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GOVERNMENT NOTICES.

OFFICE OF THE PUBLIC SERVICE COMMISSION.

No. 2047.] [11 December 1959.
His Excellency the Officer Administering the Government has by virtue of the powers vested in him by section twenty-six of the Public Service Act, 1957 (Act No. 54 of 1957), been pleased—

- (a) to repeal Parts I, II, III, IV, VI, VII, VIII, XI, XII, XIII and XIV of the Public Service Regulations published under Government Notice No. 2203 of the 7th December, 1925, as amended, from time to time, with effect from the 1st January, 1960; and
- (b) to make the new Public Service Regulations set out herein, with effect from the 1st January, 1960.

No. 2048.] [11 December 1959.
The Public Service Commission has, after consultation with the Public Service Joint Advisory Council—

- (a) repealed the rules prescribed by it in terms of Public Service Regulation No. 205, and published under Government Notice No. 2509 of the 28th November, 1947, as amended, with effect from the 1st January, 1960; and
- (b) prescribed the new rules set out herein with effect from the 1st January, 1960, in terms of regulation No. J6 of the Public Service Regulations published under Government Notice No. 2047 of the 11th December, 1959.

CHAPTER A.

GENERAL.

Definitions.

A1.1 In these regulations, unless the context otherwise indicates, an expression defined in the Act bears the same meaning and—

- “abroad” means a country or region outside the borders of the Union and the territory;
- “accommodation” means lodging, bedding, meals, liquid refreshment and laundering, excluding alcoholic liquor and dry cleaning, or any combination of these items;
- “adverse remark” means any written remark by a reporting officer or head of the office which, read in its full context, is adverse and also includes anything else in a report which the Commission may indicate as adverse;
- “cycle” means a period of three years reckoned from the 1st January, 1959, and each succeeding period of three years;
- “day of rest” means—

- (a) a Sunday or a public holiday in the case of an officer or employee who normally does not work on such a day; or

GOEWERMENSKENNISGEWINGS.

KANTOOR VAN DIE STAATSDIENS- KOMMISSIE.

No. 2047.] [11 Desember 1959.
Dit het Sy Eksellensie die Amptenaar belas met die Uitvoering van die Uitvoerende Gesag behaag om, kragtens die bevoegdheid hom verleen by artikel ses-en-twintig van die Staatsdienswet, 1957 (Wet No. 54 van 1957)—

- (a) Afdelings I, II, III, IV, VI, VII, VIII, XI, XII, XIII en XIV van die Staatsdiensregulasies gepubliseer by Goewermenskennisgewing No. 2203 van 7 Desember 1925, soos van tyd tot tyd gewysig, met ingang van 1 Januarie 1960 te herroep; en
- (b) die nuwe Staatsdiensregulasies soos hierin uiteengesit, met ingang van 1 Januarie 1960 uit te vaardig.

No. 2048.] [11 Desember 1959.
Die Staatsdienskommissie het, na raadpleging met die Gesamentlike Adviserende Raad van die Staatsdiens—

- (a) die Reëls deur hom voorgeskryf kragtens Staatsdiensregulasie No. 205 en afgekondig by Goewermenskennisgewing No. 2509 van 28 November 1947, soos gewysig, met ingang van 1 Januarie 1960 herroep; en
- (b) kragtens Regulasie No. J6 van die Staatsdiensregulasies gepubliseer by Goewermenskennisgewing No. 2047 van 11 Desember 1959, die nuwe Reëls soos hierin uiteengesit, voorgeskryf met ingang van 1 Januarie 1960.

HOOFSTUK A.

ALGEMEEN.

Woordbepalings.

A1.1 In hierdie regulasies, tensy uit die samehang anders blyk, het 'n uitdrukking wat in die Wet omskryf is, dieselfde betekenis en beteken—

- „betaling”, die salaris of loon wat gewoonlik aan 'n beampte of werknemer betaalbaar is wanneer hy in diens is en sluit in toelaes wat nie by salaris of loon inbegrepe is nie, met inagneming van regulasies met betrekking tot en opdragte deur die Kommissie of die Tesourie of deur die Tesourie op aanbeveling van die Kommissie uitgereik in verband met sulke toelaes;
- „buiteland”, 'n land of landstreek buite die grense van die Unie en die gebied;
- „departementshoof”, behalwe vir die doeleindes van subregulasie 1 van regulasie A4, ook—

- (a) die Direkteur, Suid-Afrikaanse Inligtingsdiens; en

- (b) such other day as he is normally relieved from duty in lieu thereof in the case of an officer or employee who normally works on a Sunday or a public holiday;

"head of department" means, except for the purposes of sub-regulation 1 of regulation A4, also—

- (a) the Director, South African Information Service; and

- (b) the Administrative Secretary, Office of the High Commissioner, London,

or the officer or employee who acts as such;

"head of office" means the head of an office, branch, institution, division or place of work and includes head of department;

"headquarters" means the city, town or place where the principal duties of an officer or employee are or have to be performed or which may be indicated as his headquarters by the head of department;

"household" means—

- (a) the wife of an officer or employee and a child (including an adopted child) who is permanently resident with and necessarily dependent on him;

- (b) a relative of an officer or employee who is permanently resident with and necessarily dependent on him and whose income does not exceed the maximum amounts laid down in terms of paragraph (a) in the case of a European or in the case of a non-European, irrespective of race, paragraph (b) of subsection (1) of section six of the Old Age Pensions Act, 1928 (Act No. 22 of 1928), as amended, or an increase thereof; and

- (c) not more than two servants (including nurse maids) employed in a full-time capacity by the officer or employee;

"incremental month" means the month during which the salary of an officer or employee may be increased in accordance with the scale which is applicable to him;

"incremental period" means a period of twelve calendar months or another approved period which must elapse in regard to any officer or employee before his salary may be increased in accordance with the scale applicable to him;

"night" means the hours between 8 p.m. and 6 a.m.;

"overtime duty" means official duty performed by an officer or employee—

- (a) (i) on a Sunday or on a public holiday in the case of an officer or employee who does not normally work on such a day; or

- (ii) who normally works on a Sunday or on a public holiday and in lieu thereof is relieved from duty on another day, on such other day;

- (b) over and above the working week prescribed for him in or in terms of Chapter G, on days on which he normally works;

"pay" means the salary or wage normally payable to an officer or employee when on duty and includes allowances which do not form part of salary or wage, due regard being had to regulations pertaining to and directions in connection with such allowances issued by the Commission or the Treasury or by the Treasury on the recommendation of the Commission;

"personal effects" means the movable property of an officer or employee and of his household, including vehicles, but excluding livestock, domestic animals and pets;

"postal services" means the Department of Posts and Telegraphs and the Department of Posts and Telegraphs of the territory;

"protectorates" means the Swaziland, Bechuanaland and Basutoland protectorates;

"reporting officer" means any officer who, as first party, completes a report in respect of another officer;

- (b) die Administratiewe Sekretaris, Kantoor van die Hoë Kommissaris, Londen,

of die beampte of werknemer wat as sodanig waarneem;

"diens", enige onafgebroke voltydse regeringsdiens in enige hoedanigheid;

"die Wet", die Staatsdienswet, 1957 (Wet No. 54 van 1957);

"herberg", slaapplek, beddegoed, etes, vloeibare versings en was en stryk van wasgoed, uitgesonderd alkoholiese drank en droogskoonmaak, of enige samestelling van hierdie items;

"hoofkwartier", die stad, dorp of plek waar die ver naamste werk van 'n beampte of werknemer verrig word of verrig moet word, of wat deur die departementshoof as sy hoofkwartier aangewys is;

"hoof van kantoor", die hoof van 'n kantoor, tak, inrigting, afdeling of werkplek en sluit departementshoof in;

"huishouding",—

- (a) die vrou van 'n beampte of werknemer en 'n kind (insluitende 'n aangenome kind) wat permanent by hom inwoon en noodsaaklikerwys van hom afhanklik is;

- (b) 'n familielid van 'n beampte of werknemer wat permanent by hom inwoon en noodsaaklikerwys van hom afhanklik is en wie se inkomste nie die maksimum bedrag wat voorgeskryf is kragtens paragraaf (a) in die geval van 'n blanke, of in die geval van 'n nie-blanke, ongeag sy ras, paragraaf (b) van subartikel (1) van artikel ses van die Ouderdomspensioenwet, 1928 (Wet No. 22 van 1928), soos gewysig, of 'n verhoging daarvan, oorskry nie;

- (c) nie meer as twee bediendes (insluitende kinderoppassers) nie, wat in 'n voltydse hoedanigheid by die beampte of werknemer in diens is;

"nag", die ure tussen 8 nm. en 6 vm.;

"ongunstige opmerking", enige skriftelike opmerking deur 'n verslaggewende beampte of hoof van die kantoor wat, in sy volle verband gelees, ongunstig is en sluit ook enige iets anders in 'n verslag in wat die Kommissie as ongunstig mag aandui;

"oortyddiens", amptelike diens wat 'n beampte of werknemer—

- (a) (i) Op 'n Sondag of op 'n openbare feesdag verrig, in die geval van 'n beampte of werknemer wat nie gewoonlik op sodanige dag werk nie; of

- (ii) wat gewoonlik op 'n Sondag of op 'n openbare feesdag werk en in plaas daarvan op 'n ander dag van diens vrygestel word, op sodanige ander dag verrig;

- (b) bo en behalwe die werkweek wat vir hom in of kragtens die bepalings van Hoofstuk G voorgeskryf is, verrig op dae waarop hy gewoonlik werk;

"persoonlike besittings", die roerende goed van 'n beampte of werknemer en van sy huishouding, met inbegrip van voertuie, maar nie lewende hawe, huis- of troeteldiere nie;

"poswese", die Departement van Pos-en-telegraafwese en die Departement van Pos-en-telegraafwese van die gebied;

"protektorate", die protektorate Swaziland, Betsjoeland en Basoetoeland;

"rusdag",—

- (a) 'n Sondag of 'n openbare feesdag in die geval van 'n beampte of werknemer wat nie gewoonlik op sodanige dag werk nie; of

- (b) 'n ander dag wat hy gewoonlik in plaas daarvan van diens vrygestel is in die geval van 'n beampte of werknemer wat gewoonlik werk op 'n Sondag of 'n openbare feesdag;

"salarisverhoging", die goedgekeurde bedrag waarmee 'n salaris volgens die toepaslike skaal verhoog kan word;

"salary increment" means the approved amount by which a salary may be increased according to the appropriate scale;
 "service" means any continuous full-time government service in any capacity;
 "sessional official" means an officer or employee who is required to be in attendance at Cape Town during the whole period of a parliamentary session;
 "subsistence allowance" means payment designed to recompense an officer or employee in respect of reasonable expenses necessarily incurred by him on accommodation, whilst absent from his headquarters on official duty, over and above his normal living expenses at his home;
 "Sunday" means—

(a) also a public holiday mentioned in the Second Schedule to the Public Holidays Act, 1952 (Act No. 5 of 1952), in the case of an officer or employee who does not normally work on such a day; or

(b) such other day as he is normally relieved from duty in lieu thereof, in the case of an officer or employee who normally works on a Sunday or on a first-mentioned public holiday;

"the Act" means the Public Service Act, 1957 (Act No. 54 of 1957);

"working week" means the official period of service which an officer or employee is required to complete in respect of a period which extends from midnight between a Saturday and Sunday to midnight between the following Saturday and Sunday;

"written communication" means a report, other than a report in the form prescribed by the Commission, which is submitted in respect of a particular officer or a report or remark in regard to a particular event or incident in which an officer was involved.

A1.2 The powers conferred on the Treasury in these regulations shall, in their application to a province or the territory, be exercised by the Administrator.

Interpretation of the Regulations.

A2. If doubt arises regarding the interpretation of the provisions of these regulations, the matter shall be referred to the Commission for decision.

Departures in Time of War or National Emergency.

A3. If a state of war or national emergency arises the Commission may recommend a departure from the provisions of these regulations, either in general or in respect of a particular officer, employee or person or classes of officers, employees or persons; but subject to the provisions of sub-section (2) of section seven of the Act.

Duties of Heads of Departments and Heads of Offices.

A4.1 In addition to any functions or duties lawfully assigned to or imposed upon him, the head of department shall be responsible for maintaining discipline, efficient administration and the proper use and care of Government property in his department.

A4.2 The head of the office is responsible to the officer or employee who exercises authority over him, for maintaining discipline, efficient administration and the proper use and care of Government property in his office, branch, institution, division or place of work.

Delegation of the Powers of a Head of Department.

A5.1 If he deems it expedient for the efficient administration of his department, a head of department may delegate any power conferred upon him in terms of the provisions of these regulations to another officer or employee on such conditions as he may determine.

