebruik maak van die vergunning waarvoor daar in paragraaf (5) voorsiening gemaak word, die verstrekking van die redes vir sodanige verdere appèl, maar nie die kennisgewing van sy voorneme om appèl aan te teken nie, kan uitstel tot hoogstens veertien dae ná die datum waarop die verslag van die tugappèlraad se verrigtinge die eerste keer vir insae tot sy beskikking gestel word.

(4) 'n Dienaar wat kragtens die bepalings van subartikel (9) van artikel *een-en-twintig* van die Wet voor die Raad wil verskyn, moet daarvan kennis gee wanneer die appèl ingedien word.

(5) (*a*) 'n Dienaar wat na die Spoorweg- en Haweraad appelleer teen sy ontslag of gedwonge bedanking kan 'n afskrif van die verslag van die tugappèlraad se verrigtinge op aansoek verkry vir sy eie gebruik of vir die gebruik van die persoon wat gekies is om hom by te staan by die aanhoor van sy appèl. Hierdie afskrif moet ingelewer word nadat die Spoorweg- en Haweraad die appèl aangehoor het.

(*b*) Behalwe soos bepaal in subparagraaf (*a*) kan 'n dienaar wat appelleer soos uiteengesit in hierdie regulasies, nie aanspraak maak op 'n afskrif van die verslag van die tugappèlraad se verrigtinge nie, maar as hy daarom aansoek doen, kan die nodige geriewe tot sy beskikking gestel word om die verslag op enige redelike tydstip persoonlik na te gaan en kan hy toegelaat word om 'n afskrif van die hele verslag of 'n gedeelte daarvan te maak. Die persoon wat hy gekies het om hom by die aanhoor van sy appèl by te staan, kan teenwoordig wees wanneer hy die verslag deurgaan.

Afstand doen van reg om na die tugappèlraad te appelleer.

180. (1) As 'n dienaar kragtens subartikel (11) van artikel *een-en-twintig* van die Wet afstand doen van sy reg om na die tugappèlraad te appelleer en na sy departementshoof appelleer, of as hy na die Hoofbestuurder appelleer teen 'n beslissing wat deur sy departementshoof gegee is, of as hy na die Spoorweg- en Haweraad appelleer teen 'n beslissing wat deur die Hoofbestuurder gegee is, moet sy appèl ingedien word binne veertien dae nadat hy die beslissing ontvang het waarteen hy appelleer.

(2) 'n Appèl ingevolge die bepalings van hierdie regulasie moet skriftelik ingedien word en moet die redes vir die appèl duidelik meld, en die appellant moet daarin aantoon teen watter van die aangeleenthede genoem in paragraaf (*a*) van subartikel (1) van artikel *een-en-twintig* van die Wet daar geappelleer word. Die appèl moet deur die appellant persoonlik onderteken word en gerig word aan die amptenaar na wie daar geappelleer word of aan die Spoorweg- en Haweraad, na gelang van die geval, en dit moet deur die gewone amptelike kanale aangestuur word; met dien verstande dat 'n dienaar wat gebruik maak van die vergunning waarvoor daar in regulasie no. 171 voorsiening gemaak word, die verstrekking van die redes van sy appèl, maar nie die kennisgewing van sy voorneme om appèl aan te teken nie, kan uitstel tot hoogstens veertien dae ná die datum waarop die verslag van die ondersoekverrigtinge die eerste keer vir insae tot sy beskikking gestel word.

Officer whose Decision Appealed against.	*Officer to whom Disciplinary Appeal Board shall report.*
the Assistant Chief Signal Engineer, an Inspecting Engineer, a Signal Engineer	the Chief Signal Engineer.
the Assistant Chief Stores Superintendent, an Assistant Stores Superintendent, a Stores Superintendent	the Chief Stores Superintendent.
the Assistant Chief Accountant, the Head Office Accountant, a Local Accountant, the Revenue Accountant	the Chief Accountant.
the Assistant Catering Manager, an Assistant Superintendent	the Catering Manager.
the Assistant Airways Manager, the Senior Aeronautical Engineer, the Superintendent (Commercial), the Superintendent (Staff)	the Chief Airways Manager.
an Assistant Manager, Publicity and Travel Department	the Manager, Publicity and Travel Department.

or any officer who is lawfully acting in the place of one of the above-mentioned officers.

(2) The Disciplinary Appeal Board shall report its finding in the manner prescribed in sub-section (2) of section *twenty-one* of the Act and the case shall thereafter be disposed of in terms of the relevant sub-sections of that section of the Act.

(3) If a servant desires to pursue his appeal in terms of sub-section (7) of section *twenty-one* of the Act he must personally submit his notification of appeal within fourteen days of the receipt of the decision and clearly set forth the reasons for his further appeal provided that a servant who avails himself of the facility for which provision is made in paragraph (5) may defer setting forth the reasons for such further appeal but not the notification of his intention to appeal, to a date not later than fourteen days after the date on which the record of the Disciplinary Appeal Board proceedings is first made available for his inspection.

(4) A servant who desires to appear before the Board in terms of sub-section (9) of section *twenty-one* of the Act must give notification thereof at the time the appeal is submitted.

(5) (*a*) A servant who appeals to the Railways and Harbours Board against dismissal or enforced resignation shall, upon application, be provided with a copy of the record of the Disciplinary Appeal Board proceedings for his own use or that of the person chosen to assist him at the hearing of his appeal. The copy so provided must be handed in after the hearing of the appeal by the Railways and Harbours Board.

(*b*) Except as provided for in sub-paragraph (*a*), a servant who appeals in the manner provided for by these regulations shall not be entitled to demand a copy of the record of the Disciplinary Appeal Board proceedings, but he shall, upon application, be given facilities for personal inspection of the record at any reasonable time, and be permitted to make a copy of the whole or any portion thereof. When making such inspection, the servant may be accompanied by the person chosen to assist him at the hearing of his appeal.

Waiving of Right of Appeal to Disciplinary Appeal Board.

180. (1) Where a servant waives his right of appeal to the Disciplinary Appeal Board in terms of sub-section (11) of section *twenty-one* of the Act and appeals to the head of his department or, if the decision appealed against was given by the head of his department, to the General Manager, or, if the decision appealed against was given by the General Manager, to the Railways and Harbours Board, such appeal must be lodged within fourteen days of the receipt by the servant of the decision against which the appeal is made.

(2) An appeal under this regulation shall be made in writing and shall clearly state the grounds upon which the appeal is based and shall indicate against which of the matters specified in paragraph (*a*) of sub-section (1) of section *twenty-one* of the Act, the appeal is made. It must be signed personally by the appellant and addressed to the officer to whom the appeal is made or to the Railways and Harbours Board as the case may be, and forwarded through the usual official channels, provided that a servant who avails himself of the facility for which provision is made in Regulation No. 171 may defer indicating the grounds upon which the appeal is based, but not the notification of his intention to appeal, to a date not later than fourteen days after the date on which the record of the inquiry proceedings is first made available for his inspection.

(3) By ontvangs van 'n appèl ingevolge die bepalings van hierdie regulasie moet die amptenaar wat gemagtig is om met die saak te handel, om die betrokke stukke vra en die vorige verrigtinge hersien. Hy kan verder getuienis vra of reël dat 'n ondersoek gehou word, of enige ander stappe doen wat hy nodig mag ag. Hy moet sy beslissing so gou doenlik gee, en dit moet skriftelik aan die appellant meegedeel word. As die appellant nie tevrede is nie, kan hy binne veertien dae na die ontvangs van die beslissing verder na die Hoofbestuurder appelleer deur middel van 'n brief wat deur hom persoonlik onderteken is en waarin hy die redes vir die verdere appèl duidelik uiteensit. Die brief moet deur die gewone kanale aangestuur word. Die Hoofbestuurder vra dan om die betrokke stukke en oorweeg die geval. Hy kan verder getuienis vra of reël dat 'n ondersoek ingestel word, of enige ander stappe doen wat hy nodig mag ag. Die Hoofbestuurder moet sy beslissing so gou doenlik gee, en dit moet skriftelik aan die appellant meegedeel word.

(4) As die appellant nog nie tevrede is nie, kan hy binne veertien dae na die ontvangs van die Hoofbestuurder se beslissing, skriftelik versoek dat die geval na die Spoorweg- en Haweraad verwys word. Sodanige versoek moet deur die appellant persoonlik onderteken en deur die gewone kanale aangestuur word.

(5) Waar dit betrekking het op 'n dienaar in 'n besondere departement of kantoor, beteken die uitdrukking „sy departementshoof" in hierdie regulasie die amptenaar wat van tyd tot tyd deur die Hoofbestuurder per kennisgewing aan die personeel aangewys word as die hoof van sodanige dienaar se departement vir die doel van hierdie regulasie.

Spesiale bepalings aangaande vaste en tydelike dienare.

181. (1) 'n Dienaar in vaste diens teen wie 'n beslissing gegee is wat nie ingevolge die tugbepalings teen hom aangeteken is nie, of 'n tydelike dienaar wat 'n tugstraf opgelê is, en wat nie met sodanige beslissing tevrede is nie, kan binne veertien dae na die ontvangs van die beslissing appelleer na—

(*a*) sy departementshoof as die straf deur 'n amptenaar met 'n laer status opgelê is; of

(*b*) die Hoofbestuurder as die straf deur 'n departementshoof opgelê is.

(2) 'n Appèl ingevolge die bepalings van paragraaf (1) moet skriftelik ingedien en deur die appellant persoonlik onderteken word. Dit moet gerig word aan die amptenaar na wie daar geappelleer word en deur die gewone kanale aangestuur word. Die appellant moet die redes vir die appèl duidelik meld en hy moet daarin aantoon of hy teen die bevinding of die opgelegde straf of teen beide appelleer.

(3) Die beslissing van die departementshoof of die Hoofbestuurder, na gelang van die geval, is finaal.