„salarisverhogingstydperk", 'n tydperk van twaalf kalendermaande of 'n ander goedgekeurde tydperk wat met betrekking tot enige beampte of werknemer moet verstryk voordat sy salaris volgens die skaal wat op hom van toepassing is, verhoog kan word;

„sessie-amptenaar", 'n beampte of werknemer van wie dit vereis word dat hy vir die hele duur van 'n parlementsitting in Kaapstad teenwoordig moet wees;

„skriftelike mededeling", 'n ander verslag as 'n verslag in die vorm deur die Kommissie voorgeskryf, wat ten opsigte van 'n bepaalde beampte ingedien word of 'n verslag of opmerking in verband met 'n bepaalde aangeleentheid of voorval waarby 'n beampte betrokke was;

„Sondag",—

(a) ook 'n openbare feesdag genoem in die Tweede Bylae by die Wet op Openbare Feesdae, 1952 (Wet No. 5 van 1952), in die geval van 'n beampte of werknemer wat nie gewoonlik op sodanige dag werk nie; of

(b) 'n ander dag wat hy gewoonlik in plaas daarvan van diens vrygestel is, in die geval van 'n beampte of werknemer wat gewoonlik werk op 'n Sondag of op 'n eersgenoemde openbare feesdag;

„tydkring", 'n tydperk van drie jaar gereken vanaf 1 Januarie 1959 en elke daaropvolgende tydperk van drie jaar;

„verblyftoelae", betaling wat bedoel is om 'n beampte of werknemer te vergoed vir redelike uitgawes wat hy, benewens sy normale bestaansuitgawes by sy tuiste, noodwendig aan herberg moet aangaan wanneer hy in amptelike diens van sy hoofkwartier afwesig is;

„verhogingsmaand", die maand waarin die salaris van 'n beampte of werknemer verhoog kan word volgens die skaal wat op hom van toepassing is;

„verslaggewende beampte", enige beampte wat as eerste party, 'n verslag ten opsigte van 'n ander beampte voltooi;

„werkweek", die amptelike dienstdag wat 'n beampte of werknemer moet voltooi ten opsigte van 'n tydperk wat strek vanaf middernag tussen 'n Saterdag en Sondag tot middernag tussen die volgende Saterdag en Sondag.

A1.2 Die bevoegdhede aan die Tesourie in hierdie regulasies verleen, word by hulle toepassing op 'n provinsie of op die gebied, uitgeoefen deur die Administrateur.

Vertolking van die regulasies.

A2. As daar twyfel ontstaan betreffende die vertolking van die bepalings van hierdie regulasies, moet die saak aan die Kommissie vir beslissing voorgelê word.

Afwykinge in tyd van oorlog of landsnood.

A3. As daar 'n toestand van oorlog of landsnood ontstaan, kan die Kommissie 'n afwyking van die bepalings van hierdie regulasies aanbeveel, hetsy in die algemeen of ten opsigte van 'n besondere beampte, werknemer of persoon of klasse beamptes, werknemers of persone; dog onderworpe aan die bepalings van subartikel (2) van artikel sewe van die Wet.

Pligte van departementshoofde en hoofde van kantore.

A4.1 Benewens enige werksaamhede of pligte wat wettiglik aan hom opgedra of opgelê is, is die departementshoof verantwoordelik vir die handhawing van dissipline, doeltreffende administrasie en die behoorlike gebruik en versorging van staatseiendom in sy departement.

A4.2 Die hoof van die kantoor is aan die beampte of werknemer wat oor hom die gesag voer, verantwoordelik vir die handhawing van dissipline, doeltreffende administrasie en die behoorlike gebruik en versorging van staatseiendom in sy kantoor, tak, inrigting, afdeling of werkplek.

Delegasie van departementshoof se bevoegdhede.

A5.1 As hy dit dienstig ag vir die doeltreffende administrasie van sy departement, kan 'n departementshoof enige bevoegdheid wat kragtens die bepalings van hierdie regulasies aan hom verleen is, aan 'n ander beampte of werknemer deleger op dié voorwaardes wat hy bepaal.

A5.2 A head of department may at any time revoke a delegation made in terms of this regulation.

Official Channels of Communication.

A6.1 A request or communication from an officer or employee who is not a head of department, in connection with any matter falling within the scope of the Commission's powers, functions or duties, shall be addressed to the head of department through the medium of the head of the office: Provided that an officer or employee may demand that such request or communication be submitted to the Commission, subject to the provisions of sub-regulation 2.

A6.2 A request or communication to the Commission, whether written or otherwise, from a department or a head of department in connection with any matter falling within the scope of the Commission's powers, functions or duties, or which is to be submitted to the Commission in terms of the proviso to sub-regulation 1, shall be addressed to the secretary to the Commission by or on behalf of the head of department. Such request or communication shall not be addressed direct to the Commission or a member of the Commission.

A6.3 If circumstances arise which justify a departure from the provisions of this regulation, a Minister or Administrator may, on the recommendation of the Commission, approve that the head of a division, branch, institution or office be regarded as a head of department for the purposes of sub-regulations 1 and 2.

Obedience.

A7.1 Subject to the provisions of sub-regulation 2 an officer or employee shall obey unconditionally a lawful instruction given to him by a person who is competent to do so.

A7.2 An officer or employee may, after having carried it out, demand that an instruction referred to in sub-regulation 1 be repeated in writing and he may submit for decision any complaint he may have in connection therewith, but subject to the provisions of regulation A6.

Residential Addresses and Telephone Numbers.

A8. An officer or employee shall notify the head of the office of his residential address and of his telephone number at home, if he has a telephone, and any change thereof, and the head of the office shall make a record thereof in a register which shall be kept for this purpose.

Private Financial Transactions.

A9.1 An officer or employee shall not become a party to any form of promissory note for compromising purposes: Provided that the head of department may give his written consent to a departure from the provisions of this sub-regulation if he has satisfied himself by investigation that the proposed transaction is being entered into for acceptable reasons not connected with speculation, gambling or any other improper dealing which may lead to the pecuniary embarrassment of the officer or employee concerned: Provided further, that such consent shall not be given in respect of a transaction between two officers, an officer and an employee or two employees.

A9.2 An officer or employee shall under no circumstances borrow money from a subordinate serving in the same department.

A9.3 If it is evident that an officer or employee is in debt to an unreasonable extent, if he becomes insolvent or assigns his estate for the benefit of his creditors or if a judgment for debt or a decree of civil imprisonment has been obtained against him in a court of law, he shall, if the head of department so requires, furnish the head of department with a detailed and complete statement of his liabilities together with an explanation as to how the liabilities were incurred and how he proposes to liquidate them.

Legal Proceedings for Debt.

A10. The issue of a process for debt, civil imprisonment, judgment or insolvency proceedings in which an officer or employee is the defendant, shall forthwith and together with full particulars of the circumstances which

A5.2 'n Departementshoof kan 'n delegasie wat kragtens hierdie regulasie verleen is, te eniger tyd intrek.

Amptelike kommunikasiekanale.

A6.1 'n Versoek of mededeling van 'n beamppte of werknemer wat nie 'n departementshoof is nie, oor enige aangeleentheid wat binne die bestek van die Kommissie se bevoegdhede, werksaamhede of pligte val, moet deur bemiddeling van die hoof van die kantoor aan die departementshoof gerig word: Met dien verstande dat 'n beamppte of werknemer kan eis dat sodanige versoek of mededeling aan die Kommissie voorgelê word, behoudens die bepalinge van subregulasie 2.

A6.2 'n Versoek of mededeling aan die Kommissie, hetsy skriftelik of andersins, van 'n departement of departementshoof oor enige aangeleentheid wat binne die bestek van die Kommissie se bevoegdhede, werksaamhede of pligte val, of wat kragtens die voorbehoudsbepaling by subregulasie 1 aan die Kommissie voorgelê moet word, moet deur of namens die departementshoof aan die sekretaris van die Kommissie gerig word. Sodanige versoek of mededeling mag nie regstreeks aan die Kommissie, of 'n lid van die Kommissie, gerig word nie.

A6.3 As daar omstandighede ontstaan wat 'n afwyking van die bepalinge van hierdie regulasie regverdig, kan 'n Minister of Administrateur, op aanbeveling van die Kommissie, goedkeur dat die hoof van 'n afdeling, tak, inrigting of kantoor geag word 'n departementshoof te wees vir die doeleindes van subregulasie 1 en 2.

Gehoorsaamheid.

A7.1 Behoudens die bepalinge van subregulasie 2, moet 'n beamppte of werknemer 'n wettige bevel wat aan hom gegee is deur 'n persoon wat die bevoegdheid het om dit te gee, onvoorwaardelik gehoorsaam.

A7.2 'n Beamppte of werknemer kan eis dat 'n in subregulasie 1 bedoelde bevel skriftelik herhaal word na gehoorsaming daaraan en hy kan enige klagte wat hy in verband daarmee het vir beslissing voorlê, dog onderworpe aan die bepalinge van regulasie A6.

Woonadresse en telefoonnommers.

A8. 'n Beamppte of werknemer moet die hoof van die kantoor in kennis stel van sy woonadres en van sy telefoonnommer tuis, as hy 'n telefoon het, en verandering daarvan, en die hoof van die kantoor moet daarvan aantekening maak in 'n register wat vir die doel gehou word.

Private geldelike transaksies.

A9.1 Vir skikkingsdoeleindes mag 'n beamppte of werknemer nie medepligtig wees aan enige vorm van skuld-bewys nie: Met dien verstande dat die departementshoof skriftelike toestemming daartoe kan verleen dat daar van die bepalinge van hierdie subregulasie afgewyk word as hy hom deur ondersoek oortuig het dat die voorgenome transaksie aangegaan word om aanneemlike redes wat niks met spekulasie, dobbelary of enige onbehoorlike handeling wat die betrokke beamppte of werknemer in geldelike moeilikheid kan laat kom, te doen het nie: Met dien verstande, verder, dat sodanige toestemming nie ten opsigte van 'n transaksie tussen twee beamptes, 'n beamppte en werknemer of twee werknemers verleen mag word nie.

A9.2 Onder geen omstandighede mag 'n beamppte of werknemer geld van 'n ondergeskikte leen wat in dieselfde departement dien nie.

A9.3 As dit blyk dat 'n beamppte of werknemer in 'n onredelike mate in die skuld is, as hy insolvent raak of sy boedel afstaan ten behoeve van sy skuldeisers of as 'n vonnis weens skuld of 'n gyselingsbevel teen hom in 'n geregshof verkry is, moet hy, as die departementshoof dit vereis, 'n uitvoerige en volledige staat van sy skulde aan die departementshoof voorlê tesame met 'n verklaring van hoe die skulde aangegaan is en hoe hy van voorneme is om sodanige skulde te vereffen.

Regsvordering weens skuld.

A10. Die uitreiking van 'n prosesstuk weens skuld, gyseling, vonnis of insolvensiegedinge waarby 'n beamppte of werknemer die verweerder is, moet dadelik en tesame met volledige besonderhede van die omstandighede wat

led to the issue of such process, be reported to the head of the department of the officer or employee concerned, by—

- (a) the registrar or master of the superior court, magistrate or special justice of the peace as the case may be; and
- (b) the officer or employee who is the defendant.

Acceptance of Gifts, Commission, Money or Reward.

A11.1 An officer or employee shall not accept without the permission of the head of department, or, in the case of the head of department, without the permission of the Minister or Administrator, a gift, pecuniary or otherwise, offered to him by a member of the public by reason of his occupying or having occupied a particular office or post in the public service.

A11.2 An employee shall not, without the permission of the head of department, accept or demand in respect of the carrying out of or the failure to carry out his duties, any commission, fee or reward, pecuniary or otherwise (not being the emoluments payable to him in respect of his duties) or shall not fail to report to the head of department the offer of such commission, fee or reward.

Replying to Questions.

A12. An officer or employee shall reply explicitly to a lawful question put to him by a person who is competent to put such question to him: Provided that an officer or employee is not compelled to furnish to a question a reply which may incriminate him.

Acceptance of Nomination for Parliament, Provincial Council, etc.

A13.1 If an officer or employee accepts a nomination or requisition as candidate for election as member of parliament, of any provincial council, divisional council, city council, municipal council, village management board, health committee, local authority or school board, he shall be deemed to have voluntarily retired from the public service with effect from the date on which he accepted such nomination or requisition.

A13.2 Notwithstanding the provisions of sub-regulation 1, an officer or employee—

- (a) who, immediately prior to the date of the coming into operation of this regulation was a member of a divisional council, city council, municipal council, village management board, health committee, local authority or school board, may remain a member of such council, committee, board or authority for the unexpired portion of the period for which he had been elected;
- (b) may, with the permission of the Minister or Administrator, accept an appointment and serve as a member of a divisional council, city council, municipal council, village management board, health committee, local authority or school board, provided such appointment does not take place as result of the acceptance of a nomination or requisition as candidate for election, and provided the Minister or Administrator is satisfied that there will be no interference with the officer's or employee's official duties.

A13.3 In the event of a question arising between the Government and a council, committee, board or authority mentioned in sub-regulation 2, an officer or employee who is a member of such council, committee, board or authority shall not take part in the discussion or give any vote on that question.

Giving Notice of Marriage: Female Officers.

A14. A female officer shall, before her marriage, give the head of department notice in writing of the date on which she proposes to marry.

Payment of Non-pensionable Allowance to an Officer or Employee Acting as Head of an Office.

A15.1 (a) Subject to the provisions of paragraph (b) and sub-regulation 2, the head of department may, on the recommendation of the Commission and with the approval of the Treasury, pay to an officer or employee who acts

tot die uitreiking van sodanige prosesstuk gelei het, aan die betrokke beampte of werknemer se departementshoof gerapporteer word deur—

- (a) die griffier of meester van die hoër geregshof, landdros of spesiale vrederegter, na gelang van die geval; en
- (b) die beampte of werknemer wat die verweerder is.

Aanneem van geskenke, kommissie, geld, of beloning.

A11.1 'n Beampte of werknemer mag nie sonder die toestemming van die departementshoof, of, in die geval van die departementshoof, sonder die toestemming van die Minister of Administrateur, 'n geskenk, geldelik of anders, aanneem wat hom deur 'n lid van die publiek aangebied word uit hoofde daarvan dat hy 'n bepaalde amp of pos in die staatsdiens beklee of beklee het nie.

A11.2 'n Werknemer mag nie sonder die toestemming van die departementshoof enige kommissie, geld of beloning, geldelik of anders (wat nie die emolument is wat ten opsigte van sy pligte aan hom betaalbaar is nie) aanneem of dit eis ten opsigte van die uitvoering van sy pligte of die versuim om sy pligte uit te voer, of versuim om aan die departementshoof die aanbod van so 'n kommissie, geld of beloning te rapporteer nie.