(4) Waar dit betrekking het op 'n dienaar in 'n besondere departement of kantoor, beteken die uitdrukking „sy departementshoof" in hierdie regulasie die amptenaar wat van tyd tot tyd deur die Hoofbestuurder per kennisgewing aan die personeel aangewys word as die hoof van sodanige dienaar se departement vir die doel van hierdie regulasie.

AFDELING II.

TUGAPPÈLLE—POLISIEBEAMPTES.

Indien van tugappèlle.

182. (1) (*a*) As 'n polisiebeampte in vaste diens 'n straf vir 'n tugoortreding opgelê is wat teen hom aangeteken is, en hy kragtens subartikel (1) van artikel *een-en-twintig* van die Wet daarteen wil appelleer, moet hy die gedragslyn bepaal in regulasie no. 174 volg.

(*b*) As 'n polisiebeampte ingevolge die bepalings van hierdie paragraaf appelleer, is die bepalings van regulasies nos. 175 tot 179 (inbegryp), onderworpe aan die bepalings van subparagraaf (*c*), van toepassing op sy geval; met dien verstande dat as die beslissing waarteen daar geappelleer word, deur 'n polisieoffisier behalwe die Hoofsuperintendent van Polisie gegee of bekragtig is, die tugappèlraad sy bevinding aan die Hoofsuperintendent van Polisie moet rapporteer.

(*c*) By die toepassing van die bepalings van paragraaf (2) van regulasie no. 176 word daar beskou dat die bepalings van subparagraaf (*e*) van paragraaf (5) van regulasie no. 158 gewysig is in die mate wat in paragraaf (9) van regulasie no. 168 aangedui word.

(2) (*a*) 'n Polisiebeampte wat kragtens subartikel (11) van artikel *een-en-twintig* van die Wet afstand doen van sy reg om na die tugappèlraad te appelleer, kan na die Hoofsuperintendent van Polisie appelleer, of

(3) On receipt of an appeal under this regulation, the officer empowered to deal with the case shall call for the records and review the previous proceedings. He may call for further evidence or arrange for an inquiry to be held or take any other steps he may deem necessary. He shall give his decision as early as practicable, which shall be communicated to the appellant in writing. If the appellant is dissatisfied he may, within fourteen days of the receipt of the decision, appeal further to the General Manager, by means of a letter signed by him personally clearly setting forth the reasons for the further appeal which should be forwarded through the usual channels. The General Manager shall then call for the records and consider the case. He may call for further evidence or arrange for an inquiry to be held or take any other steps he may deem necessary. The General Manager shall give his decision as early as practicable and the decision shall be communicated to the appellant in writing.

(4) If the appellant be still dissatisfied, he may, within fourteen days of the receipt of the decision of the General Manager, ask in writing that the case be referred to the Railways and Harbours Board. Such a request should be signed personally by the appellant and forwarded through the usual channels.

(5) In this regulation, the expression 'head of his department' means, in relation to servants employed in a particular department or office, the officer designated by the General Manager from time to time by notice to the staff, as the head of such servants' department for the purposes of this regulation.

Special Provisions Affecting Permanent and Temporary Servants.

181. (1) A servant in permanent employment against whom a decision has been given which has not been placed on record against him under the provisions governing discipline, or a temporary servant upon whom disciplinary punishment has been imposed, who is dissatisfied with such decision, may, within fourteen days of the receipt of the decision, appeal to—

(*a*) the head of his department, where the punishment is imposed by an officer of lower status; or

(*b*) the General Manager, where the punishment is imposed by a head of department.

(2) An appeal under paragraph (1) shall be made in writing and signed personally by the appellant. It must be addressed to the officer to whom the appeal is made and forwarded through the usual channels. The appellant shall clearly state the grounds upon which the appeal is based and shall indicate whether the appeal is against the finding, or the punishment imposed, or both.

(3) The decision of the head of department, or the General Manager, as the case may be, shall be final.

(4) In this regulation the expression 'head of his department' means, in relation to servants employed in a particular department or office, the officer designated by the General Manager from time to time by notice to the staff, as the head of such servants' department for the purposes of this regulation.

SECTION II.

DISCIPLINARY APPEALS—POLICEMEN.

Lodging of Disciplinary Appeals.

182. (1) (*a*) A policeman in permanent employment, upon whom punishment for a disciplinary infringement has been imposed and placed on record against him and who wishes to appeal in terms of sub-section (1) of section *twenty-one* of the Act, must observe the procedure provided for in Regulation No. 174.

(*b*) When a policeman lodges an appeal in terms of this paragraph, the provisions of Regulations Nos. 175 to 179 inclusive will, subject to the provisions of sub-paragraph (*c*), be applicable to his case, provided that if the decision appealed against was given or confirmed by any police officer other than the Chief Superintendent of Police, the Disciplinary Appeal Board shall report its findings to the Chief Superintendent of Police.

(*c*) In the application of the provisions of paragraph (2) of Regulation No. 176, sub-paragraph (*e*) of paragraph (5) of Regulation No. 158 shall be regarded as being amended to the extent indicated in paragraph (9) of Regulation No. 168.

(2) (*a*) A policeman, who waives his right of appeal to the Disciplinary Appeal Board in terms of sub-section (11) of section *twenty-one* of the Act, may appeal to the Chief Superintendent of Police or, if the decision appealed against was given by the Chief Superintendent

na die Hoofbestuurder teen 'n beslissing wat deur die Hoofsuperintendent van Polisie gegee is, of na die Spoorweg- en Haweraad teen 'n beslissing wat deur die Hoofbestuurder gegee is.

(*b*) 'n Appellant wat nie tevrede is met die beslissing van 'n amptenaar aan wie sy appèl ingevolge die bepalings van subparagraaf (*a*) gerig is nie, kan verder appelleer vir sover daar in subartikel (11) van artikel *een-en-twintig* van die Wet daarvoor voorsiening gemaak word.

(*c*) 'n Appèl ingevolge die bepalings van hierdie paragraaf moet skriftelik ingedien word binne veertien dae nadat die polisiebeampte die beslissing ontvang het waarteen hy appelleer. Dit moet gerig word aan die amptenaar na wie daar geappelleer word of aan die Spoorweg- en Haweraad, na gelang van die geval, en deur die gewone amptelike kanale aangestuur word.

(*d*) In sy appèl moet die appellant die redes vir sy appèl duidelik meld, en hy moet daarin verklaar of hy appelleer teen die beslissing waarvolgens hy aan die tugoortreding skuldig bevind is, of teen die straf wat opgelê is, of teen 'n bevel in verband met die betaal of terughou van besoldiging gedurende die hele tydperk van skorsing of 'n gedeelte daarvan, of teen enige twee of meer sodanige aangeleenthede; met dien verstande dat 'n polisiebeampte wat gebruik maak van die vergunning waarvoor daar in regulasie no. 171 voorsiening gemaak word, die verstrekking van die redes van sy appèl, maar nie die kennisgewing van sy voorneme om appèl aan te teken nie, kan uitstel tot hoogstens veertien dae ná die datum waarop die verslag van die ondersoekverrigtinge die eerste keer vir insae tot sy beskikking gestel word.

(*e*) Daar moet volgens die bepalings van subartikel (12) van artikel *een-en-twintig* van die Wet en van paragraaf (3) van regulasie no. 180 gehandel word met 'n appèl wat ingevolge die bepalings van hierdie paragraaf ingedien word.

(3) (*a*) 'n Polisiebeampte in vaste diens wat vir 'n geringe tugoortreding gestraf is, of 'n polisiebeampte in tydelike of losdiens wat vir 'n tugoortreding gestraf is, kan binne veertien dae nadat hy kennis ontvang het van die straf wat hom opgelê is, appelleer na—

(i) die Hoofsuperintendent van Polisie as die straf waarteen daar geappelleer word, deur 'n offisier met 'n laer status opgelê is; of

(ii) na die Hoofbestuurder as die straf waarteen daar geappelleer word, deur die Hoofsuperintendent van Polisie opgelê is.

(*b*) 'n Beslissing wat ingevolge die bepalings van hierdie paragraaf gegee word deur die Hoofbestuurder of die Hoofsuperintendent van Polisie, na gelang van die geval, is finaal.

HOOFSTUK XI.

DIVERSE.

Gratifikasies aan dienare wat weens arbeidsongeskiktheid afgedank word.

183. Die bedrag wat kragtens subartikel (2) van artikel *drie-en-twintig* van Wet no. 39 van 1960 as gratifikasie uit inkomste aan 'n dienaar betaal moet word, is 'n som wat gelyk is aan die verskil tussen die bedrag van die gratifikasie waarop hy geregtig sou gewees het as sy dienste beëindig was kragtens artikel *elf* van die Wet, en die bedrag wat hy kragtens subartikel (1) van die genoemde artikel *drie-en-twintig* uit die Nuwe Superannuasiefonds ontvang.

Gratifikasies aan dienare wat weens ongeskiktheid as gevolg van aktiewe krygsdiens afgedank word.

184. (1) As 'n dienaar wat lid is van die Nuwe Superannuasiefonds wat gestig is kragtens Wet no. 24 van 1925, verplig word om, voordat hy vir 'n tydperk van tien jaar bygedra het, uit die Diens te tree weens blywende arbeidsongeskiktheid wat die gevolg is van wonde of siekte wat hy in of as gevolg van aktiewe krygsdiens in enigeen van Haar Majesteit se Magte opgedoen het, kan 'n gratifikasie aan hom toegestaan word—

(*a*) wat gelyk is aan ses maande se volle betaling teen die insluitende loonskaal wat op sy uitdienstreedatum op hom van toepassing is, in plaas van die gratifikasie bepaal in regulasie no. 183; of

(*b*) wat bereken word soos bepaal in artikel *elf* van die Wet; watter ook al die grootste is.