Beantwoording van vrae.

A12. 'n Beampte of werknemer moet uitdruklik antwoord op 'n wettige vraag wat aan hom gestel is deur 'n persoon wat die bevoegdheid het om so 'n vraag aan hom te stel: Met dien verstande dat 'n beampte of werknemer nie verplig is om 'n antwoord wat hom sal inkrimineer op 'n vraag te verstrek nie.

Aanneem van nominasie vir Parlement, Provinsiale Raad, ens.

A13.1 As 'n beampte of werknemer 'n nominasie of rekwisisie aanvaar as kandidaat vir verkiesing tot lid van die parlement, van enige provinsiale raad, afdelingsraad, stadsraad, munisipale raad, dorpsbestuur, gesondheidskomitee, plaaslike bestuur of skoolraad, word hy geag vrywillig uit die staatsdiens te getree het met ingang van die datum waarop hy sodanige nominasie of rekwisisie aanvaar het.

A13.2 Ondanks die bepalings van subregulasie 1 kan 'n beampte of werknemer—

- (a) wat onmiddellik voor die datum van inwerking-treding van hierdie regulasie 'n lid was van 'n afdelingsraad, stadsraad, munisipale raad, dorpsbestuur, gesondheidskomitee, plaaslike bestuur of skoolraad, lid van sodanige raad, komitee of bestuur bly vir die onverstreke gedeelte van die termyn waarvoor hy verkies was;
- (b) met die toestemming van die Minister of Administrateur aanstelling aanvaar en diens doen as lid van 'n afdelingsraad, stadsraad, munisipale raad, dorpsbestuur, gesondheidskomitee, plaaslike bestuur of skoolraad, mits sodanige aanstelling nie as gevolg van die aanvaarding van 'n nominasie of rekwisisie as kandidaat vir verkiesing plaasvind nie en mits die betrokke Minister of Administrateur oortuig is dat daar nie inbreuk op die beampte of werknemer se ampspligte gemaak sal word nie.

A13.3 As 'n geskil ontstaan tussen die Regering en 'n in subregulasie 2 bedoelde raad, komitee of bestuur, mag 'n beampte of werknemer wat lid is van sodanige raad, komitee of bestuur nie aan die bespreking of stemming oor daardie geskilpunt deelneem nie.

Kennisgewing van huwelik: Vroulike beamptes.

A14. Voor haar huwelik moet 'n vroulike beampte aan die departementshoof skriftelik kennis gee van die datum waarop sy voornemens is om te trou.

Betaling van nie-pensioendraende toelae aan 'n beampte of werknemer wat as hoof van 'n kantoor waarneem.

A15.1. (a) Behoudens die bepalings van paragraaf (b) en subregulasie 2 kan die departementshoof, op aanbeveling van die Kommissie en met die goedkeuring van die Tesourie, aan 'n beampte of werknemer wat vir 'n tydperk van langer as drie kalendermaande as hoof van 'n kantoor

as head of an office for a period in excess of three calendar months whereby he is charged with important additional responsibilities, a non-pensionable allowance in respect of the acting service: Provided that this paragraph does not apply to—

- (i) a member of the relieving staff; or
- (ii) an officer or employee who acts in the place of a head of office who is absent on leave.

(b) The allowance mentioned in paragraph (a) shall be paid on such conditions as the Commission recommends, but the rate at which such allowance is paid shall not exceed the difference between the salary of the acting officer or employee and—

- (i) the minimum notch of the scale attaching to the post in which he acts; or
- (ii) the minimum notch of the scale attaching to a post of principal administrative officer in the administrative division,

whichever is the lower.

A15.2 (a) The provisions of sub-regulation 1 are not applicable to—

- (i) a legal assistant or clerical assistant in the Department of Justice in respect of an acting appointment as magistrate of a district or sub-district or an acting appointment as officer-in-charge of a detached additional or assistant magistracy, or to a legal assistant or clerical assistant in the Department of Bantu Administration and Development in respect of an acting appointment as a Native Commissioner; or
- (ii) a legal assistant or clerical assistant in the Department of Justice who, by virtue of an acting appointment is required to assume control of a magistrate's office at the seat of the magistracy in cases where a full-time special justice of the peace or a detached additional or assistant magistrate holds the acting appointment as magistrate but does not assume duty at the seat of the magistracy.

(b) In respect of an acting appointment mentioned in paragraph (a), the head of department may, at his discretion, pay to a legal assistant or clerical assistant who so acts for a period in excess of 30 days, a non-pensionable allowance at the undermentioned rates, but subject to the provisions of paragraphs (c) and (d):—

- (i) In respect of an acting appointment in a post of senior magistrate or senior Native Commissioner or in respect of the assumption of control of a magistrate's office at the seat of the magistracy the chargeship of which is vested in a senior magistrate: Not exceeding 10s. per day.
- (ii) In respect of an acting appointment in a post of magistrate, senior legal assistant, Native Commissioner, grade I, or Native Commissioner, grade II, or in respect of the assumption of control of a magistrate's office at the seat of the magistracy the chargeship of which is vested in a magistrate: Not exceeding 6s. per day.

(c) The annual equivalent of the allowance mentioned in paragraph (b) shall not exceed the difference between the acting officer's salary and the minimum notch of the scale attaching to the post in which he acts or to the post of magistrate over whose office he assumes control.

(d) When an allowance is paid to a legal assistant or clerical assistant mentioned in sub-paragraph (ii) of paragraph (a) in terms of the provisions of paragraph (b), no such allowance shall be paid to another legal assistant or clerical assistant who holds the acting appointment as magistrate but does not assume duty at the seat of the magistracy: Provided that the provisions of this paragraph shall not apply to a legal assistant or clerical assistant appointed as acting detached additional or assistant magistrate.

waarneem waardeur hy met belangrike bykomende verantwoordelikhede belas word, 'n nie-pensioendraende toelae ten opsigte van die waarnemende diens betaal: Met dien verstande dat hierdie paragraaf nie van toepassing is nie op—

- (i) 'n lid van die aflospersoneel; of
- (ii) 'n beampte of werknemer wat waarneem in die plek van 'n hoof van 'n kantoor wat met verlof afwesig is.

(b) Die in paragraaf (a) vermelde toelae word betaal op dié voorwaardes wat die Kommissie aanbeveel, dog die koers waarteen sodanige toelae betaal word, mag nie meer wees nie as die verskil tussen die waarnemende beampte of werknemer se salaris en—

- (i) die minimum kerf van die skaal wat aan die pos waarin hy waarneem, verbonde is; of
- (ii) die minimum kerf van die skaal wat aan 'n pos van eerste administratiewe beampte in die administratiewe afdeling verbonde is,

naamlik die minste.

A15.2 (a) Die bepalinge van subregulasie 1 is nie van toepassing nie op—

- (i) 'n regsassistent of klerklike assistent in die Departement van Justisie ten opsigte van 'n waarnemende aanstelling as landdros van 'n distrik of subdistrik of 'n waarnemende aanstelling as verantwoordelike amptenaar van 'n gedetacheerde addisionele of assistent-landdrosskap, of 'n regsassistent of klerklike assistent in die Departement van Bantoe-administrasie en -ontwikkeling ten opsigte van 'n waarnemende aanstelling as Naturellekommissaris; of

- (ii) 'n regsassistent of klerklike assistent in die Departement van Justisie van wie dit, vanweë 'n waarnemende aanstelling, vereis word om beheer oor 'n landdroskantoor by die landdrossetel te aanvaar in gevalle waar 'n voltijdse spesiale vrederegter of 'n gedetacheerde addisionele of assistent-landdros as waarnemende landdros aangestel is, maar nie by die landdrossetel diens aanvaar nie.

(b) Ten opsigte van 'n in paragraaf (a) vermelde waarnemende aanstelling, kan die departementshoof, na goeddunke, aan 'n regsassistent of klerklike assistent wat vir 'n tydperk van langer as 30 dae aldus waarneem, 'n nie-pensioendraende toelae teen die onderstaande tariewe betaal, dog onderworpe aan die bepalinge van paragrafe (c) en (d):—

- (i) Ten opsigte van 'n waarnemende aanstelling in 'n pos van senior landdros of senior Naturellekommissaris of ten opsigte van die aanvaarding van beheer oor 'n landdroskantoor by 'n landdrossetel waarvoor 'n senior-landdros verantwoordelik is: Hoogstens 10s. per dag.
- (ii) Ten opsigte van 'n waarnemende aanstelling in 'n pos van landdros, senior regsassistent, Naturellekommissaris, graad I, of Naturellekommissaris, graad II, of ten opsigte van die aanvaarding van beheer oor 'n landdroskantoor by die landdrossetel waarvoor 'n landdros verantwoordelik is: Hoogstens 6s. per dag.

(c) Die jaarlikse ekwivalent van die in paragraaf (b) vermelde toelae mag nie meer wees nie as die verskil tussen die waarnemende beampte se salaris en die minimum kerf van die skaal wat verbonde is aan die pos waarin hy waarneem of aan die pos van landdros oor wie se kantoor hy beheer aanvaar.

(d) Waar 'n toelae kragtens die bepalinge van paragraaf (b) aan 'n in subparagraaf (ii) van paragraaf (a) bedoelde regsassistent of klerklike assistent betaal word, mag geen sodanige toelae aan 'n ander regsassistent of klerklike assistent wat as waarnemende landdros in dieselfde landdrosdistrik aangestel is, maar nie by die landdrossetel diens aanvaar nie, betaal word nie: Met dien verstande dat die bepalinge van hierdie paragraaf nie op 'n regsassistent of klerklike assistent wat as waarnemende gedetacheerde addisionele of assistent-landdros aangestel is, van toepassing is nie.

(e) The provisions of this sub-regulation may, on the recommendation of the Commission, also be applied to a legal assistant or a clerical assistant in the Department of Bantu Administration and Development who is required to act as detached additional or assistant magistrate or detached additional Native Commissioner.

Secondment of an Officer or Employee from One Department to Another.

A16. A head of department may, on the recommendation of the Commission and on the conditions as may be recommended by it in consultation with the Treasury, second an officer or employee to the service of another department either for a particular service or for a period of time.

Confidential Nature of Documents Concerning Officers and Employees.

A17. All documents, files and correspondence concerning anything which may be done in terms of the Act and these regulations and which are the property of the Government, are of a confidential nature and officers and employees, or their legal representatives at any enquiry directed by the Commission in terms of the Act, shall not have the right of access thereto or inspection thereof: Provided that officers and employees may be permitted to have such access to and inspection of the documents, files and correspondence mentioned as may be necessary for the performance of their official duties: Provided further that, in the case where the Commission directs an enquiry into the grievance of an officer in terms of sub-section (4) of section five of the Act, the provisions of paragraph (a) of sub-section (11) of section eighteen of the Act, shall apply *mutatis mutandis*.

Reports on Staff and Adverse Remarks.

A18.1 A report, in a form prescribed by the Commission, shall, as frequently as the exigencies of the public service so demand, be completed and submitted by the reporting officer in respect of any officer.

A18.2 Subject to the provisions of sub-regulation 3, an officer in respect of whom a report has been completed in terms of sub-regulation 1, shall not have the right of access thereto.

A18.3 Any adverse remark contained in a report shall, by the officer who made the remark, be brought to the notice of the officer reported upon in writing and in its full context. The officer reported upon must sign the written communication and return it, together with any representations, in writing, he desires to submit, to the officer who made the remark. The foregoing provisions also apply to adverse remarks made in respect of an officer in a written communication, except that such remarks shall be brought to the notice of the officer by the head of the office: Provided that an adverse remark contained in the minutes of a meeting of a merit committee shall not be brought to the notice of an officer reported upon.

A18.4 Notwithstanding the provisions of sub-regulation 3, the head of department or an officer authorised thereto by him, may approve that adverse remarks be not brought to the notice of an officer if he is of opinion that it is not in the interest of the public service or the officer concerned: Provided that the Commission may direct that any adverse remarks be brought to the notice of an officer, either in writing or verbally.

A18.5 If it is found by a person or body who has to countersign or consider a report in respect of an officer, that no justification exists for an adverse remark appearing therein, the adverse remark shall be expunged therefrom and the officer concerned be advised in writing of the expunction if the adverse remark had already been brought to his notice. Such advice of expunction shall then form part of the report.

A18.6 After a reporting officer has completed a report or after the comments of a public service inspector or a chairman of a regional or central merit committee have been recorded thereon, as the case may be, it shall be

(e) Die bepalings van hierdie subregulasie kan, op aanbeveling van die Kommissie, ook toegepas word op 'n regsassistent of klerklike assistent in die Departement van Bantoe-administrasie en -ontwikkeling van wie vereis word om as gedetacheerde addisionele of assistent-landdros of gedetacheerde addisionele Naturellekommissaris waar te neem.

Afstaan van 'n beamppte of werknemer van een departement aan 'n ander.

A16. 'n Departementshoof kan, op aanbeveling van die Kommissie en op sulke voorwaardes as wat die Kommissie in oorleg met die Tesourie aanbeveel, 'n beamppte of werknemer aan die diens van 'n ander departement afstaan, hetsy vir 'n besondere diens of vir 'n tydperk.

Vertroulike aard van dokumente rakende beamptes en werknemers.

A17. Alle dokumente, lêers en korrespondensie met betrekking tot enigiets wat kragtens die Wet en hierdie regulasies gedoen kan word en wat die eiendom van die Regering is, is vertroulik van aard en beamptes en werknemers, of hul regsvertegenwoordigers by enige ondersoek wat deur die Kommissie gelas is kragtens die Wet, het nie die reg op toegang daartoe of insae daarin nie: Met dien verstande dat beamptes en werknemers toegelaat mag word om dié toegang tot en insae in genoemde dokumente, lêers en korrespondensie te hê wat vir die verrigting van hul amptelike pligte nodig is: Met dien verstande, verder, dat in die geval waar die Kommissie kragtens subartikel (4) van artikel vyf van die Wet 'n ondersoek na die grief van 'n beamppte gelas, die bepalings van paragraaf (a) van subartikel (11) van artikel agtien van die Wet *mutatis mutandis* van toepassing is.

Verslae oor personeel en Ongunstige opmerkings.

A18.1 'n Verslag in 'n vorm deur die Kommissie voorgeskryf, moet so dikwels as wat die behoeftes van die staatsdiens dit vereis, ten opsigte van enige beamppte deur die verslaggewende beamppte ingevul en ingedien word.

A18.2 Behoudens die bepalings van subregulasie 3 het 'n beamppte ten opsigte van wie 'n verslag ingevolge subregulasie 1 voltooi is, nie die reg om insae daarin te hê nie.

A18.3 Enige ongunstige opmerking in 'n verslag bevat, moet deur die beamppte deur wie dit gemaak is, skriftelik en in sy volledige samehang onder die aandag gebring word van die beamppte oor wie gerapporteer word. Laasgenoemde beamppte moet die skriftelike mededeling onderteken en dit tesame met enige skriftelike vertoe wat hy wil voorlê aan eersgenoemde beamppte terugbesorg. Die vooraangaande bepalings is ook van toepassing op ongunstige opmerkings wat ten opsigte van 'n beamppte gemaak word in 'n skriftelike mededeling, behalwe dat sodanige opmerkings deur die hoof van die kantoor onder die beamppte se aandag gebring moet word: Met dien verstande dat 'n ongunstige opmerking wat in die notule van 'n vergadering van 'n merietekomitee vervat is, nie onder die aandag van die beamppte oor wie gerapporteer word, gebring mag word nie.

A18.4 Ondanks die bepalings van subregulasie 3 kan die departementshoof of 'n beamppte deur hom daartoe gemagtig, goedkeur dat ongunstige opmerkings nie onder die aandag van 'n beamppte gebring word nie indien hy van oordeel is dat dit nie in die belang van die staatsdiens of die betrokke beamppte is nie: Met dien verstande dat die Kommissie kan gelas dat enige ongunstige opmerkings skriftelik of mondeling onder 'n beamppte se aandag gebring word.

A18.5 Indien dit deur 'n persoon of liggaam wat 'n verslag ten opsigte van 'n beamppte moet mede-onderteken of moet oorweeg, bevind word dat daar geen regverdiging bestaan vir 'n ongunstige opmerking wat daarin voorkom nie, word daardie ongunstige opmerking uit die verslag geskrap en die betrokke beamppte skriftelik van die skraping verwittig indien die ongunstige opmerking reeds onder sy aandag gebring was. Sodanige verwittiging van skraping moet dan 'n deel van die verslag uitmaak.

A18.6 Nadat 'n verslaggewende beamppte 'n verslag voltooi het of nadat 'n staatsdiensinspekteur of voorsitter van 'n streeks- of sentrale merietekomitee sy opmerkings daarop aangebring het, na gelang van die geval, word dit

submitted to the head of department who shall send it to the Commission together with any comments or remarks he wishes to furnish, if the officer is employed in the administrative, clerical, professional, technical or general A division. These provisions must also be complied with by a head of department in respect of adverse remarks contained in a written communication.

Examination by a Medical Board.

A19.1 The Commission or a head of department may at any time require that an officer or employee submit himself to an examination by a registered medical practitioner or a medical board indicated or constituted by the Secretary for Health or an officer authorised thereto by him. The expenditure connected with the examination shall be met from public funds: Provided that the officer or employee who is to be examined, may, if he so desires, arrange at his own expense for his private medical practitioner to be present at the meeting of the medical board.

A19.2 The Commission may prescribe the form in which the report of the medical board is to be submitted.

Salary Increments.

A20.1 Subject to the provisions of section *twenty-one* of the Act and of sub-regulation 2, the salary of an officer or employee shall be increased by one salary increment within the limits of the scale applicable to him, after completion of each incremental period and with effect from the first day of such officer's or employee's incremental month.

A20.2 If the head of the office issues a certificate in which it is declared that the officer's or employee's conduct as to industry, discipline, punctuality or sobriety was not uniformly satisfactory during an incremental period or that he did not perform his work uniformly satisfactorily during such incremental period, the salary of such officer or employee shall not be increased in terms of the provisions of sub-regulation 1: Provided that a head of department may, at his discretion, approve that the salary of an officer or employee be increased in terms of the provisions of sub-regulation 1 notwithstanding that a certificate mentioned in this sub-regulation has been issued.

A20.3 If the salary of an officer or employee is not increased in terms of the provisions of sub-regulation 1 or of the proviso to sub-regulation 2 on account of the issue of a certificate mentioned in sub-regulation 2—

(a) the head of department shall notify such officer or employee in writing of the reasons therefor and also that at the expiry of a continuous period to be indicated and which shall be not longer than an incremental period, a salary increment may be granted by the head of department on condition that a certificate is issued by the head of the office in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation 2 were satisfactory during such period; and

(b) the case shall be reported to the Commission in the case of an officer in the administrative, clerical, professional, technical or general A division.

A20.4 (a) If the period mentioned in paragraph (a) of sub-regulation 3 is shorter than an incremental period, the head of department shall grant the officer or employee one salary increment with effect from the first day of the month following the date on which such period expired: Provided that such salary increment may be granted only if the head of the office issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation 2 were satisfactory during such period.

aan die departementshoof besorg wat dit aan die Kommissie moet deurstuur tesame met enige kommentaar of opmerkings wat hy daaromtrent wil maak, indien die betrokke beampte in die administratiewe, klerklike, vak-kundige, tegniese of algemene A-afdeling in diens is. Hierdie bepalings moet ook deur 'n departementshoof nagekom word ten opsigte van ongunstige opmerkings in 'n skriftelike mededeling vervat.

Ondersoek deur 'n geneeskundige raad.

A.19.1 Die Kommissie of 'n departementshoof kan te eniger tyd eis dat 'n beampte of werknemer hom onderwerp aan 'n ondersoek deur 'n geregistreerde geneesheer aangewys, of 'n geneeskundige raad saamgestel deur die Sekretaris van Gesondheid of 'n beampte deur hom daartoe gemagtig. Die koste verbonde aan die ondersoek word uit staatsfondse betaal: Met dien verstande dat die beampte of werknemer wat ondersoek moet word, indien hy dit verlang, op eie koste kan reël dat sy private geneesheer by die verrigtinge van 'n geneeskundige raad teenwoordig kan wees.

A19.2 Die Kommissie kan die vorm voorskryf waarin 'n verslag van 'n geneeskundige raad ingedien moet word.

Salarisverhogings.

A20.1. Behoudens die bepalings van artikel *een-en-twintig* van die Wet en van subregulasie 2, word die salaris van 'n beampte of werknemer verhoog met een salarisverhoging binne die perke van die skaal wat op hom van toepassing is, na die voltooiing van elke salarisverhogings-tydperk en wel met ingang van die eerste dag van sodanige beampte of werknemer se verhogingsmaand.

A20.2 As die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat 'n beampte of werknemer se gedrag met betrekking tot ywer, dissipline, presiesheid op tyd of matigheid gedurende 'n salarisverhogingstydperk nie deurgaans bevredigend was nie of dat hy sy werk gedurende sodanige salarisverhogingstydperk nie deurgaans op 'n bevredigende wyse verrig het nie, word die salaris van sodanige beampte of werknemer nie kragtens die bepalings van subregulasie 1 verhoog nie: Met dien verstande dat 'n departementshoof na goeëddunke kan goedkeur dat die salaris van 'n beampte of werknemer kragtens die bepalings van subregulasie 1 verhoog word nieeenstaande dat 'n sertifikaat soos in hierdie subregulasie bedoel, uitgereik is.

A20.3 Indien die salaris van 'n beampte of werknemer nie kragtens die bepalings van subregulasie 1 of van die voorbehoudsbepaling by subregulasie 2 verhoog word nie vanweë die uitreiking van 'n in subregulasie 2 bedoelde sertifikaat, word—

(a) sodanige beampte of werknemer deur die departementshoof skriftelik verwittig van die redes daarvoor asook dat by verstryking van 'n aaneenlopende tydperk wat aangedui moet word en wat nie langer as 'n salarisverhogingstydperk is nie, 'n salarisverhoging deur die departementshoof toegeken kan word op voorwaarde dat 'n sertifikaat deur die hoof van die kantoor uitgereik word waarin verklaar word dat die beampte of werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie 2 bedoelde eienskappe gedurende sodanige tydperk bevredigend was; en

(b) die saak aan die Kommissie gerapporteer in die geval van 'n beampte in die administratiewe, klerklike, vakkundige, tegniese of algemene A-afdeling.

A20.4 (a) Indien die in paragraaf (a) van subregulasie 3 bedoelde tydperk korter is as 'n salarisverhogingstydperk, word een salarisverhoging deur die departementshoof aan die beampte of werknemer toegeken met ingang van die eerste dag van die maand wat volg op die datum waarop genoemde tydperk verstryk: Met dien verstande dat sodanige salarisverhoging slegs toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die beampte of werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie 2 bedoelde eienskappe gedurende sodanige tydperk bevredigend was.

(b) If an officer or employee has been granted a salary increment in terms of paragraph (a), the head of department shall grant him a further salary increment after the expiry of an incremental period reckoned from the date on which his salary would have been increased in terms of sub-regulation 1 had such increase not been withheld in terms of sub-regulation 2: Provided that such salary increment may be granted only if the head of the office issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation 2 continued to be satisfactory from the date of the granting of the salary increment mentioned in paragraph (a) to the date preceding that on which a salary increment may be granted in terms of this paragraph: Provided further that the provisions of this paragraph shall not apply to an officer or employee if his salary is already equal to the maximum notch of the appropriate scale.

A20.5 If an officer or employee is not granted a salary increment in terms of paragraph (a) of sub-regulation 4—

- (a) such officer or employee shall again be notified in writing by the head of department of the reasons therefor as well as that at the expiry of a continuous period which must be indicated and which must be equal to the difference between the period mentioned in paragraph (a) of sub-regulation 3 and an incremental period, a salary increment may be granted by the head of department on condition that the head of the office issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation 2 were satisfactory during the continuous period mentioned;
- (b) the provisions of paragraph (b) of sub-regulation 3 shall apply *mutatis mutandis*;
- (c) the head of department shall grant the officer or employee two salary increments after the expiry of an incremental period reckoned from the date on which his salary would have been increased in terms of sub-regulation 1 if such increase had not been withheld in terms of the provisions of sub-regulation 2: Provided that such salary increments may be granted only if the head of the office issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation 2 were satisfactory during the continuous period mentioned in paragraph (a): Provided further that only one salary increment may be granted to such officer or employee if his salary is already equal to the penultimate notch of the appropriate scale.

A20.6 If the period mentioned in paragraph (a) of sub-regulation 3 is equal to an incremental period, the head of department shall grant such officer or employee two salary increments after the expiry of such period: Provided that such salary increments may be granted only if the head of the office issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation 2 were satisfactory during such period: Provided further that such officer or employee may be granted one salary increment only if his salary is already equal to the penultimate notch of the appropriate scale.

A.20.7 If an officer or employee is not granted a salary increment in terms of paragraph (b) of sub-regulation 4, paragraph (c) of sub-regulation 5 or sub-regulation 6, the provisions of sub-regulations 2, 3, 4, 5 and 6 shall *mutatis mutandis* become operative afresh.

A.20.8 Subject to the provisions of this regulation, the salary of an officer or employee to whom a salary increment has been granted in terms of paragraph (b) of sub-

(b) Indien 'n salarisverhoging kragtens paragraaf (a) aan 'n beamppte of werknemer toegeken is, word 'n verdere salarisverhoging deur die departementshoof aan hom toegeken na verstryking van 'n salarisverhogingstydperk gereken vanaf die datum waarop sy salaris kragtens subregulasie 1 verhoog sou gewees het as sodanige verhoging nie kragtens die bepalings van subregulasie 2 weerhou was nie: Met dien verstande dat sodanige salarisverhoging slegs toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die beamppte of werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie 2 bedoelde eienskappe steeds bevredigend was vanaf die datum van toekenning van die in paragraaf (a) bedoelde salarisverhoging tot die datum voorafgaande dié waarop 'n salarisverhoging kragtens hierdie paragraaf toegeken kan word: Met dien verstande voorts dat die bepalings van hierdie paragraaf nie op 'n beamppte of werknemer van toepassing is nie as sy salaris reeds gelyk is aan die maksimum kerf van die toepaslike skaal.