(2) Die gratifikasie genoem in paragraaf (1) word benewens die voordeel bepaal in artikel *drie-en-twintig* van Wet no. 39 van 1960 toegestaan.

(3) Die voorwaardes wat in hierdie regulasie bepaal word vir die betaling van 'n gratifikasie gelyk aan ses maande se besoldiging, kan toegepas word op enige dienaar wat nie 'n bydraer is nie en wat in soortgelyke omstandighede afgedank word.

TITEL VAN REGULASIES.

185. Regulasies nos. 1 tot 185 wat hierin vervat word, staan bekend as die „Personeelregulasies".

of Police, to the General Manager, or, if the decision appealed against was given by the General Manager, to the Railways and Harbours Board.

(*b*) An appellant, who is dissatisfied with the decision of an officer to whom his appeal was addressed in terms of sub-paragraph (*a*), may appeal further to the extent provided for in sub-section (11) of section *twenty-one* of the Act.

(*c*) An appeal lodged in terms of this paragraph must be made in writing within fourteen days of the receipt by the policeman of the decision against which his appeal is made. It must be addressed to the officer to whom the appeal is made or to the Railways and Harbours Board, as the case may be, and forwarded through the usual official channels.

(*d*) In his appeal, the appellant shall clearly indicate the grounds upon which his appeal is based and shall state whether the appeal is against the decision finding him guilty of the disciplinary infringement, or against the punishment imposed, or against any order made regarding the payment or withholding of emoluments during the whole or any part of a period of suspension, or against any two or more of such matters; provided that a policeman who avails himself of the facility for which provision is made in Regulation No. 171 may defer indicating the grounds upon which the appeal is based, but not the notification of his intention to appeal, to a date not later than fourteen days after the date on which the record of the inquiry proceedings is first made available for his inspection.

(*e*) An appeal submitted in terms of this paragraph shall be dealt with in accordance with the provisions of sub-section (12) of section *twenty-one* of the Act and of paragraph (3) of Regulation No. 180.

(3) (*a*) A policeman in permanent employment who has been punished for a minor disciplinary infringement, or a policeman in temporary or casual employment who has been punished for any disciplinary infringement, may within fourteen days of the receipt of the notification of punishment, appeal to—

(i) the Chief Superintendent of Police, where the punishment appealed against was imposed by an officer of lower status; or

(ii) to the General Manager, where the punishment appealed against was imposed by the Chief Superintendent of Police.

(*b*) A decision given under the provisions of this paragraph by the General Manager or by the Chief Superintendent of Police, as the case may be, shall be final.

CHAPTER XI.

MISCELLANEOUS.

Gratuities to Servants Retired through Incapacitation.

183. The amount to be paid to any servant by way of a gratuity from revenue in terms of sub-section (2) of section *twenty-three* of Act No. 39 of 1960, shall be a sum equal to the difference between the amount of the gratuity which he would have been entitled to receive had his services been dispensed with in terms of section *eleven* of the Act, and the amount of the benefit received by him from the New Superannuation Fund, in terms of sub-section (1) of the said section *twenty-three*.

Gratuities to Servants Retired as Result of Active Service Conditions.

184. (1) If a servant who is a member of the New Superannuation Fund established under Act No. 24 of 1925, be compelled, before he has contributed in respect of a period of ten years, to retire from the Service in consequence of permanent incapacitation, resulting from wounds or disease sustained on or in consequence of active war service in any of Her Majesty's Forces, he may be granted—

(*a*) a gratuity equal to six months' full pay calculated at the inclusive rate of pay, operative at the date of retirement in lieu of the gratuity provided for in Regulation No. 183; or

(*b*) a gratuity calculated in accordance with the provisions of section *eleven* of the Act, whichever is the greater.

(2) The gratuity referred to in paragraph (1) shall be in addition to the benefit prescribed in section *twenty-three* of Act No. 39 of 1960.

(3) The terms of this regulation as to the payment of a gratuity of six months' pay may be applied to any servant who is a non-contributor, and whose retirement is occasioned under similar circumstances.

TITLE OF REGULATIONS.

185. Regulations Nos. 1 to 185 as provided for herein shall be known as the "Staff Regulations".

BYLAE A.

BETAALLYS VIR SONDAGTYD EN OORTYD.

AFDELING No. 1.—AMPTENARE.

Skale wat van toepassing is as betaling ingevolge regulasie no. 55 verskuldig is:

Salaris.	Sondagtyd: Skaal per uur.	Oortyd: Skaal per uur.
	s. d.	s. d.
£275	4 5	2 11½
£295	4 8¾	3 2
£305	4 10¾	3 3¼
£315	5 0¾	3 4½
£330	5 3½	3 6½
£335	5 4½	3 7
£355	5 8½	3 9¾
£375	6 0¼	4 0¼
£380	6 1¼	4 0¾
£395	6 4	4 2¾
£405	6 6	4 4
£415	6 8	4 5¼
£420	6 9	4 6
£430	6 10¾	4 7¼
£435	6 11¾	4 8
£455	7 3½	4 10½
£460	7 4½	4 11
£475	7 7½	5 1
£480	7 8½	5 1¾
£500	8 0¼	5 4¼
£505	8 1¼	5 4¾
£510	8 2¼	5 5½
£520	8 4	5 6¾
£525	8 5	5 7½
£535	8 7	5 8¾
£540	8 8	5 9¼
£545	8 9	5 10
£550	8 10	5 10¾
£560	8 11¾	6 0
£565	9 0¾	6 0½
£575	9 2¾	6 1¾
£585	9 4½	6 3
£596	9 6	6 4½
£600	9 6	6 5
£610	9 6	6 6¼
£625	9 6	6 8¼
£635	9 6	6 9½
£640	9 6	6 10¼
£650	9 6	6 11½
£660	9 6	7 0¾
£675	9 6	7 2¾
£680	9 6	7 3¾
£685	9 6	7 4
£700	9 6	7 5¾
£715	9 6	7 7¾
£725 tot £900	9 6	7 9
Meer as £900 tot £1,100	9 6	—

OPMERKING.—Onderworpe aan die bepalings van subparagraaf (2) (*a*) (ii) van regulasie no. 55, kom senior amptenare, afgesien van hulle salaris, nie in aanmerking vir die betaling van oortyd of Sondagtyd nie.

ANNEXURE A.

SCHEDULE OF PAYMENT FOR SUNDAY TIME AND WEEKDAY OVERTIME WORKED.

SECTION No. 1.—OFFICERS.

Scales applicable when payment is due in terms of Regulation No. 55:—

Salary.	Sunday Time: Rate per Hour.	Weekday Overtime: Rate per Hour.
	s. d.	s. d.
£275	4 5	2 11½
£295	4 8¾	3 2
£305	4 10¾	3 3¼
£315	5 0¾	3 4½
£330	5 3½	3 6½
£335	5 4½	3 7
£355	5 8½	3 9¾
£375	6 0¼	4 0¼
£380	6 1¼	4 0¾
£395	6 4	4 2¾
£405	6 6	4 4
£415	6 8	4 5¼
£420	6 9	4 6
£430	6 10¾	4 7¼
£435	6 11¼	4 8
£455	7 3½	4 10½
£460	7 4½	4 11
£475	7 7½	5 1
£480	7 8½	5 1¾
£500	8 0¼	5 4¼
£505	8 1¼	5 4¾
£510	8 2¼	5 5½
£520	8 4	5 6¾
£525	8 5	5 7½
£535	8 7	5 8¾
£540	8 8	5 9¼
£545	8 9	5 10
£550	8 10	5 10¾
£560	8 11¾	6 0
£565	9 0¾	6 0¾
£575	9 2¾	6 1¾
£585	9 4½	6 3
£596	9 6	6 4½
£600	9 6	6 5
£610	9 6	6 6¼
£625	9 6	6 8¼
£635	9 6	6 9½
£640	9 6	6 10¼
£650	9 6	6 11½
£660	9 6	7 0¾
£675	9 6	7 2¾
£680	9 6	7 3¼
£685	9 6	7 4
£700	9 6	7 5¾
£715	9 6	7 7¾
£725 to £900	9 6	7 9
Exceeding £900 to £1,100	9 6	—

NOTE.—Subject to the provisions of sub-paragraph (2) (*a*) (ii) of Regulation No. 55, senior officers, irrespective of salary, do not qualify for the payment of weekday overtime or Sunday time.

AFDELING No. 2.—MAANDELIKS BESOLDIGDE WERKSMANNE WAT NIE-INSLUITENDE LONE ONTVANG.

Skale van betaling wat ingevolge paragraaf (4) van regulasie no. 56 verskuldig is:

Loon per maand.	Sondagtyd: Skaal per uur.	Oortyd: Skaal per uur.
£ s.	s. d.	s. d.
18 0	3 5¾	2 3¾
19 0	3 8	2 5¼
20 0	3 10¼	2 7
21 0	4 0½	2 8½
22 0	4 3	2 10
22 15	4 4½	2 11
23 15	4 7	3 0¾
24 15	4 9½	3 2¼
25 15	4 11½	3 3¾
26 15	5 1½	3 5¼
27 15	5 4¼	3 6¾
28 15	5 6½	3 8¼
29 15	5 8¾	3 10
30 15	5 11	3 11½
31 15	6 1½	4 1
32 10	6 3	4 2
33 10	6 5½	4 3¾
34 10	6 7¾	4 5¼
35 10	6 10	4 6¾
36 10	7 0¼	4 8½
37 10	7 2¾	4 9¾
38 10	7 5	4 11¼
39 10	7 7¼	5 1
39 15	7 7¾	5 1½
40 15	7 10¼	5 2¾
49 5	9 5¾	6 4
50 5	9 6	6 5½
50 10	9 6	6 5¾
51 10	9 6	6 7¼
51 15	9 6	6 7¾
52 15	9 6	6 9¼
53 0	9 6	6 9¾
54 0	9 6	6 11¼
54 10	9 6	7 0
55 5	9 6	7 1
55 15	9 6	7 2
56 15	9 6	7 3½
57 0	9 6	7 3¾
58 0	9 6	7 5¼
58 10	9 6	7 6
59 10	9 6	7 7½
60 0	9 6	7 8½
61 0	9 6	7 9

SECTION No. 2.—MONTHLY PAID EMPLOYEES IN RECEIPT OF NON-INCLUSIVE WAGES.