A20.5 Indien 'n salarisverhoging kragtens paragraaf (a) van subregulasie 4 nie aan 'n beamppte of werknemer toegeken word nie—

- (a) word sodanige beamppte of werknemer weereens deur die departementshoof skriftelik verwittig van die redes daarvoor asook dat by verstryking van 'n aaneenlopende tydperk wat aangedui moet word en wat gelykstaande moet wees aan die verskil tussen 'n die in paragraaf (a) van subregulasie 3 bedoelde tydperk en 'n salarisverhogingstydperk, 'n salarisverhoging deur die departementshoof toegeken kan word op voorwaarde dat 'n sertifikaat deur die hoof van die kantoor uitgereik word waarin verklaar word dat die beamppte of werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie 2 bedoelde eienskappe bevredigend was gedurende genoemde aaneenlopende tydperk;
- (b) is die bepalings van paragraaf (b) van subregulasie 3 *mutatis mutandis* van toepassing; en
- (c) word twee salarisverhogings deur die departementshoof aan sodanige beamppte of werknemer toegeken na verstryking van 'n salarisverhogingstydperk gereken vanaf die datum waarop sy salaris kragtens subregulasie 1 verhoog sou gewees het as sodanige verhoging nie kragtens die bepalings van subregulasie 2 weerhou was nie: Met dien verstande dat sodanige salarisverhogings slegs toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die beamppte of werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie 2 bedoelde eienskappe bevredigende was gedurende die in paragraaf (a) bedoelde aaneenlopende tydperk: Met dien verstande voorts dat slegs een salarisverhoging aan sodanige beamppte of werknemer toegeken kan word as sy salaris reeds gelyk is aan die tweede laaste kerf van die toepaslike skaal.

A20.6 Indien die in paragraaf (a) van subregulasie 3 bedoelde tydperk gelyk is aan 'n salarisverhogingstydperk, word twee salarisverhogings deur die departementshoof aan sodanige beamppte of werknemer toegeken na verstryking van sodanige tydperk: Met dien verstande dat sodanige salarisverhogings slegs toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die beamppte of werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie 2 bedoelde eienskappe gedurende sodanige tydperk bevredigend was: Met dien verstande voorts dat slegs een salarisverhoging aan sodanige beamppte of werknemer toegeken kan word as sy salaris reeds gelyk is aan die tweede laaste kerf van die toepaslike skaal.

A20.7 Indien 'n salarisverhoging nie kragtens paragraaf (b) van subregulasie 4, paragraaf (c) van subregulasie 5 of subregulasie 6 aan 'n beamppte of werknemer toegeken word nie, tree die bepalings van subregulasies 2, 3, 4, 5 en 6 *mutatis mutandis* opnuut in werking.

A20.8 Behoudens die bepalings van hierdie regulasie, word die salaris van 'n beamppte of werknemer aan wie 'n salarisverhoging kragtens paragraaf (b) van subregulasie

regulation 4, paragraph (c) of sub-regulation 5 or sub-regulation 6, shall, at the expiry of each further incremental period, be increased by one salary increment within the limits of the scale applicable to him.

CHAPTER B.

CONDITIONS CONCERNING THE FILLING OF POSTS.

General.

B1.1 A person who desires to be considered for permanent appointment in the administrative, clerical, professional, technical, general A or general B division of the public service, shall apply therefor in a form prescribed by the Commission.

B1.2 A head of department may, at his discretion, require that a person who desires to be considered for appointment in a capacity other than that mentioned in sub-regulation 1, shall apply therefor in the form mentioned in sub-regulation 1.

B1.3 A person mentioned in sub-regulation 1 shall, with a view to his appointment, submit himself to a medical examination.

B1.4 Before a person mentioned in sub-regulation 3 is examined by a medical practitioner, he shall complete and sign a declaration in a form prescribed by the Commission, and after the examination the medical practitioner who conducted it, shall draw up a report thereon in a form likewise prescribed by the Commission.

Qualifications of Male Persons for Appointment as Clerical Assistants.

B.2 No male person shall be appointed or be transferred to the clerical division and appointed as a clerical assistant if he—

- (a) has not passed the matriculation examination of the Joint Matriculation Board or an examination which, in the opinion of the Commission, is of a standard equivalent to, or higher than, the said matriculation examination; and
- (b) is thirty-five years of age or older unless he is—
 - (i) an officer; or
 - (ii) a person referred to in sub-section (5) of section *thirteen* of the Act; or
 - (iii) a person who previously held a post in the clerical or administrative division of the public service.

Minimum Age on Appointment.

B.3 No one who has not reached the age of 15 years shall be appointed in the clerical, technical, general A or general B division unless he is in possession of the matriculation certificate of the Joint Matriculation Board or a certificate which, in the opinion of the Commission, is of a standard equivalent to, or higher than, the said certificate.

CHAPTER C.

LEAVE OF ABSENCE.

Applicability of Leave Regulations.

C1.1 The regulations of this chapter shall apply to all officers and full-time employees, except where separate leave regulations or leave provisions exist for certain classes or groups of officers or employees or where special leave provision has been laid down on the Commission's recommendation, for certain classes or groups of officers or employees.

C1.2 Leave under these regulations shall not be granted to part-time employees but only such leave as may be recommended by the Commission.

C1.3 These regulations shall apply to employees whose service conditions have been determined in accordance with the provisions of industrial or similar agreements only in so far as these regulations specifically provide that they are applicable to such employees, the leave privileges of those employees otherwise being such as may be recommended by the Commission.

4, paragraaf (c) van subregulasie 5 of subregulasie 6 toeken is, by die verstryking van elke verdere salarisverhogingstydperk verhoog met een salarisverhoging binne die perke van die skaal wat op hom van toepassing is.

HOOFSTUK B.

VOORWAARDES AANGAANDE DIE VULLING VAN POSTE.

Algemeen.

B1.1 'n Persoon wat in aanmerking wil kom vir vaste aanstelling in die administratiewe, klerklike, vakkundige, tegniese, algemene A- of algemene B-afdeling van die staatsdiens moet daarom aansoek doen in 'n vorm deur die Kommissie voorgeskryf.

B1.2 'n Departementshoof kan na goeddunke vereis dat 'n persoon wat in aanmerking wil kom vir aanstelling in die staatsdiens in 'n ander hoedanigheid as dié in subregulasie 1 bedoel daarom aansoek doen in die vorm in subregulasie 1 bedoel.

B1.3 'n In subregulasie 1 bedoelde persoon moet hom, met die oog op sy aanstelling, aan 'n geneeskundige ondersoek onderwerp.

B1.4 Alvorens 'n in subregulasie 3 bedoelde persoon deur 'n geneesheer ondersoek word, moet hy 'n verklaring in 'n vorm deur die Kommissie voorgeskryf, invul en onderteken en na die ondersoek moet die geneesheer wat dit waargeneem het, 'n verslag daaroor opstel in 'n vorm ewe-eens deur die Kommissie voorgeskryf.

Kwalifikasies van manspersone vir aanstelling as klerklike assistente.

B2. Geen manspersoon word as 'n klerklike assistent aangestel, of na die klerklike afdeling oorgeplaas en aangestel nie as hy—

- (a) nie geslaag het nie in die matrikulasie-eksamen van die Gemeenskaplike Matrikulasieraad of 'n eksamen wat, volgens die mening van die Kommissie, gelykwaardig aan of hoër as gemelde matrikulasie-eksamen is; en
- (b) vyf-en-dertig jaar oud of ouer is tensy hy—
 - (i) 'n beampte is; of
 - (ii) 'n persoon is wat in subartikel (5) van artikel *dertien* van die Wet genoem word; of
 - (iii) 'n persoon is wat voorheen 'n pos in die klerklike of administratiewe afdeling van die staatsdiens beklee het.

Minimum ouderdom by aanstelling.

B3. Niemand word in die klerklike, tegniese, algemene A- of algemene B-afdeling aangestel wat nie die ouderdom van 15 jaar bereik het nie tensy hy in besit is van die matrikulasiesertifikaat van die Gemeenskaplike Matrikulasieraad of 'n sertifikaat wat volgens die mening van die Kommissie gelykwaardig aan of hoër as gemelde sertifikaat is.

HOOFSTUK C.

AFWESIGHEIDSVERLOF.

Toepaslikheid van verlofregulasies.

C1.1 Die regulasies van hierdie hoofstuk is van toepassing op alle beamptes en voltydse werknemers, behalwe waar afsonderlike verlofregulasies of verlofvoorsiening bestaan vir sekere klasse of groepe beamptes of werknemers of waar spesiale verlofvoorsiening op aanbeveling van die Kommissie vir sekere klasse of groepe beamptes of werknemers voorgeskryf is.

C1.2 Aan deeltydse werknemers mag geen verlof onder hierdie regulasies toegestaan word nie, behalwe dié verlof wat deur die Kommissie aanbeveel word.

C1.3 Hierdie regulasies is van toepassing op werknemers wie se diensvoorwaardes vasgestel is in ooreenstemming met die bepalinge van nywerheids- of dergelike ooreenkomste enkel vir sover as wat daar in die regulasies uitdruklik bepaal word dat hulle op genoemde werknemers van toepassing is, en die verlofvoorregte van daardie werknemers is origens dié wat die Kommissie aanbeveel.

Leave of Absence a Privilege.

C2.1 Leave of absence provided for in these regulations is a privilege and is granted only with due regard to the exigencies of the public service.

C2.2 Leave cannot be claimed as of right, and when an officer or employee leaves the public service, for any reason whatsoever, he cannot claim payment in respect of the cash value of leave standing to his credit.

C2.3 The provisions of this regulation shall not preclude the payment of leave gratuities on conditions recommended by the Commission and approved by the Treasury.

Granting and Withdrawal of Leave, and Leave Application Forms.

C3.1 (a) The granting of all leave of absence is subject to approval by the head of the department in which the officer or employee concerned is serving at the time he applies for leave: Provided that the granting of leave of absence to a head of department is subject to such approval as the Minister or Administrator may determine.

(b) Leave already granted may at any time be withdrawn by the head of department, or, in the case of a head of department, by the Minister or Administrator.

C3.2 Except in the case where an officer is suspended from duty or where an officer or employee is prevented by his sudden illness, or by other circumstances which are acceptable to the head of the department, from remaining on or reporting for duty, he may not leave or stay away from work until he has applied, in writing, for leave and has been advised by the head of his office that the leave application has been approved.

C3.3 (a) Applications for leave shall be made in writing in a form approved by the Commission.

(b) The form of the medical certificate, which is to serve in support of an application for sick leave, shall also be approved by the Commission.

Lapse of Leave on Retirement.

C4.1 Immediately an officer or employee gives notice of resignation or a female officer gives notice of her contemplation of marriage, any leave with pay granted shall lapse with effect from the date of such notice, or, if the notice is undated, from the date the notification is received by the head of the office, and any leave applied for or absence from duty thereafter shall be regarded as vacation leave without pay: Provided that the provisions of this sub-regulation shall—

(a) apply only in respect of absences during an officer's or employee's last thirty days of service; and

(b) not apply to—

(i) sick leave;

(ii) special leave granted in terms of paragraph (b), (c) or (d) of sub-regulation 1 of regulation C17; and

(iii) vacation leave granted in terms of sub-regulation 5 of regulation C14.

C4.2 (a) When an officer or employee leaves the service, any leave of absence granted to him shall lapse on the day preceding that on which such retirement becomes effective or on the date determined in terms of sub-regulation 1 if that sub-regulation is applicable to him.

(b) The period of service of an officer or employee may not be extended in order to enable him to utilise leave which may have been granted to him.

Payment of Allowances, etc., during Leave.

C5. The continuance or cessation of the payment to an officer or employee of allowances or remuneration other than salary or wage and the liability of an officer or employee for payments due to the State in respect of goods

Afwesigheidsverlof 'n vergunning.

C2.1 Afwesigheidsverlof waarvoor in hierdie regulasies voorsiening gemaak word, is 'n vergunning en word toegestaan slegs met inagneming van die behoeftes van die staatsdiens.

C2.2 Verlof kan nie as 'n reg geëis word nie en wanneer 'n beamppte of werknemer die staatsdiens verlaat, om watter rede ook al, kan hy nie eis dat die geldwaarde van ongebruikte verlof aan hom uitbetaal word nie.

C2.3 Die bepalings van hierdie regulasie verhoed nie die betaling van verlofgratifikasies onder voorwaardes deur die Kommissie aanbeveel en deur die Tesourie goedgekeur nie.

Toestaan en intrekking van verlof en verlofaansoekvorms.

C3.1 (a) Die toestaan van alle afwesigheidsverlof is onderworpe aan die goedkeuring van die hoof van die departement waarin die betrokke beamppte of werknemer ten tyde van sy verlofaansoek dien: Met dien verstande dat die toestaan van afwesigheidsverlof aan 'n departementshoof onderworpe is aan dié goedkeuring wat die Minister of Administrateur bepaal.

(b) Verlof reeds toegestaan kan te eniger tyd deur die departementshoof, of, in die geval van 'n departementshoof, die Minister of Administrateur, ingetrek word.

C3.2 Behalwe in die geval waar 'n beamppte in sy diens geskors is of waar 'n beamppte of werknemer weens 'n skielike siekte of weens ander omstandighede wat vir die hoof van die departement aanneemlik is, verhinder word om in sy werk aan te bly of hom vir diens aan te meld, mag hy nie sy werk verlaat of van diens wegbly voordat hy skriftelik om verlof aansoek gedoen het en hy deur die hoof van sy kantoor in kennis gestel is dat die verlof-aansoek goedgekeur is nie.

C3.3 (a) Aansoeke om verlof moet skriftelik gedoen word in 'n vorm wat deur die Kommissie goedgekeur is.

(b) Die vorm van die geneeskundige sertifikaat wat ter staving van 'n aansoek om siekteverlof moet dien, moet ook deur die Kommissie goedgekeur word.

Verval van verlof by uitdienstreding.

C4.1 Sodra 'n beamppte of werknemer kennis gee van bedanking of sodra 'n vroulike beamppte kennis gee van haar voorneme om in die huwelik te tree, verval enige toegestane verlof met betaling met ingang van die datum van sodanige kennisgewing, of indien die kennisgewing nie gedateer is nie, vanaf die datum van ontvangs daarvan deur die hoof van die kantoor, en enige verlof aangevra of afwesigheid van diens na daardie datum word geag vakansieverlof sonder betaling te wees: Met dien verstande dat die bepalings van hierdie subregulasie—

(a) slegs van toepassing is ten opsigte van afwesigheid gedurende die laaste dertig dae van 'n beamppte of werknemer se diens; en

(b) nie van toepassing is nie op—

(i) siekteverlof;

(ii) spesiale verlof wat kragtens paragraaf (b), (c) of (d) van subregulasie 1 van regulasie C17 toegestaan word; en

(iii) vakansieverlof wat kragtens subregulasie 5 van regulasie C14 toegestaan word.

C4.2 (a) As 'n beamppte of werknemer uit diens tree, verval enige toegestane afwesigheidsverlof op die dag wat die datum onmiddellik voorafgaan waarop sodanige uitdienstreding van krag word of op die datum wat kragtens subregulasie 1 bepaal word, indien gemelde subregulasie op hom van toepassing is.

(b) 'n Beamppte of werknemer se dienstydperk mag nie verleng word ten einde hom in staat te stel om gebruik te maak van verlof wat aan hom toegestaan mag gewees het nie.

Betaling van toelaes, ens. tydens verlof.

C5. Die voortsetting of staking van die betaling aan 'n beamppte of werknemer van toelaes of ander besoldiging as sy salaris of loon en die aanspreeklikheid van 'n beamppte of werknemer vir die betaling aan die Staat van gelde vir goedere of dienste deur die Staat gelewer

or services rendered by the State during periods of leave are subject to the provisions of the regulations applicable thereto and directions issued by the Commission or the Treasury, or by the Treasury on the recommendation of the Commission, in connection therewith.

Classification of Leave of Absence.

C6.1 All absences from duty on leave are classified under one or more of the following heads:—

- (a) Vacation leave (accumulative) with full pay.
- (b) Non-accumulative leave with full pay.
- (c) Vacation leave without pay.
- (d) Sick leave with full pay.
- (e) Sick leave with half pay.
- (f) Sick leave without pay.
- (g) Special sick leave with full or reduced pay.
- (h) Special leave with full pay.
- (i) Special leave with pay conditions as recommended by the Commission.

C6.2 The granting of leave under any one of the heads mentioned in sub-regulation 1 shall not affect the granting of leave under any of the other heads mentioned, except in so far as is specifically provided elsewhere in these regulations.

C6.3 (a) Except as provided for in paragraph (c) of sub-regulation 1 of regulation C17, all unauthorised absences from duty shall, apart from any disciplinary steps which may be taken against an officer or employee, be regarded as being vacation leave without pay unless the Commission recommends otherwise.

(b) The submission of a written application for leave, referred to in paragraph (a) of sub-regulation 3 of regulation C3, is not required in the case of unauthorised absences.

Grouping of Officers and Employees for Leave Purposes.

C7.1 Officers and employees, excluding nursing staff of hospitals and institutions, shall, for the purpose of granting leave of absence, be classified in the undermentioned groups, due regard being had to the provisions of regulation C1:—

(a) Officers in the professional division, who have completed—

- | | |
|------------------------------------|--|
| (i) five years' or longer service | Vacation leave group I
Sick leave group A; |
| (ii) less than five years' service | Vacation leave group II
Sick leave group A. |

(b) Officers in the administrative, clerical, technical, general A and general B divisions, excluding those officers mentioned in paragraph (e), who have completed—

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|--|---|
| (i) fifteen years' or longer service | Vacation leave group I
Sick leave group A; |
| (ii) ten years' or longer but less than fifteen years' service | Vacation leave group II
Sick leave group A; |
| (iii) less than ten years' service | Vacation leave group III
Sick leave group A. |

(c) European employees, excluding employees whose conditions of service have been determined in accordance with the provisions of industrial and similar agreements and those employees mentioned in paragraph (f), who have completed—

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|--|---|
| (i) fifteen years' or longer service | Vacation leave group II
Sick leave group B; |
| (ii) ten years' or longer but less than fifteen years' service | Vacation leave group III
Sick leave group D; |
| (iii) five years' or longer but less than ten years' service | Vacation leave group IV
Sick leave group F; |
| (iv) less than five years' service | Vacation leave group V
Sick leave group H. |

(d) Non-European employees, excluding employees whose conditions of service have been determined in accordance with the provisions of industrial and similar agreements, who have completed—

- | | |
|---|---|
| (i) twenty years' or longer service | Vacation leave group III
Sick leave group C; |
| (ii) fifteen years' or longer but less than twenty years' service | Vacation leave group IV
Sick leave group E; |

gedurende tydperke van verlof is onderworpe aan die bepalinge van die regulasies wat daarop van toepassing is en opdragte wat deur die Kommissie of deur die Tesourie, of deur die Tesourie op aanbeveling van die Kommissie, daaromtrent uitgereik is.

Indeling van afwesigheidsverlof.

C6.1 Alle afwesigheid van diens met verlof word onder een of meer van die volgende hoofde ingedeel:—

- (a) Vakansieverlof (oplopend) met volle betaling.
- (b) Nie-oplopende verlof met volle betaling.
- (c) Vakansieverlof sonder betaling.
- (d) Siekteverlof met volle betaling.
- (e) Siekteverlof met halwe betaling.
- (f) Siekteverlof sonder betaling.
- (g) Spesiale siekteverlof met volle of verminderde betaling.
- (h) Spesiale verlof met volle betaling.
- (i) Spesiale verlof met betalingvoorwaardes soos deur die Kommissie aanbeveel.

C6.2 Die toestaan van verlof onder enige een van die hoofde in subregulasie 1 genoem beïnvloed nie die toestaan van verlof onder enige van die ander genoemde hoofde nie, behalwe soos elders in hierdie regulasies uitdruklik bepaal word.

C6.3 (a) Behalwe soos in paragraaf (c) van subregulasie 1 van regulasie C17 bepaal word, word alle ongemagtigde afwesighede van diens, ongeag enige tugmaatreëls wat teen 'n beampde of werknemer geneem mag word, geag vakansieverlof sonder betaling te wees, tensy die Kommissie anders aanbeveel.

(b) Die indiening van 'n skriftelike verlofaansoek wat in paragraaf (a) van subregulasie 3 van regulasie C3 genoem word, is nie 'n vereiste in die geval van ongemagtigde afwesighede nie.

Groepering van beamptes en werknemers vir verlofdoeleindes.

C7.1 Met inagneming van die bepalinge van regulasie C1, word beamptes en werknemers, uitgesonderd verpleegpersoneel van hospitale en inrigtings, vir die doeleindes van die toestaan van afwesigheidsverlof in die ondervermelde groepe ingedeel:—

(a) Beamptes in die vakkundige afdeling, wat—

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|---|--|
| (i) vyf jaar of langer diens voltooi het | Vakansieverlofgroep I
Siekteverlofgroep A; |
| (ii) minder as vyf jaar diens voltooi het | Vakansieverlofgroep II
Siekteverlofgroep A. |

(b) Beamptes in die administratiewe, klerklike, tegniese, algemene A- en algemene B-afdelings, uitgesonderd die in paragraaf (e) bedoelde beamptes, wat—

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|--|---|
| (i) vyftien jaar of langer diens voltooi het | Vakansieverlofgroep I
Siekteverlofgroep A; |
| (ii) tien jaar of langer maar minder as vyftien jaar diens voltooi het | Vakansieverlofgroep II
Siekteverlofgroep A; |
| (iii) minder as tien jaar diens voltooi het | Vakansieverlofgroep III
Siekteverlofgroep A. |

(c) Blanke werknemers, uitgesonderd werknemers wie se diensvoorwaardes vasgestel is in ooreenstemming met die bepalinge van nywerheids- en dergelike ooreenkomste en die in paragraaf (f) bedoelde werknemers, wat—

- | | |
|--|---|
| (i) vyftien jaar of langer diens voltooi het | Vakansieverlofgroep II
Siekteverlofgroep B; |
| (ii) tien jaar of langer maar minder as vyftien jaar diens voltooi het | Vakansieverlofgroep III
Siekteverlofgroep D; |
| (iii) vyf jaar of langer maar minder as tien jaar diens voltooi het | Vakansieverlofgroep IV
Siekteverlofgroep F; |
| (iv) minder as vyf jaar diens voltooi het | Vakansieverlofgroep V
Siekteverlofgroep H. |

(d) Nie-blanke werknemers, uitgesonderd werknemers wie se diensvoorwaardes vasgestel is in ooreenstemming met die bepalinge van nywerheids- en dergelike ooreenkomste, wat—

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|---|---|
| (i) twintig jaar of langer diens voltooi het | Vakansieverlofgroep III
Siekteverlofgroep C; |
| (ii) vyftien jaar of langer maar minder as twintig jaar diens voltooi het | Vakansieverlofgroep IV
Siekteverlofgroep E; |

- (iii) ten years' or longer but less than fifteen years' service. Vacation leave group V
Sick leave group G;
(iv) five years' or longer but less than ten years' service. Vacation leave group VI
Sick leave group H;
(v) less than five years' service. Vacation leave group VII
Sick leave group I.

(e) Officers serving in vocational schools controlled by the Department of Education, Arts and Science:—
Vacation leave group VIII;
Sick leave group B;
Non-accumulative leave group.

(f) Employees serving in vocational schools controlled by the Department of Education, Arts and Science:—
Vacation leave group IX;
Sick leave group F;
Non-accumulative leave group.

C7.2 A person serving under contract shall, unless his service contract provides otherwise, be granted leave in accordance with these regulations, and his grouping for leave purposes shall be determined in the same manner as that of a comparable officer or employee in the public service.

C7.3 Where an officer, who has retired from a permanent post or who has relinquished a permanent post for any reason whatsoever, is re-appointed, with or without a break in service, in a temporary capacity, such re-appointment shall be regarded as a new appointment for all purposes of these regulations; previous permanent service shall not count as service for leave purposes and accumulated leave shall lapse when the permanent appointment terminates.

Leave Provision.

C8.1 Subject to the provisions of sub-regulation 3, officers and employees may be granted leave in accordance with the following scale, having regard to their classification in regulation C7:—

(a) Vacation leave (accumulative)—

Group.	No. of Days per Annum.
I.....	38
II.....	34
III.....	30
IV.....	26
V.....	22
VI.....	18
VII.....	14
VIII.....	10
IX.....	6

(b) Sick leave—

Group.	Number of Days in each Cycle.	
	With Full Pay.	With Half Pay.
A.....	120	120
B.....	90	90
C.....	80	80
D.....	70	70
E.....	60	60
F.....	50	50
G.....	40	40
H.....	30	30
I.....	15	15

(c) Non-accumulative Leave Group—

Not exceeding in the aggregate 70 days in each year ending on the 31st December during the periods for which instruction is suspended.

C8.2 Non-accumulative leave in terms of paragraph (c) of sub-regulation 1 shall accrue from the commencement and for the duration of the first school holidays after appointment and thereafter from the commencement and for the duration of each succeeding school holiday.

C8.3 During any period of school holidays the head of department may, at his discretion, require an officer or employee mentioned in paragraph (e) or (f) of sub-regulation 1 of regulation C7 to remain on duty: Provided that, where an officer or employee is thus required to remain on duty, he may be credited, in addition to the vacation

- (iii) tien jaar of langer maar minder as vyftien jaar diens voltooi het. Vakansieverlofgroep V
Siekteverlofgroep G;
(iv) vyf jaar of langer maar minder as tien jaar diens voltooi het. Vakansieverlofgroep VI
Siekteverlofgroep H;
(v) minder as vyf jaar diens voltooi het. Vakansieverlofgroep VII
Siekteverlofgroep I.

(e) Beampptes in diens by beroepskole wat deur die Departement van Onderwys, Kuns en Wetenskap beheer word:—
Vakansieverlofgroep VIII;
Siekteverlofgroep B;
Groep met nie-oplopende verlof.

(f) Werknemers in diens by beroepskole wat deur die Departement van Onderwys, Kuns en Wetenskap beheer word:—
Vakansieverlofgroep IX;
Siekteverlofgroep F;
Groep met nie-oplopende verlof.

C7.2 Aan 'n persoon wat onder kontrak dien, word, tensy sy dienskontrak anders bepaal, verlof toegestaan kragtens hierdie regulasies, en sy groepering vir verlofdoeleindes word net so bepaal soos dié van 'n vergelykbare beamppte of werknemer in die staatsdiens.

C7.3 As 'n beamppte wat afgetree het uit 'n permanente pos of wat 'n permanente betrekking neergelê het om watter rede ook al, met of sonder onderbreking van diens heraanstelling word in 'n tydelike hoedanigheid, word so 'n heraanstelling vir alle doeleindes van hierdie regulasies as 'n nuwe aanstelling beskou; vorige permanente diens tel nie as diens vir verlofdoeleindes nie en verlof wat opgehoop het, veral by beëindiging van die permanente aanstelling.

Verlofvoorsiening.

C8.1 Behoudens die bepalings van subregulasie 3, kan aan beampptes en werknemers verlof volgens die onderstaande skaal toegestaan word met inagneming van hul groepsindeling ingevolge regulasie C7:—

(a) Vakansieverlof (oplopend)—

Groep.	Getal dae per jaar.
I.....	38
II.....	34
III.....	30
IV.....	26
V.....	22
VI.....	18
VII.....	14
VIII.....	10
IX.....	6

(b) Siekteverlof—

Groep.	Getal dae in elke tydkring.	
	Met volle betaling.	Met halwe betaling.
A.....	120	120
B.....	90	90
C.....	80	80
D.....	70	70
E.....	60	60
F.....	50	50
G.....	40	40
H.....	30	30
I.....	15	15

(c) Groep met nie-oplopende verlof.