Scales of payment due in terms of paragraph (4) of Regulation No. 56:—

Wage per Month.	Sunday Time: Rate per Hour.	Weekday Overtime: Rate per Hour.
£ s.	s. d.	s. d.
18 0	3 5¾	2 3¾
19 0	3 8	2 5¼
20 0	3 10¼	2 7
21 0	4 0½	2 8½
22 0	4 3	2 10
22 15	4 4½	2 11
23 15	4 7	3 0¾
24 15	4 9¼	3 2¼
25 15	4 11½	3 3¾
26 15	5 1¾	3 5¼
27 15	5 4¼	3 6¾
28 15	5 6½	3 8¼
29 15	5 8¾	3 10
30 15	5 11	3 11½
31 15	6 1½	4 1
32 10	6 3	4 2
33 10	6 5½	4 3¾
34 10	6 7¾	4 5¼
35 10	6 10	4 6¾
36 10	7 0¼	4 8¼
37 10	7 2¾	4 9¾
38 10	7 5	4 11¼
39 10	7 7¼	5 1
39 15	7 7¾	5 1¼
40 15	7 10¼	5 2¾
49 5	9 5¾	6 4
50 5	9 6	6 5½
50 10	9 6	6 5¾
51 10	9 6	6 7¼
51 15	9 6	6 7¾
52 15	9 6	6 9¼
53 0	9 6	6 9¾
54 0	9 6	6 11¼
54 10	9 6	7 0
55 5	9 6	7 1
55 15	9 6	7 2
56 15	9 6	7 3½
57 0	9 6	7 3¾
58 0	9 6	7 5¼
58 10	9 6	7 6
59 10	9 6	7 7¾
60 0	9 6	7 8½
61 0	9 6	7 9

AFDELING No. 3.—MAANDELIKS BESOLDIGDE WERKSMANNE WAT INSLUITENDE LONE ONTVANG.

Skale van betaling wat ingevolge paragraaf (5) van regulasie no. 56 verskuldig is aan:

(*a*) Werksmanne wie se betrekkings in die Besoldigingslys vir Ambagsmanne (Besoldigingslys no. 2) verskyn, en werksmanne in grade wat verwant is aan sodanige betrekkings, uitgesonder ambagspersoneel in die Lugdiensdepartement.

Insluitende maandelikse loon.	Sondagtyd: Skaal per uur.	Oortyd: Skaal per uur.
£ s.	s. d.	s. d.
16 15	3 0	2 0
19 10	3 6	2 4
22 5	4 0	2 8
28 0	5 0	3 4
32 10	5 10	3 10¾
33 10	6 0	4 0
33 15	6 0½	4 0½
34 10	6 2	4 1½
34 15	6 3	4 2
35 5	6 4	4 2¾
35 10	6 4½	4 3
36 5	6 6	4 4
36 10	6 6½	4 4½
37 5	6 8	4 5½
37 10	6 8½	4 6
38 0	6 10	4 6¾
38 5	6 10½	4 7
39 0	7 0	4 8
39 5	7 0½	4 8½
40 0	7 2	4 9½
40 5	7 2½	4 9¾
41 0	7 4	4 10½
41 15	7 6	5 0
42 0	7 6½	5 0½
42 15	7 8	5 1½
43 0	7 8½	5 1¾
44 0	7 10½	5 3
44 10	8 0	5 4
45 10	8 2	5 5½
45 15	8 2½	5 5¾
46 10	8 4	5 6¾
46 15	8 4½	5 7
47 5	8 6	5 8
47 10	8 6½	5 8½
48 10	8 8½	5 9¾
53 0	9 6	6 4
54 0	9 6	6 5¾
55 10	9 6	6 7¾
55 15	9 6	6 8
56 0	9 6	6 8½
56 10	9 6	6 9
56 15	9 6	6 9¾
57 0	9 6	6 10
57 10	9 6	6 10¾
58 5	9 6	7 0
58 15	9 6	7 0½
59 5	9 6	7 1
60 5	9 6	7 2¾
60 10	9 6	7 3
61 15	9 6	7 4¾
65 5	9 6	7 9
66 5	9 6	7 9

(*b*) Werksmanne in die Lugdiensdepartement wie se betrekkings in die Besoldigingslys vir Ambagsmanne (Besoldigingslys no. 2) verskyn.

Loon per maand.	Sondagtyd: Skaal per uur.	Oortyd: Skaal per uur.
£ s.	s. d.	s. d.
58 5	9 6	7 9
59 5	9 6	7 9
62 10	9 6	7 9
63 10	9 6	7 9

SECTION No. 3.—MONTHLY PAID EMPLOYEES IN RECEIPT OF INCLUSIVE WAGES.

Scales of payment due in terms of paragraph (5) of Regulation No. 56 to:—

(*a*) Employees whose appointments are provided for in the Artisan Pay Schedule (Pay Schedule No. 2) and employees whose grades are allied to such appointments, excluding artisan staff employed in the Airways Department.

Inclusive Monthly Wage.	Sunday Time: Rate per Hour.	Weekday Overtime: Rate per Hour.
£ s.	s. d.	s. d.
16 15	3 0	2 0
19 10	3 6	2 4
22 5	4 0	2 8
28 0	5 0	3 4
32 10	5 10	3 10¾
33 10	6 0	4 0
33 15	6 0½	4 0½
34 10	6 2	4 1½
34 15	6 3	4 2
35 5	6 4	4 2¾
35 10	6 4½	4 3
36 5	6 6	4 4
36 10	6 6½	4 4½
37 5	6 8	4 5½
37 10	6 8½	4 6
38 0	6 10	4 6¾
38 5	6 10½	4 7
39 0	7 0	4 8
39 5	7 0½	4 8½
40 0	7 2	4 9½
40 5	7 2½	4 9¾
41 0	7 4	4 10¾
41 15	7 6	5 0
42 0	7 6½	5 0½
42 15	7 8	5 1½
43 0	7 8½	5 1¾
44 0	7 10½	5 3
44 10	8 0	5 4
45 10	8 2	5 5½
45 15	8 2½	5 5¾
46 10	8 4	5 6¾
46 15	8 4½	5 7
47 5	8 6	5 8
47 10	8 6½	5 8½
48 10	8 8½	5 9¾
53 0	9 6	6 4
54 0	9 6	6 5¾
55 10	9 6	6 7¾
55 15	9 6	6 8
56 0	9 6	6 8½
56 10	9 6	6 9
56 15	9 6	6 9¾
57 0	9 6	6 10
57 10	9 6	6 10¾
58 5	9 6	7 0
58 15	9 6	7 0½
59 5	9 6	7 1
60 5	9 6	7 2¾
60 10	9 6	7 3
61 15	9 6	7 4¾
65 5	9 6	7 9
66 5	9 6	7 9

(*b*) Employees whose appointments are provided for in the Artisan Pay Schedule (Pay Schedule No. 2), who are employed in the Airways Department.

Wage per Month.	Sunday Time: Rate per Hour.	Weekday Overtime: Rate per Hour.
£ s.	s. d.	s. d.
58 5	9 6	7 9
59 5	9 6	7 9
62 10	9 6	7 9
63 10	9 6	7 9

(c) Ander maandeliks besoldigde werksmanne.

Loon van personeel behalwe dié wie se besoldiging voedsel insluit.	Loon van personeel wie se besoldiging voedsel insluit.	Sondagtyd: Skaal per uur.	Oortyd: Skaal per uur.
£ s.	£ s.	s. d.	s. d.
16 15	—	2 10¾	1 11¼
18 0	—	3 1½	2 1
18 5	—	3 2	2 1¼
18 10	(*b*) 17 15	3 2½	2 1¾
19 5	—	3 4	2 2¾
19 10	—	3 4½	2 3
19 15	(*b*) 19 0	3 5	2 3¼
20 0	(*a*) 17 5	3 5½	2 3¾
20 10	—	3 6½	2 4½
20 15	(*b*) 20 0	3 7	2 4¾
21 5	(*a*) 18 10	3 8	2 5¼
21 10	—	3 8½	2 5¾
21 15	(*b*) 21 0	3 9	2 6
22 5	(*a*) 19 10	3 10¼	2 6¾
22 10	—	3 10¾	2 7¼
—	19 15	3 11¼	2 7½
23 5	(*a*) 20 10	4 0¼	2 8¼
23 15	20 15	4 1¼	2 9
24 0	—	4 1½	2 9¼
—	21 5	4 2¼	2 9½
24 10	(*a*) 21 15	4 2¾	2 10
24 15	—	4 3¼	2 10¼
25 5	22 5 / (*a*) 22 10 / 22 10	4 4¼	2 11
25 10	(*a*) 22 15	4 5	2 11¼
26 10	(*a*) 23 15	4 7	3 0¾
—	23 15 / (*a*) 24 0	4 7½	3 1
—	24 0	4 8	3 1¼
27 5	—	4 8½	3 1¾
27 15	(*a*) 25 0	4 9½	3 2½
28 0	(*a*) 25 5	4 10	3 2¾
—	25 5	4 10½	3 3
—	25 10	4 11	3 3¼
28 15	(*a*) 26 0	4 11½	3 3¾
—	(*a*) 26 5	5 0	3 4
—	26 5	5 0¾	3 4½
29 10	26 10	5 1¼	3 4¾
29 15	—	5 1¾	3 5¼
30 10	—	5 3¼	3 6¼
—	27 15	5 3¾	3 6½
31 0	—	5 4¼	3 7
—	28 15	5 5¾	3 8
32 0	—	5 6¼	3 8¼
32 10	—	5 7¼	3 9
—	29 15	5 8	3 9¼
33 0	—	5 8½	3 9¾
33 10	—	5 9½	3 10¼
33 15	—	5 10	3 10¾
—	31 0	5 10½	3 11
34 5	—	5 11	3 11¼
34 10	—	5 11½	3 11¾
34 15	—	6 0	4 0
—	32 0	6 0½	4 0½
35 5	—	6 1	4 0¾
35 10	—	6 1½	4 1
—	33 0	6 2½	4 1¾
36 5	—	6 3	4 2
36 10	—	6 3¾	4 2½
37 5	34 5	6 5¼	4 3½
37 10	—	6 5¾	4 3¾
38 0	—	6 6¾	4 4½
38 5	35 5	6 7¼	4 5
38 10	—	6 7¾	4 5¼
39 0	—	6 8¾	4 6
39 5	36 5	6 9¼	4 6¼
39 15	—	6 10¼	4 7
40 0	—	6 11	4 7¼
40 5	—	6 11½	4 7¾
—	37 10	7 0	4 8
40 15	—	7 0½	4 8¼
41 0	—	7 1	4 8¾
—	38 10	7 2	4 9¼
41 15	—	7 2½	4 9¾
42 0	—	7 3	4 10
42 15	39 15	7 4½	4 11
43 0	—	7 5	4 11½
—	40 15	7 6¾	5 0½
44 0	—	7 7¼	5 0¾
44 5	—	7 7¾	5 1¼
44 10	—	7 8¼	5 1½
—	41 15	7 8¾	5 1¾
45 10	—	7 10¼	5 3
45 15	—	7 10¾	5 3¼
—	43 0	7 11¼	5 3½

(*a*) Kwekelinge.
(*b*) Spoorwerkers.

(c) Other monthly paid employees.

Wage of Staff other than those whose Emoluments include Food.	Wage of Staff whose Emoluments are inclusive of Food.	Sunday Time: Rate per Hour.	Weekday Overtime: Rate per Hour.
£ s.	£ s.	s. d.	s. d.
16 15	—	2 10¾	1 11¼
18 0	—	3 1¼	2 1
18 5	—	3 2	2 1¼
18 10	(b) 17 15	3 2½	2 1¾
19 5	—	3 4	2 2¾
19 10	—	3 4½	2 3
19 15	(b) 19 0	3 5	2 3¼
20 0	(a) 17 5	3 5½	2 3¾
20 10	—	3 6½	2 4½
20 15	(b) 20 0	3 7	2 4¾
21 5	(a) 18 10	3 8	2 5½
21 10	—	3 8½	2 5¾
21 15	(b) 21 0	3 9	2 6
22 5	(a) 19 10	3 10¼	2 6¾
22 10	—	3 10¾	2 7¼
—	19 15	3 11¼	2 7½
23 5	(a) 20 10	4 0¼	2 8¼
23 15	20 15	4 1¼	2 9
24 0	—	4 1¾	2 9½
—	21 5	4 2¼	2 9½
24 10	(a) 21 15	4 2¾	2 10
24 15	—	4 3¼	2 10¼
25 5	{ 22 5 / (a) 22 10 / 22 10 }	4 4¼	2 11
25 10	{ (a) 22 15 }	4 5	2 11¼
26 10	(a) 23 15	4 7	3 0¾
—	{ 23 15 / (a) 24 0 }	4 7½	3 1
—	24 0	4 8	3 1¼
27 5	—	4 8½	3 1¾
27 15	(a) 25 0	4 9½	3 2½
28 0	(a) 25 5	4 10	3 2¾
—	25 5	4 10½	3 3
—	25 10	4 11	3 3½
28 15	(a) 26 0	4 11½	3 3¾
—	(a) 26 5	5 0	3 4
—	26 5	5 0¾	3 4½
29 10	26 10	5 1¼	3 4¾
29 15	—	5 1¾	3 5¼
30 10	—	5 3¼	3 6¼
—	27 15	5 3¾	3 6½
31 0	—	5 4½	3 7
—	28 15	5 5¾	3 8
32 0	—	5 6¼	3 8¼
32 10	—	5 7¼	3 9
—	29 15	5 8	3 9¼
33 0	—	5 8½	3 9¾
33 10	—	5 9½	3 10¼
33 15	—	5 10	3 10¾
—	31 0	5 10½	3 11
34 5	—	5 11	3 11¼
34 10	—	5 11½	3 11¾
34 15	—	6 0	4 0
—	32 0	6 0½	4 0½
35 5	—	6 1	4 0¾
35 10	—	6 1½	4 1
—	33 0	6 2½	4 1¾
36 5	—	6 3	4 2
36 10	—	6 3¾	4 2¼
37 5	34 5	6 5¼	4 3¼
37 10	—	6 5¾	4 3¾
38 0	—	6 6¾	4 4½
38 5	35 5	6 7¼	4 5
38 10	—	6 7¾	4 5¼
39 0	—	6 8¾	4 6
39 5	36 5	6 9¼	4 6¼
39 15	—	6 10¼	4 7
40 0	—	6 11	4 7½
40 5	—	6 11½	4 7¾
—	37 10	7 0	4 8
40 15	—	7 0½	4 8¼
41 0	—	7 1	4 8¾
—	38 10	7 2	4 9¼
41 15	—	7 2½	4 9¾
42 0	—	7 3	4 10
42 15	39 15	7 4½	4 11
43 0	—	7 5	4 11½
—	40 15	7 6¾	5 0½
44 0	—	7 7¼	5 0¾
44 5	—	7 7½	5 1½
44 10	—	7 8¼	5 1½
—	41 15	7 8¾	5 1¾
45 10	—	7 10¼	5 3
45 15	—	7 10¾	5 3¼
—	43 0	7 11¼	5 3½

(a) Trainees.
(b) Railworkers.

(c) Ander maandelikse besoldigde werksmanne (*Vervolg*).

Loon van personeel behalwe dié wie se besoldiging voedsel insluit.	Loon van personeel wie se besoldiging voedsel insluit.	Sondagtyd: Skaal per uur.	Oortyd: Skaal per uur.
£ s.	£ s.	s. d.	s. d.
46 5	—	7 11¾	5 4
46 10	—	8 0¼	5 4½
46 15	—	8 0¾	5 4½
—	44 0	8 1¼	5 5
47 5	44 5	8 2	5 5½
47 10	—	8 2½	5 5¾
48 10	45 10	8 4½	5 7
48 15	—	8 5	5 7¼
49 0	—	8 5½	5 7¾
—	46 5	8 6	5 8
50 5	47 5	8 8	5 9½
50 10	47 10	8 8½	5 9¾
51 10	—	8 10¾	5 11¼
—	48 15	8 11¼	5 11½
52 0	49 0	8 11¾	5 11¾
53 0	50 0	9 1¾	6 1¼
—	50 5	9 2¼	6 1½
53 10	50 10	9 2¾	6 2
54 0	—	9 3¼	6 2½
54 10	51 10	9 5	6 3¼
—	52 0	9 6	6 4
55 10	—	9 6	6 4¾
55 15	—	9 6	6 5
56 0	53 0	9 6	6 5¼
56 10	53 10	9 6	6 6
56 15	—	9 6	6 6½
57 0	—	9 6	6 6¾
57 10	54 10	9 6	6 7½
—	54 15	9 6	6 7¾
58 15	—	9 6	6 9¼
—	56 0	9 6	6 9½
59 5	—	9 6	6 9¾
60 5	—	9 6	6 11¼
60 10	—	9 6	6 11½
—	57 15	9 6	7 0
61 15	58 15	9 6	7 1¼
—	60 15	9 6	7 4
—	61 15	9 6	7 5½
65 5	—	9 6	7 6
66 5	—	9 6	7 7½

BYLAE B.

SPOORWEG- EN HAWEPOLISIEMAG.

INSWERINGSVORM.

(BLANKES.)

Ek, ..., beloof en sweer dat ek Haar Majesteit Koningin Elizabeth II, haar erfgename en opvolgers, volgens wet getrou sal dien in die Spoorweg- en Hawepolisiemag vir 'n tydperk van drie jaar vanaf hierdie datum, en daarna onafgebroke vir 'n onbepaalde tydperk, onderworpe egter aan die bepalings van artikel *sewe* van die Wet op Spoorweg- en Hawediens, no. 22 van 1960, en ek beloof om my te hou aan die bepalings van die verskeie Spoorweg- en Hawewette en sodanige regulasies, orders en instruksies daarkragtens opgestel, as wat van tyd tot tyd gepubliseer mag word.

SO WAARLIK HELP MY GOD.

.....
Handtekening.

Getuie:

1. .....
2. .....

Oorgelees, geteken en beëdig in my teenwoordigheid te.....
....., op hierdie ..... dag van.....19.....

Diens moet dateer van.....

.....
Vrederegter of Kommissaris van Ede.

..... S.A.S.-polisie.

Afdeling.....

Plek.....