In die geheel hoogstens 70 dae in elke jaar eindigende op 31 Desember gedurende tydperke waar tydens onderrig opgeskort word.

C8.2 Nie-oplopende verlof ooreenkomstig paragraaf (e) van subregulasie 1 kom vanaf die begin en vir die duur van die eerste skoolvakansie na aanstelling toe en daarna vanaf die begin en vir die duur van elke daaropvolgende skoolvakansie.

C8.3 Die departementshoof kan, na goeddunke, vereis dat 'n in paragraaf (e) of (f) van subregulasie 1 van regulasie C7 bedoelde beamppte of werknemer gedurende enige skoolvakansietydperk op diens bly: Met dien verstande dat waar 'n beamppte of werknemer aldus verplig word om op diens te bly, hy gekrediteer kan word met oplopende

leave mentioned in sub-regulation 1, with accumulative vacation leave equal to one-half the number of days which he remained on duty during periods of school holidays: Provided further that in terms of this sub-regulation an officer or employee shall not be credited with more than 25 days' accumulative vacation leave in a year ending on the 31st December.

Overgrant of Leave.

C9. In the event of an officer or employee being granted vacation leave with full pay in excess of that provided for in these regulations, such overgrant may be deducted from vacation leave which subsequently accrues to him, provided the head of department is satisfied that the overgrant was made in good faith: Provided further that, in the event of the officer or employee resigning or his services being terminated before sufficient vacation leave has accrued to him for the purpose of such deduction, the portion of the overgrant which has not yet been set off against his vacation leave accrual on his last day of service shall be regarded as an overpayment of salary which must be recovered or written off under competent authority.

Days of Rest.

C10.1 A day of rest shall not be regarded as leave and shall not be recorded as such in the leave register: Provided that—

- (a) a day of rest, or two or more consecutive days of rest, falling within a period of leave, shall be regarded as leave falling under the same heading of sub-regulation 1 of regulation C6 as the leave which precedes and succeeds such day or days of rest;
- (b) a day of rest, or two or more consecutive days of rest, falling between a period of vacation or non-accumulative leave and a period of sick leave (or *vice versa*) shall be regarded as vacation leave unless the officer or employee concerned produces evidence that he was actually ill on such day or days of rest;
- (c) if an officer or employee who is called upon to report for duty on a day of rest fails to do so, such day of rest shall be regarded as vacation leave without pay, unless he is prevented from reporting for duty by circumstances which are acceptable to the head of department.

C10.2 An officer or employee shall not be paid salary or wage in respect of a day of rest unless he is entitled to such payment for the day in terms of his conditions of service.

Vacation Leave in Terms of the Repealed Regulations or in Respect of Persons Transferred from Provincial or Other Service.

C11.1 The promulgation of these regulations and the repeal of the regulations which were in force immediately prior to such promulgation shall in no way affect the continuity of the accumulative vacation leave privileges of an officer or employee who was in the service immediately prior to the coming into force of these regulations, and accumulated vacation leave shall remain to the credit of such officer or employee.

C11.2 A person in the full-time employment of the South African Railways, an educational institution under the control of the Department of Education, Arts and Science, the State Diggings, a provincial education department or a recognised university within the Union and a person appointed under a provincial ordinance in the service of a provincial administration who is transferred or appointed, without a break in service, to a post or position in which these regulations become applicable to him, shall retain the accumulative vacation leave standing to his credit on the day before his appointment or transfer, subject to the provisions of sub-regulation 3, and the previous service in respect of which the leave credit is carried forward shall count as service for leave purposes. If such leave would have become available for utilisation only after the completion of a specified period of service and such period of service is uncompleted on the date

vakansieverlof, bo en behalwe die in subregulasie 1 bedoelde vakansieverlof, gelykstaande aan die helfte van die aantal dae wat hy gedurende skoolvakansietydperke op diens gebly het: Met dien verstande voorts dat 'n beamppte of werknemer nie kragtens hierdie subregulasie met meer as 25 dae olopende vakansieverlof in 'n jaar wat op 31 Desember eindig, gekrediteer mag word nie.

Oortoeëning van Verlof.

C9. As daar aan 'n beamppte of werknemer meer vakansieverlof met volle betaling toegestaan is as waarvoor in hierdie regulasies voorsiening gemaak word, kan so 'n oortoeëning afgetrek word van vakansieverlof wat later aan hom toeval, mits die departementshoof tevrede is dat die oortoeëning te goeder trou gedoen is: Met dien verstande dat, as die beamppte of werknemer bedank of sy dienste beëindig word voordat voldoende vakansieverlof vir die doel van so 'n aftrekking aan hom toegeval het, daardie gedeelte van die oortoeëning wat sy vakansieverlofaanwas op die laaste dag van sy diens oorskry, as 'n oorbetalings van salaris geag word wat of teruggevorder of met bevoegde magtiging afgeskryf moet word.

Rusdae.

C10.1 'n Rusdag word nie geag verlof te wees nie en word nie in die verlofstaat as sulks aangeteken nie: Met dien verstande dat—

- (a) 'n rusdag, of twee of meer opeenvolgende rusdae, wat binne 'n tydperk van verlof val, geag word verlof te wees wat onder dieselfde hoof van subregulasie 1 van regulasie C6 val as die verlof wat sodanige rusdag of rusdae voorafgaan en daarop volg;
- (b) 'n rusdag, of twee of meer opeenvolgende rusdae, wat tussen 'n tydperk van vakansie- of nie-oplopende verlof en 'n tydperk van siekteverlof (of omgekeerd) val, geag word vakansieverlof te wees, tensy die betrokke beamppte of werknemer bewys lewer dat hy werklik op sodanige rusdag of rusdae siek was;
- (c) as 'n beamppte of werknemer aangesê word om hom op 'n rusdag vir diens aan te meld en hy in gebreke bly om dit te doen, sodanige rusdag geag word vakansieverlof sonder betaling te wees, tensy hy weens omstandighede wat vir die hoof van die departement aanneemlik is, verhinder word om hom vir diens aan te meld.

C10.2 'n Beamppte of werknemer word nie salaris of loon ten opsigte van 'n rusdag betaal nie tensy hy kragtens sy diensvoorwaardes op betaling vir die dag geregtig is.

Vakansieverlof kragtens die regulasies wat herroep is of ten opsigte van persone oorgeplaas van provinsiale of ander diens.

C11.1 Die uitvaardiging van hierdie regulasies en die intrekking van die regulasies wat onmiddellik voor sodanige uitvaardiging van krag was, raak in geen opsig die aaneenlopendheid van die olopende vakansieverlofvoorregte van 'n beamppte of werknemer wat onmiddellik voor die datum van inwerkingtreding van hierdie regulasies in die diens was nie, en opgeloopte vakansieverlof bly staan tot die krediet van sodanige beamppte of werknemer.

C11.2 'n Persoon wat voltyds in diens is in die Suid-Afrikaanse Spoorweë, 'n onderwysinrigting onder beheer van die Departement van Onderwys, Kuns en Wetenskap, die staatsdelwerye, 'n provinsiale onderwysdepartement, of 'n erkende universiteit binne die Unie en 'n persoon wat in diens van 'n provinsiale administrasie kragtens 'n provinsiale ordonnansie aangestel is en wat sonder 'n onderbreking van diens oorgeplaas word na of aangestel word in 'n pos of betrekking waarin hierdie verlofregulasies op hom van toepassing word, behou die olopende vakansieverlof wat tot sy krediet gestaan het op die dag voor sy aanstelling of oorpasing, behoudens die bepalings van subregulasie 3, en die vorige diens ten opsigte waarvan die verlofkrediet oorgedra word tel as diens vir verlofdoeleindes. As sulke verlof eers na voltooiing van 'n vasgestelde dienstrydperk vir benutting beskikbaar sou geword het, en sodanige dienstrydperk op die datum waarop hierdie regulasies op die beamppte of

these regulations become applicable to the officer or employee, the credit may be calculated in proportion to the portion of the relative period of service which he has completed on the last-mentioned date, and the leave concerned may be granted forthwith.

C11.3 In the application of the provisions of sub-regulation 2 any portion of a day shall be regarded as one day when the accumulated vacation leave is placed to the credit of an officer or employee on the date these regulations become applicable to him.

Leave Registers.

C12.1 A department shall keep a leave register in respect of each officer and employee in which all absences from duty shall be recorded in accordance with the classification contained in regulation C6.

C12.2 All applications for leave shall be filed for audit and other purposes in the office where the leave register is kept, for such period as the Commission may direct.

General Provisions: Vacation Leave.

C13.1 Accumulative vacation leave, excluding accumulative vacation leave placed to the credit of an officer or employee in terms of sub-regulation 3 of regulation C8, shall accrue in respect of each completed month of service at the rate of one-twelfth of the provision applicable to an officer or employee in terms of paragraph (a) of sub-regulation 1 of regulation C8.

C13.2 If an officer or employee is transferred from one post to another and his transfer results in a change in his classification for leave purposes or if, for any reason other than his transfer, he passes from one vacation leave group to another—

- (a) he shall retain the accumulative vacation leave credit which accrued during his service in the previous group or groups; and
- (b) the accumulative vacation leave of the new group shall become applicable to him from the first day of the month during which such transfer becomes effective,

unless the provisions of sub-regulation 3 of regulation C7 are applicable to him.

C13.3 A head of department may at any time require an officer or employee and a Minister or Administrator may at any time require a head of department to take the whole or a portion of the vacation and non-accumulative leave due to him, provided that the maximum period of leave prescribed in sub-regulation 4 is not exceeded.

C13.4 Except on the recommendation of the Commission an officer or employee may not be granted vacation and non-accumulative leave in excess of 184 days in any period of eighteen calendar months and any absence from duty above this limit shall be covered by the grant of vacation leave without pay with due regard to the provisions of regulation C18. For the purpose of this sub-regulation no account shall be taken of vacation leave granted in terms of sub-regulation 5 of regulation C14.

C13.5 The accumulative vacation leave standing to the credit of an officer or employee on the 1st January of each year shall be recorded in the leave register, and in recording such credit any portion of a day shall be regarded as one day.

General Provisions: Sick Leave.

C14.1 Sick leave accrues to an officer or employee on the first day of a cycle and with effect from that day the full provision of the relative cycle may be granted to him if the other provisions of these regulations are complied with: Provided that no officer or employee may be granted sick leave with full or half pay until he has completed thirty days' service and then only in respect of absences subsequent to the completion of such service.

werknemer van toepassing word, nog nie voltooi is nie, kan die krediet na verhouding tot die gedeelte van bedoelde dienstydperk wat hy op laasgenoemde datum voltooi het, bereken word en kan die betrokke verlof onmiddellik toegestaan word.

C11.3 By die toepassing van die bepalinge van sub-regulasie 2 word enige gedeelte van 'n dag as een dag gereken wanneer die opgeloopte vakansieverlof tot 'n beampte of werknemer se krediet geplaas word op die datum waarop hierdie regulasies op hom van toepassing word.

Verlofstate.

C12.1 'n Departement moet ten opsigte van elke beampte en werknemer 'n verlofstaat hou waarin alle afwesighede van diens aangeteken word volgens die indeling vervat in regulasie C6.

C12.2 Alle verlofaansoeke moet vir oudit- en ander doeleindes bewaar word in die kantoor waar die verlofstaat gehou word, en wel vir dié tydperk wat die Kommissie gelas.

Algemene bepalinge: Vakansieverlof.

C13.1 Ooplopende vakansieverlof, uitgesonderd ooplopende vakansieverlof wat kragtens subregulasie 3 van regulasie C8 tot 'n beampte of werknemer se krediet geplaas word, was aan ten opsigte van elke voltooië maand van diens en wel teen een twaalfde van die voorsiening wat kragtens paragraaf (a) van subregulasie 1 van regulasie C8 op 'n beampte of werknemer van toepassing is.

C13.2 As 'n beampte of werknemer van een betrekking na 'n ander betrekking oorgeplaas word en sy oorpasing 'n verandering van sy groepering vir verlofdoeleindes meebring of as hy om enige ander rede as sy oorpasing van die een na die ander vakansieverlofgroep oorgaan—

- (a) behou hy die ooplopende vakansieverlofkrediet wat gedurende sy dienstydperk in die vorige groep of groepe aangewas het; en
- (b) word die nuwe groep se ooplopende vakansieverlof op hom van toepassing vanaf die eerste dag van die maand waarin sodanige oorpasing of oorgang van krag word,

tensy die bepalinge van subregulasie 3 van regulasie C7 op hom van toepassing is.

C13.3 'n Departementshoof kan te eniger tyd van 'n beampte of werknemer vereis, en 'n Minister of Administrator kan te eniger tyd van 'n departementshoof vereis, dat hy 'n gedeelte of die geheel van die vakansieverlof en nie-oplopende verlof wat hom toekom, neem: Met dien verstande dat die maksimum tydperk van verlof wat in subregulasie 4 voorgeskryf word, nie oorskry word nie.

C13.4 Behalwe op aanbeveling van die Kommissie kan nie aan 'n beampte of werknemer vakansie- en nie-oplopende verlof van altesaam meer as 184 dae toegestaan word in enige tydperk van agtien kalendermaande nie en word enige afwesigheid van diens bo hierdie beperking gedek deur die bestaan van vakansieverlof sonder betaling met inagneming van die bepalinge van regulasie C18. Vir die doeleindes van hierdie subregulasie word vakansieverlof wat kragtens subregulasie 5 van regulasie C14 toegestaan word, buite rekening gelaat.