(*c*) Other monthly paid employees (*Contd.*)

Wage of Staff other than those whose Emoluments include Food.	Wage of Staff whose Emoluments are inclusive of Food.	Sunday Time: Rate per Hour.	Weekday Overtime: Rate per Hour.
£ s.	£ s.	s. d.	s. d.
46 5	—	7 11¾	5 4
46 10	—	8 0¼	5 4½
46 15	—	8 0¾	5 4½
—	44 0	8 1¼	5 5
47 5	44 5	8 2	5 5¼
47 10	—	8 2½	5 5¾
48 10	45 10	8 4½	5 7
48 15	—	8 5	5 7¼
49 0	—	8 5½	5 7¾
—	46 5	8 6	5 8
50 5	47 5	8 8	5 9½
50 10	47 10	8 8½	5 9¾
51 10	—	8 10¾	5 11¼
—	48 15	8 11¼	5 11½
52 0	49 0	8 11¾	5 11¾
53 0	50 0	9 1¾	6 1¼
—	50 5	9 2¼	6 1½
53 10	50 10	9 2¾	6 2
54 0	—	9 3¾	6 2½
54 10	51 10	9 5	6 3¼
—	52 0	9 6	6 4
55 10	—	9 6	6 4¾
55 15	—	9 6	6 5
56 0	53 0	9 6	6 5¼
56 10	53 10	9 6	6 6
56 15	—	9 6	6 6½
57 0	—	9 6	6 6¾
57 10	54 10	9 6	6 7½
—	54 15	9 6	6 7¾
58 15	—	9 6	6 9½
—	56 0	9 6	6 9½
59 5	—	9 6	6 9¾
60 5	—	9 6	6 11¼
60 10	—	9 6	6 11½
—	57 15	9 6	7 0
61 15	58 15	9 6	7 1¼
—	60 15	9 6	7 4
—	61 15	9 6	7 5½
65 5	—	9 6	7 6
66 5	—	9 6	7 7½

ANNEXURE B.

RAILWAYS AND HARBOURS POLICE FORCE.

FORM OF ATTESTATION.

(EUROPEAN.)

I, ..., do engage and swear that I will faithfully serve Her Majesty Queen Elizabeth II, Her Heirs and Successors, according to law in the Railways and Harbours Police Force for a period of three years from this date, and thereafter to serve continuously for an indefinite period, subject, however, to the terms of section *seven* of the Railways and Harbours Service Act, No. 22 of 1960, and I engage to abide by the provisions of the various Railways and Harbours Acts and such regulations, orders and instructions made thereunder, as may from time to time be published.

SO HELP ME GOD.

.....
Signature.

Witnesses:

1. .....
2. .....

Read over in my presence, signed and sworn to before me, at ....., this the ..... day of .....19.....

Service to date from .....

.....
Justice of the Peace or Commissioner of Oaths.

.....S.A.R. Police.

.....System.

Place.....

BYLAE C.

SPOORWEG- EN HAWEPOLISIEMAG.

INSWERINGSVORM.

(INDIËRS, KLEURLINGE OF BANTOES.)

Ek, ..., beloof en sweer dat ek Haar Majesteit Koningin Elizabeth II, haar erfgename en opvolgers, volgens wet getrou sal dien in die Spoorweg- en Hawepolisiemag, in 'n los hoedanigheid, en ek beloof om my te hou aan die bepalings van sodanige van die verskeie Spoorweg- en Hawewette en sodanige regulasies, orders en instruksies daarkragtens opgestel, as wat van tyd tot tyd van toepassing mag wees op persone wat in 'n los hoedanigheid in diens is.

SO WAARLIK HELP MY GOD.

.....
Handtekening of merk.

Afdruk van regterduim.

Getuie by handtekening of merk:

1. .....
2. .....

Oorgelees, geteken en beëdig in my teenwoordigheid te.....
....., op hierdie ..... dag
van.....19.....

Diens moet dateer van.....

.....
Vrederegter of Kommissaris van Ede.

..... S.A.S.-polisie.

Afdeling.....

Plek.....

ANNEXURE C.

RAILWAYS AND HARBOURS POLICE FORCE.

FORM OF ATTESTATION.

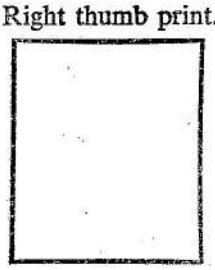
(INDIAN, COLOURED OR BANTU.)

I, ..., do engage and swear that I will faithfully serve Her Majesty Queen Elizabeth II, Her Heirs and Successors, according to law in the Railways and Harbours Police Force, in a casual capacity, and I engage to abide by the provisions of such of the various Railways and Harbours Acts and such regulations, orders and instructions made thereunder, as may from time to time be applicable to persons employed in a casual capacity.

SO HELP ME GOD.

.....
Signature or mark.

Right thumb print.



Witnesses to signature or mark:

1. .....
2. .....

Read over in my presence, signed and sworn to before me, at ....., this the ..... day of .....19.....

Service to date from .....

.....
Justice of the Peace or Commissioner of Oaths.

.....S.A.R. Police.

.....System.

Place.....

REGULASIES INSAKE TUGAPPÈLRAADVERKIESINGS.

REGULASIES INSAKE DIE VERKIESING VAN PERSONEELVERTEENWOORDIGERS OM IN TUGAPPÈLRADE TE DIEN EN DIE OMSKRYWING VAN DIE DISTRIKTE WAARIN SODANIGE RADE MOET FUNGEER.

Woordbepalings.

1. By die vertolking van hierdie regulasies het die woorde en uitdrukkings wat daarin gebruik word, die betekenisse wat daaraan gegee word in die Wet op Spoorweg- en Hawediens, 1960 (Wet no. 22 van 1960) (hierna „die Wet" genoem) en in die Personeelregulasies, tensy dit uit die verband anders blyk.

Distrikte van tugappèlrade.

2. Vir die verkiesing van personeelverteenwoordigers vir 'n tugappèlraad soos bepaal in artikel *een-en-twintig* van die Wet, is 'n distrik—

(1) in die geval van alle dienare behalwe polisiebeamptes, die gebiede wat onder regstreekse beheer van elkeen van die volgende amptenare is, met inbegrip van al die hawens, vuurtorings, spoorlyne, padvervoerdienste, kantore, werkwinkels, depots en stasies in sodanige gebiede:

	Distrik.
Die Afdelingsbestuurder, Kaapstad	1
Die Afdelingsbestuurder, Kimberley	2
Die Afdelingsbestuurder, Port Elizabeth	3
Die Afdelingsbestuurder, Oos-Londen	4
Die Afdelingsbestuurder, Bloemfontein	5
Die Afdelingsbestuurder, Durban	6
Die Afdelingsbestuurder, Johannesburg	7
Die Afdelingsbestuurder, Pretoria	8
Die Afdelingsbestuurder, Windhoek	9

(2) in die geval van polisiebeamptes—

(*a*) vir offisiere en adjudant-offisiere	distrik (i): Al die gebiede in die distrikte 1 tot 9 (inbegryp) wat in paragraaf (1) genoem word;
(*b*) vir polisiebeamptes, behalwe dié genoem in subparagraaf (*a*) wat gestasioneer is binne die—	die gebiede wat ingesluit is in die distrikte genoem in paragraaf (1), word soos volg gegroepeer en as distrikte beskou:
afdeling Wes-Transvaal, afdeling Oos-Transvaal	distrik (ii): die gebiede in distrikte 7 en 8;
afdeling Wes-Kaapland, afdeling Kaap-Middellande, afdeling Oos-Kaapland	distrik (iii): die gebiede in distrikte 1, 3 en 4;
afdeling Natal, afdeling Oranje-Vrystaat	distrik (iv): die gebiede in distrikte 5 en 6;
afdeling Noord-Kaapland, afdeling Suidwes-Afrika	distrik (v): die gebiede in distrikte 2 en 9.

Verkose lede moet bepaalde groepe dienare verteenwoordig.

3. (1) Om te verseker dat dienare wat tot lede van die tugappèlrade verkies word, verteenwoordigend is van die groep dienare waartoe 'n appellant behoort, moet hulle en hulle plaasvervangers soos volg op die voorgeskrewe wyse verkies word uit dienare in die onderskeie distrikte:

(*a*) Groep A	een amptenaar vir elkeen van die distrikte 1 tot 9 (inbegryp)
(*b*) Groep B	een werksman vir elkeen van die distrikte 1 tot 9 (inbegryp)
(*c*) Groep C	een werksman vir elkeen van die distrikte 1 tot 9 (inbegryp)
(*d*) Groep D	een werksman vir elkeen van die distrikte 1 tot 9 (inbegryp)
(*e*) Groep E	een werksman vir elkeen van die distrikte 1 tot 9 (inbegryp)
(*f*) Groep F	een werksman vir elkeen van die distrikte 1 tot 9 (inbegryp)
(*g*) polisiebeamptes—	
om offisiere en adjudant-offisiere te verteenwoordig	een offisier wat nie laer as 'n senior-inspekteur gegradeer is nie, om distrik (i) te verteenwoordig;
om polisiebeamptes behalwe offisiere te verteenwoordig	een polisiebeampte (behalwe 'n offisier) vir elkeen van die distrikte (ii) tot (v) (inbegryp).

(2) Wanneer 'n lid van 'n tugappèlraad om een of ander rede nie sy plig as lid kan uitvoer nie, moet sy plaasvervanger in sy plek optree.

(3) Die groepe A tot F genoem in paragraaf (1) bestaan uit sodanige grade personeel as wat van tyd tot tyd deur die Administrasie in oorleg met die personeel bepaal mag word.

Ampstermyn van verkose lede en hulle plaasvervangers.

4. Onderworpe aan die bepalings van regulasie no. 6 is die ampstermyn van die verkose lede en verkose plaasvervangers van tugappèlrade twee jaar.

DISCIPLINARY APPEAL BOARD ELECTION REGULATIONS.

REGULATIONS GOVERNING THE ELECTION OF STAFF REPRESENTATIVES TO SERVE ON DISCIPLINARY APPEAL BOARDS AND THE DEFINITION OF THE DISTRICTS WITHIN WHICH SUCH BOARDS SHALL FUNCTION.

Interpretation of Terms.

1. In the interpretation of these regulations, the words and expressions used therein have the meanings assigned to them in the Railways and Harbours Service Act, 1960 (Act No. 22 of 1960) (hereinafter referred to as "the Act") and in the Staff Regulations, unless the context otherwise indicates.

Districts of Disciplinary Appeal Boards.

2. For the purpose of the election of staff representatives on a Disciplinary Appeal Board, as provided for by section *twenty-one* of the Act, a district—

(1) in the case of all servants other than policemen, shall be the areas contained in the System directly controlled by each of the undermentioned officers, including all ports, harbours, lighthouses, railway lines, road transport services, offices, workshops, depots and stations situated therein:—

	District.
The System Manager, Cape Town	1
The System Manager, Kimberley	2
The System Manager, Port Elizabeth	3
The System Manager, East London	4
The System Manager, Bloemfontein	5
The System Manager, Durban	6
The System Manager, Johannesburg	7
The System Manager, Pretoria	8
The System Manager, Windhoek	9

(2) in the case of policemen, shall be—

(*a*) for commissioned and warrant police officers	District (i): The whole of the areas included in the Districts 1 to inclusive, shown in paragraph (1);
(*b*) for policemen, other than those shown in sub-paragraph (*a*), stationed within the—	the areas contained in the districts defined in paragraph (1) will be grouped as follows and be regarded as Districts:
Western Transvaal System.. / Eastern Transvaal System...	District (ii) the areas contained in the Districts 7 and 8;
Cape Western System..... / Cape Midland System..... / Cape Eastern System.....	District (iii) the areas contained in Districts 1, 3 and 4;
Natal System..... / Orange Free State System..	District (iv) the areas contained in Districts 5 and 6;
Cape Northern System..... / South West Africa System..	District (v) the areas contained in Districts 2 and 9.

Elected Members to Represent Certain Classes of Servants.

3. (1) In order that the servants elected to serve as members of the Disciplinary Appeal Boards shall be representative of the group of servants to which an appellant belongs, they and their alternates shall be elected, in the manner prescribed, from servants in the respective districts as follows:—

(*a*) Group A.....	one officer for each of the districts 1 to 9 inclusive.
(*b*) Group B.....	one employee for each of the districts 1 to 9 inclusive.
(*c*) Group C.....	one employee for each of the districts 1 to 9 inclusive.
(*d*) Group D.....	one employee for each of the districts 1 to 9 inclusive.
(*e*) Group E.....	one employee for each of the districts 1 to 9 inclusive.
(*f*) Group F.....	one employee for each of the districts 1 to 9 inclusive.
(*g*) Policemen—	
to represent commissioned and warrant police officers.....	one officer whose grading is not lower than that of a senior inspector, to represent District (i);
to represent policemen other than officers.....	one policeman (other than an officer) for each of the Districts (ii) to (v) inclusive.

(2) Whenever a member of a Disciplinary Appeal Board is unable, for any reason, to carry out his duties as member, his alternate shall function in his place.

(3) The groups A to F mentioned in paragraph (1) shall comprise such grades of staff as may be determined by the Administration from time to time in consultation with the staff.

Period of Office of Elected Members and Their Alternates.

4. Subject to the provisions of Regulation No. 6, the period of office of elected members and elected alternate members of Disciplinary Appeal Boards shall be two years.

Hoe 'n verkiesing gehou word.

5. (1) Vir elke verkiesing word 'n stemopnemer en twee nasieners vir elke distrik deur die Hoofbestuurder aangestel.

(2) Minstens twee-en-veertig dae voor die verkiesing van lede en/of plaasvervangers, moet die stemopnemer die stemgeregtigde dienare deur middel van die Weeklikse Kennisgewing in kennis stel dat sodanige verkiesing gehou gaan word en vra dat elke betrokke groep dienare kandidate nomineer om hulle onderskeidelik as lid en/of as plaasvervanger te verteenwoordig. Die stemopnemer moet ook in die kennisgewing meld dat die nominasies betyds afgestuur moet word om hom op of voor 'n bepaalde datum te bereik, en sodanige datum moet minstens sestien dae voor die datum van die verkiesing wees.

(3) Besonderhede van die naam, graad en hoofkwartier van elke kandidaat wat vir verkiesing tot lid of plaasvervanger genomineer word, moet op die gemagtigde vorm aan die stemopnemer verstrek word. Die vorm moet onderteken word deur minstens ses dienare in betrekkings wat ingesluit is in dié van die groep personeel wat vir die kandidaat mag stem, en die ondertekenaars moet hulle grade op die vorm aantoon. Daar moet op die vorm gemeld word dat die dienare wat dit onderteken het, die persoon wat daarop beskryf word, as die kandidaat vir hulle groep nomineer. Die kandidaat moet ook die vorm in die toepaslike ruimte teken om sodoende te kenne te gee dat hy hom verkiesbaar stel en onderneem om die pligte uit te voer wat verbonde is aan die amp waartoe hy verkies mag word.

(4) 'n Dienaar wat nominasie aanvaar vir verkiesing tot 'n tugappèlraad, moet self kies of hy tot lid of tot plaasvervanger verkies wil word, aangesien hy nie kandidaat vir beide ampte kan wees nie.

(5) Die stemopnemer moet die ontvangs van elke nominasievorm sonder versuim erken deur middel van 'n brief aan die betrokke kandidaat.

(6) Nadat die nominasietydperk verstryk het, moet die stemopnemer 'n lys opstel van die kandidate wat onderskeidelik as lid en as plaasvervanger genomineer is.

(7) Indien net een kandidaat as lid of net een kandidaat as plaasvervanger genomineer is om 'n personeelgroep te verteenwoordig, word daar beskou dat die onbestrede kandidaat verkies is tot lid of plaasvervanger, na gelang van die geval.

(8) Indien meer as een kandidaat as lid of plaasvervanger vir 'n personeelgroep genomineer word, moet die stemopnemer reël dat 'n stembrief gedruk word wat die volgende besonderhede bevat:

(*a*) Die naam, ampsbenaming en hoofkwartier van elke kandidaat (die kandidaat vir verkiesing tot lid en dié vir verkiesing tot plaasvervanger moet afsonderlik aangetoon word);

(*b*) die personeelgroep waarvoor elke kandidaat verkiesbaar gestel word;

(*c*) die distrik ten opsigte waarvan die verkiesing gehou word;

(*d*) die datum en plek van die verkiesing en die datum waarop die verkiesing sluit;

(*e*) 'n aanduiding dat net een stem uitgebring moet word vir die verkiesing van 'n kandidaat tot lid en net een stem vir die verkiesing van 'n kandidaat tot plaasvervanger; en

(*f*) bondige instruksies oor hoe die vorm ingevul en aan die stemopnemer teruggestuur moet word.

Afsonderlike stembriewe moet gedruk word vir elke personeelgroep wat in regulasie no. 3 aangetoon word en ten opsigte waarvan 'n verkiesing gehou moet word.

(9) Die stembriewe moet aan die stemgeregtigde dienare gestuur word op sodanige wyse as wat die stemopnemer as die gerieflikste en vinnigste beskou en hoef nie noodwendig aan elke betrokke dienaar afsonderlik gerig te word nie. 'n Verkiesing word nie ongeldig gemaak deurdat 'n stemgeregtigde dienaar nie 'n stembrief ontvang het nie.

(10) Die dienaar moet die stembrief invul deur—

(*a*) 'n kruisie te maak in die toepaslike ruimte teenoor die naam van die kandidaat vir verkiesing tot lid of plaasvervanger vir wie hy wil stem;

(*b*) sy naam onderaan die stembrief te teken; en

(*c*) sy ampsbenaming en hoofkwartier asook die datum waarop hy die stembrief ingevul het, in die toepaslike ruimtes te meld.

(11) Stembriewe wat nie ooreenkomstig die instruksies van die stemopnemer ingevul of nie teen die vasgestelde sluitingstyd van die verkiesing deur hom ontvang is nie, word gediskwalifiseer.

(12) Na die vasgestelde sluitingstyd van die verkiesing moet die stemopnemer in die teenwoordigheid van die nasieners toesig hou oor die oopmaak van die stembriewe, en daarna moet die stemme deur die stemopnemer en die nasieners getel word.

Method of Conducting Election.

5. (1) A returning officer and two scrutineers shall be appointed for each district by the General Manager to conduct each election.

(2) At least forty-two days prior to any election of members and/or alternate members, the returning officer shall issue, through the medium of the Weekly Notice, notification of the impending election to the servants entitled to vote therein, inviting nominations as member and/or alternate member respectively, representative of each group of servants concerned, and intimating that such nominations are to be despatched in sufficient time to reach him on or before a date to be fixed, not being less than sixteen days before the date of the election.

(3) The name, grade and headquarters of each candidate nominated for election as member or alternate member must be submitted to the returning officer on the authorised form, which must be signed by at least six servants, occupying appointments which are included within the group of staff entitled to vote for him. The form shall state that the undersigned servants, who must show their grades on the form, nominate the person described thereon as their candidate for their group. The form shall also be signed in the appropriate place by the candidate, who shall thereby assent to his candidature, and thus undertake to perform the duties of the office to which he may be elected.

(4) A servant submitting himself for election to a Disciplinary Appeal Board must himself elect to stand as a candidate either as member or alternate member, as he may not stand for both positions.

(5) The receipt of each nomination form shall be acknowledged promptly by the returning officer by means of a communication addressed to the candidate concerned.

(6) On the expiration of the period within which nominations are to be submitted, the returning officer shall prepare a list of the candidates for member and alternate member respectively.

(7) In the event of one candidate only as member or one candidate only as alternate member being nominated to represent any group of staff, the unopposed candidate shall be deemed to be elected as member or alternate member, as the case may be.

(8) In respect of any group of staff, to represent which more than one candidate is nominated as member or alternate member, the returning officer shall arrange for a printed form of voting paper to be prepared containing—

(*a*) the name, designation and headquarters of each candidate, showing separately the candidates for election as member and alternate member respectively;

(*b*) the group of staff in respect of which each candidate is proposed for election;

(*c*) the district in respect of which the election is held;

(*d*) the date and place of election and the date on which the election shall close;

(*e*) an intimation that not more than one vote may be cast for a candidate as member and one vote for a candidate as alternate member; and

(*f*) short instructions as to the manner in which the form is to be completed and sent to the returning officer.

A separate voting paper must be printed for each group of the staff, shown in Regulation No. 3, in respect of whom an election is to be held.

(9) The voting papers shall be sent to the servants entitled to vote in the election in such manner as the returning officer may consider most convenient and expeditious and need not necessarily be addressed to each individual servant concerned. The non-receipt of a voting paper by any servant entitled to vote shall not invalidate an election.

(10) The voting paper shall be completed by the servant—

(*a*) by placing a cross in the appropriate place opposite the name of the candidate for election as member or alternate member for whom he wishes to vote;

(*b*) by signing the voting paper at the foot thereof; and

(*c*) by stating in the appropriate places his designation and headquarters and the date of the completion of the voting paper.

(11) Voting papers which are not completed in accordance with the returning officer's instructions or which are not received by him by the time specified for the closing of the election shall be disqualified.

(12) After the time fixed for the closing of the election, the returning officer shall supervise the opening of the voting papers in the presence of the scrutineers, whereafter the voting papers shall be counted by the returning officer and the scrutineers.

(13) As die nasieners twyfel aan die geldigheid van 'n stembrief, as hulle twyfel of die persoon wat dit na vermoede onderteken het, die reg het om in die verkiesing te stem of as hulle 'n ander onreëlmatigheid ontdek wat 'n stembrief moontlik ongeldig kan maak, moet hulle onmiddellik die stemopnemer se aandag daarop vestig, en hy moet finaal besluit of sodanige stembrief aanvaar of verwerp moet word. As die stemopnemer besluit dat dit verwerp moet word, moet dit nie in ag geneem word nie en moet dit as gediskwalifiseer beskou en dienooreenkomstig geëndosseer word.

(14) Sodra die stembriewe klaar getel is, moet die nasieners 'n opgawe opstel waarin die getal stemme ten gunste van elke kandidaat aangetoon moet word, en daarna moet hulle sertifiseer watter kandidaat in elke groep die grootste getal stemme behaal het. Die sertifikaat van die nasieners moet deur die stemopnemer as juis medeonderteken word. Die opgawe word dan aanvaar as afdoende bewys dat die kandidate wat daarvolgens die meeste stemme in elke groep ontvang het, onderskeidelik tot lid en plaasvervanger verkies is.

(15) As 'n gelyke getal stemme uitgebring word ten gunste van twee of meer kandidate wat die meeste stemme in dieselfde verkiesing behaal het om 'n groep as lid of as plaasvervanger te verteenwoordig, word daar beskou dat nie een van hulle verkies is nie, en moet die stemopnemer dan sonder versuim stappe doen om 'n ander verkiesing te hou om die vakature aan te vul.

(16) Die stemopnemer kan die uitslag van die verkiesing aankondig op die plek waar die verkiesing gehou is sodra sodanige uitslag bekend is.

(17) Nadat die verkiesing afgehandel is, moet die stemopnemer die uitslag daarvan sonder versuim aan die Hoofbestuurder bekend maak en die gesertifiseerde opgawe genoem in subparagraaf (14) aan hom stuur tesame met die ingevulde nominasievorms en al die stembriewe wat aangeneem en verwerp is, en dit moet vir 'n tydperk van ses maande van die datum van die verkiesing in die kantoor van die Hoofbestuurder gehou word.

(18) Die Hoofbestuurder stel die verkose dienare skriftelik in kennis dat hulle verkies is, en die uitslag van elke verkiesing word in die Weeklikse Kennisgewing gepubliseer.

(19) (*a*) Elke dienaar in vaste diens kan aan 'n verkiesing in sy groep en distrik deelneem as kieser en, onderworpe aan die bepalings van paragraaf (*b*), as kandidaat vir die verkiesing van 'n lid of plaasvervanger.

(*b*) 'n Dienaar kan nie genomineer word as kandidaat vir verkiesing tot lid of tot plaasvervanger nie, as hy nie voldoen aan die taalvereistes wat van tyd tot tyd deur die Hoofbestuurder bepaal mag word nie.

Bedanking van 'n verkose lid of 'n verkose plaasvervanger, en die aanvul van die vakature.

6. (1) 'n Verkose lid of 'n verkose plaasvervanger van 'n tugappèlraad kan sy amp te eniger tyd neerlê deur die Hoofbestuurder skriftelik in kennis te stel van sy voorneme om te bedank.

(2) As 'n verkose lid of 'n verkose plaasvervanger sy amp neerlê, nie meer 'n dienaar is nie, nie meer tot die groep dienare behoort vir wie hy as verteenwoordiger verkies is nie, of oorgeplaas word uit die distrik bepaal in regulasie no. 2 waarin hy gestasioneer was ten tyde van sy verkiesing, of as hy skuldig bevind word aan 'n ernstige tugoortreding en swaar gestraf word, ontstaan daar 'n vakature en moet 'n opvolger op die voorgeskrewe wyse verkies word om die amp tot die volgende gewone verkiesing te beklee; met dien verstande dat as die vakature binne ses maande voor die verstryking van die gewone ampstermyn van die verkose lede en die verkose plaasvervangers ontstaan, die dienaar wat verkies word om die vakature aan te vul, die amp tot die end van die daaropvolgende tydperk van twee jaar sal beklee, onderworpe aan die bepalings van hierdie regulasie.

(3) As daar 'n vakature vir 'n verkose lid ontstaan en 'n verkose plaasvervanger nominasie as kandidaat vir verkiesing tot sodanige amp aanvaar, word sodanige aanvaarding beskou as kennisgewing dat hy voornemens is om sy amp as verkose plaasvervanger neer te lê met ingang die datum waarop die verkiesing vir die aanvul van die vakature vir lid plaasvind, afgesien daarvan of hy verkies word of nie. In so 'n geval moet die stemopnemer die betrokke personeelgroep onverwyld in kennis stel dat daar ook 'n vakature vir 'n verkose plaasvervanger sal ontstaan, hulle versoek om kandidate vir daardie amp te nomineer en die verkiesing van 'n lid uitstel tot ná die sluitingsdatum vir die ontvangs van nominasies vir die amp van verkose plaasvervanger. Daarna moet hy die verkiesing vir die aanvul van beide vakatures op die voorgeskrewe wyse reël.

Titel en toepassing van regulasies.

7. Regulasies nos. 1 tot 7 wat hierin vervat word, staan bekend as die „Regulasies insake Tugappèlraadverkiesings".

(13) Should the scrutineers doubt the validity of any voting paper or the right of the person who appears to have signed it to vote in the election, or should they find any other irregularity which would appear to invalidate any voting paper, they shall at once refer it to the returning officer, who shall finally decide as to the admissibility or non-admissibility of such voting paper. If the returning officer decides that it is inadmissible, it shall not be used and shall be regarded as disqualified, being endorsed accordingly.

(14) As soon as the counting of the voting papers has been completed, the scrutineers shall prepare a return showing the number of votes recorded for each candidate and shall thereupon certify as to the candidate in each group who has received the largest number of votes. The certificate of the scrutineers shall be countersigned as correct by the returning officer. The return shall then be accepted as conclusive evidence of the election of the candidates named therein who received the largest number of votes in each group as member and alternate member respectively.

(15) In the event of an equal number of votes being recorded in favour of any two or more candidates heading the same poll, either for election as member or alternate member representative of any group, none of them shall be deemed to have been elected, and the returning officer shall forthwith take steps to hold another election to fill the vacancy.

(16) The returning officer may declare the result of the election at the place of election immediately such result is known.

(17) After the conclusion of the election, the returning officer shall promptly notify the General Manager of the result of the election, sending to him the certified return mentioned in sub-paragraph (14) together with the completed nomination forms and all admitted and rejected voting papers, which shall be retained in the General Manager's office for a period of six months from the date of the election.

(18) The General Manager shall, in writing, inform the servants elected of their election, and the result of every election shall be published in the Weekly Notice.

(19) (*a*) Every servant who has been admitted to permanent employment is eligible to participate in an election, within his group and district, as a voter and, subject to the provisions of paragraph (*b*), as a candidate for election as member or alternate member.

(*b*) A servant is ineligible for nomination as a candidate for election either as member or alternate member if he fails to comply with the lingual requirements as may be laid down by the General Manager from time to time.

Resignation of and Filling of a Vacancy for an Elected Member or Elected Alternate Member.

6. (1) An elected member or an elected alternate member of a Disciplinary Appeal Board may resign his office at any time on giving notice in writing to the General Manager of his intention to resign.

(2) Should an elected member or an elected alternate member resign his office, cease to be a servant, cease to belong to the group of servants he was elected to represent, be transferred from the district, as defined in Regulation No. 2, in which he was stationed at the time of his election, or be found guilty of a serious disciplinary infringement and be severely punished, his position shall become vacant and a successor, who shall hold office until the next ordinary election, shall be elected in the manner prescribed, provided that should the vacancy occur within six months of the date of expiry of the normal term of office of the elected members and the elected alternate members, the servant elected to fill the vacancy shall, subject to the provisions of this regulation, continue in office until the end of the succeeding period of two years.

(3) Should the position of an elected member become vacant and an elected alternate member accept nomination as a candidate for election to such position, such acceptance shall be regarded as a notification that he intends to resign his position as an alternate member from the date on which the election for the position of member takes place, whether he is elected or not. In such a case, the returning officer shall forthwith notify the group of staff concerned that the position of elected alternate member will also fall vacant, and he shall call for nominations for such position and defer the election of member until after the closing date for the receipt of nominations for the position of alternate member. Thereafter he shall proceed with the election for both positions in the manner prescribed.

Title and Application of Regulations.

7. Regulations Nos. 1 to 7 as provided herein shall be known as the "Disciplinary Appeal Board Election Regulations".

INHOUD.

No. BLADSY

Departement van Spoorweë en Hawens.
GOEWERMENTSKENNISGEWING.

R.1045. Personeelregulasies 1

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