C13.5 Die ooplopende vakansieverlof wat 'n beampte of werknemer op 1 Januarie van elke jaar tot sy krediet het, word in die verlofstaat aangeteken, en by die aantekening van sodanige krediet word enige gedeelte van 'n dag as een dag gereken.

Algemene bepalinge: Siekteverlof.

C14.1 Siekteverlof val toe aan 'n beampte of werknemer op die eerste dag van 'n tydkring, en met ingang van daardie dag kan die volle voorsiening vir die betrokke tydkring aan hom toegestaan word, mits aan die ander bepalinge van hierdie regulasies voldoen word: Met dien verstande dat aan geen beampte of werknemer siekteverlof met volle of halwe betaling toegestaan mag word voordat hy dertig dae diens voltooi het nie en dan slegs ten opsigte van afwesighede na die voltooiing van sodanige diens.

C14.2 If an officer or employee, during a cycle and without a break in service—

- (a) passes to a group in which the sick leave provision is less favourable than that formerly applicable to him, he shall, for the duration of the relative cycle, retain the sick leave provision formerly applicable to him; or
- (b) passes to a group in which the sick leave provision is more favourable than previously, he shall immediately acquire the sick leave provision of the new group less any paid sick leave already used by him during the relative cycle.

C14.3 Unused sick leave prescribed for a particular cycle shall lapse at the end of that cycle and may not be carried forward to the next cycle.

C14.4 If an officer or employee, who has been granted the maximum amount of sick leave provided for in these regulations, is not yet able, for health reasons, to resume his duties, the head of department—

- (a) on the submission to him of a satisfactory certificate by a registered medical practitioner; and
- (b) if he is satisfied that the officer or employee at that particular time is not permanently unfit to resume his normal duties; and
- (c) if the officer or employee has no vacation leave to his credit,

may, at his discretion, grant the officer or employee further sick leave with half pay not exceeding 92 days in any one cycle. This grant may be made in respect of separate periods of absence and in respect of different kinds of illnesses.

C14.5 (a) An officer or employee may, on application in writing, be granted any vacation leave which he may have to his credit in lieu of sick leave with half pay or without pay, provided such application is submitted not later than thirty days after he has resumed duty.

(b) Once the vacation leave referred to has been granted to an officer or employee and he has received payment in respect thereof, such leave may not be converted into sick leave with half pay or without pay.

C14.6 (a) In the event of an officer or employee, to whom vacation leave has been granted, becoming ill after he has left his duties to proceed on vacation leave, that portion of vacation leave during which he was indisposed, may be converted into sick leave if—

- (i) the officer or employee submits to his head of department a certificate by a registered medical practitioner (or a registered dentist if sub-regulation 6 of regulation C15 is applicable to him) which complies with the requirements prescribed in regulation C15; and
- (ii) the necessary sick leave is available in terms of regulation.

(b) Vacation leave without pay may not be converted into sick leave.

Granting of Sick Leave.

C15.1 Sick leave shall be granted only in respect of the absence from duty of an officer or employee owing to an illness, indisposition or injury not due to his misconduct or failure to take reasonable precautions.

C15.2 Sick leave may be granted in respect of nervous complaints, insomnia, debility and similar ill-defined illnesses or indispositions only if the head of department is satisfied that the applicant's health condition—

- (a) incapacitates him for duty; and
- (b) does not arise from his failure to take vacation leave.

C14.2 As 'n beampte of werknemer gedurende 'n tydkring sonder onderbreking van diens—

- (a) oorgaan na 'n groep waarin die siekteverlofvergunning minder gunstig is as dié wat voorheen op hom van toepassing was, behou hy vir die duur van die betrokke tydkring die siekteverlofvergunning wat voorheen op hom van toepassing was; of
- (b) oorgaan na 'n groep waar die siekteverlofvergunning gunstiger is as voorheen, verwerf hy onmiddellik die siekteverlofvergunning van die nuwe groep min enige betaalde siekteverlof wat hy reeds gedurende die betrokke tydkring gebruik het.

C14.3 Ongebruikte siekteverlof wat vir 'n bepaalde tydkring voorgeskryf is, verval aan die einde van die betrokke tydkring en kan nie na die volgende tydkring oorgedra word nie.

C14.4 As aan 'n beampte of werknemer die maksimum hoeveelheid siekteverlof waarvoor in hierdie regulasies voorsiening gemaak is, toegestaan is, en hy weens gesondheidsredes nog nie in staat is om sy pligte te hervat nie, kan die departementshoof—

- (a) by die voorlegging aan hom van 'n bevredigende sertifikaat van 'n geregistreerde geneesheer; en
- (b) as hy oortuig is dat die beampte of werknemer op die betrokke tydstop nie permanent ongeskik is vir die hervatting van sy normale pligte nie; en
- (c) as die beampte of werknemer geen vakansieverlof tot sy krediet het nie,

na goedgekeurde verdere siekteverlof met halwe betaling aan laasgenoemde toeken vir hoogstens 92 dae in enige besondere tydkring. Hierdie toekenning kan gedoen word ten opsigte van afsonderlike tydperke van afwesigheid en ten opsigte van ongesteldhede van verskillende aard.

C14.5 (a) Aan 'n beampte of werknemer kan, op sy skriftelike aansoek, enige vakansieverlof wat hy tot sy krediet het, toegestaan word in plaas van siekteverlof met halwe betaling of siekteverlof sonder betaling, mits sodanige aansoek nie later nie as dertig dae nadat hy diens hervat het, ingedien word.

(b) As bedoelde vakansieverlof aan 'n beampte of werknemer toegestaan is en hy ten opsigte daarvan betaling ontvang het, mag dit nie weer in siekteverlof met halwe betaling of sonder betaling omgesit word nie.

C14.6 (a) As 'n beampte of werknemer aan wie vakansieverlof toegestaan is, siek word nadat hy reeds sy diens verlaat het om met vakansieverlof te gaan, kan daardie gedeelte van bedoelde vakansieverlof waartydens hy siek was in siekteverlof omgeskep word as—

- (i) die beampte of werknemer by sy departementshoof 'n sertifikaat van 'n geregistreerde geneesheer (of 'n geregistreerde tandarts as subregulasie 6 van regulasie C15 op hom van toepassing is) indien wat aan die vereistes voorgeskryf in regulasie C15 voldoen; en
- (ii) die nodige siekteverlof kragtens regulasie beskikbaar is.

(b) Vakansieverlof sonder betaling mag nie in siekteverlof omgeskep word nie.

Toestaan van siekteverlof.

C15.1 Siekteverlof word slegs toegestaan in verband met 'n beampte of werknemer se afwesigheid van diens weens 'n siekte, ongesteldheid of besering wat nie te wyte is aan sy wangedrag of gebrek aan behoorlike voorsorg nie.

C15.2 In verband met senuwee-aandoenings, slapeloosheid, swakte en dergelike minder goed omskrewe siektes of ongesteldhede word siekteverlof slegs toegestaan as die hoof van die departement oortuig is dat die applikant se gesondheidstoestand—

- (a) hom ongeskik maak vir sy werk; en
- (b) nie voortvloei uit sy versuim om van vakansieverlof gebruik te maak nie.

C15.3 (a) The head of department may at any time require an officer or employee to submit to an examination by one or more registered medical practitioner nominated by the head of department.

(b) The expenditure connected with such examination shall be met from public funds.

C15.4 (a) If an officer or employee is absent from duty for a continuous period of more than three days owing to illness, he may be granted sick leave only if he furnishes the head of department with a certificate by a registered medical practitioner (or a registered dentist if sub-regulation 6 is applicable to him) which clearly describes the nature of the illness, which states that he is not capable of performing his official duties, and in which is indicated the period necessary for his recuperation.

(b) The head of department may, at his discretion, require the submission of a similar certificate in respect of periods of three days or less.

(c) If the head of department is satisfied that the absence of the officer or employee is bona fide due to illness and that there are good reasons for the non-production of a medical certificate he may waive the submission of a medical certificate by the officer or employee in respect of sick leave for a continuous period not exceeding 14 days. Such exemption shall be endorsed on the leave application.

C15.5 Sick leave, with or without pay, in respect of which a certificate mentioned in sub-regulation 4 is not submitted, may be granted only for an aggregate of 10 days during any year ending on the 31st December and any further absences shall be covered by the granting of vacation leave or, if the officer or employee has no vacation leave to his credit, of vacation leave without pay. The provisions of this sub-regulation are not applicable to periods of absence in respect of which exemption in terms of paragraph (c) of sub-regulation 4 has been granted and neither are such periods taken into consideration in the determination of the 10 days.

C15.6 (a) If an officer's or employee's absence is attributable to a dental abscess, a fracture of the jaw, acute Vincent infection of the mouth or complications following dental extractions, such as osteomyelitis, osteitis and secondary haemorrhage, a certificate as defined in sub-regulation 4, and issued by a registered dentist may be accepted for the purpose of that sub-regulation.

(b) A similar certificate issued by a registered dentist in respect of other conditions may be accepted only with the concurrence of the Secretary for Health or an officer or employee authorised thereto by him.

(c) Notwithstanding the provisions of this sub-regulation, the head of department may require that a certificate by a registered medical practitioner be submitted before sick leave is granted by him.

C15.7 Notwithstanding the submission of a certificate as defined in sub-regulations 4 and 6 the head of department may, at his discretion, refuse to grant sick leave with pay in respect of any absence from duty to which the certificate relates, and in such case the absence shall be regarded as unauthorised and the provisions of sub-regulation 3 of regulation C6 shall apply.

Special Sick Leave.

C16.1 An officer or employee who is absent from duty owing to an injury sustained in an accident arising out of and in the course of his duties or owing to a disease contracted in the course of and as a result of his duties, may be granted special sick leave with full pay for the period he is incapacitated for his normal duties, or, if the case falls within the scope of the Workmen's Compensation Act, 1941, as amended, special sick leave with

C15.3 (a) Die departementshoof kan te eniger tyd eis dat 'n beamppte of werknemer hom onderwerp aan 'n ondersoek deur een of meer geregistreerde geneesheer deur die departementshoof aangewys.

(b) Die onkoste verbonde aan so 'n ondersoek word uit staatsfondse betaal.

C15.4 (a) As 'n beamppte of werknemer weens siekte van diens afwesig is vir 'n aaneenlopende tydperk van langer as drie dae, kan siekteverlof aan hom toegeken word slegs as hy 'n sertifikaat van 'n geregistreerde geneesheer (of 'n geregistreerde tandarts as subregulasie 6 op hom van toepassing is) wat duidelik die aard van die siekte omskryf, wat verklaar dat hy nie in staat is om sy ampspligte waar te neem nie en wat aantoon watter tydperk nodig is vir sy herstel, by sy departementshoof indien.

(b) Die departementshoof kan na goeddunke eis dat 'n dergelike sertifikaat ook ten opsigte van tydperke van drie dae of minder ingedien word.

(c) Indien die departementshoof daarvan oortuig is dat die beamppte of werknemer se afwesigheid *bona fide* te wyte is aan siekte en dat daar goeie redes bestaan waarom 'n geneeskundige sertifikaat nie ingedien is nie, kan hy die beamppte of werknemer van die indiening van die sertifikaat vrystel ten opsigte van 'n aaneenlopende tydperk van siekteverlof van nie langer as 14 dae nie. Sodanige vrystelling moet op die verlofaansoek geëndoseer word.

C15.5 Siekteverlof met of sonder betaling ten opsigte waarvan 'n in subregulasie 4 bedoelde sertifikaat nie ingedien is nie, mag slegs toegestaan word vir altesaam 10 dae gedurende enige jaar eindigende op 31 Desember en enige verdere afwesighede moet gedek word deur die toestaan van vakansieverlof, of, as die beamppte of werknemer geen vakansieverlof tot sy krediet het nie, van vakansieverlof sonder betaling. Die bepalinge van hierdie subregulasie is nie van toepassing op tydperke van afwesigheid ten opsigte waarvan vrystelling kragtens paragraaf (c) van subregulasie 4 verleen is nie, en sodanige tydperke word ook nie ingereken by die vaststelling van die 10 dae nie.

C15.6 (a) As 'n beamppte of werknemer se afwesigheid te wyte is aan 'n tandverswering, 'n kakebeenbreuk, akute Vincentbesmetting van die mond of komplikasies wat voortvloei uit die trek van tande soos beenmurgontsteking, beenontsteking en sekondêre bloeiing, kan 'n sertifikaat soos in subregulasie 4 omskryf en uitgereik deur 'n geregistreerde tandarts vir die doel van daardie subregulasie aanvaar word.

(b) 'n Dergelike sertifikaat deur 'n geregistreerde tandarts uitgereik in verband met ander ongesteldhede kan slegs met die instemming van die Sekretaris van Gesondheid, of 'n beamppte of werknemer deur hom daartoe gemagtig, aanvaar word.

(c) Ondanks die bepalinge van hierdie subregulasie kan die departementshoof vereis dat 'n sertifikaat van 'n geregistreerde geneesheer ingedien word alreer hy siekteverlof toestaan.

C15.7 Ondanks die indiening van 'n sertifikaat soos in subregulasies 4 en 6 omskryf, kan die departementshoof na goeddunke weier om siekteverlof met betaling toe te staan ten opsigte van enige afwesigheid van diens waarop die sertifikaat betrekking het, en in so 'n geval word die afwesigheid as ongemagtig beskou en is die bepalinge van subregulasie 3 van regulasie C6 ten opsigte daarvan van toepassing.

Spesiale siekteverlof.

C16.1 Aan 'n beamppte of werknemer wat van diens afwesig is weens 'n besering wat voortspruit uit 'n ongeval wat uit sy diens ontstaan en in die loop daarvan plaasvind of weens 'n siekte wat in die loop van en as gevolg van sy diens opgedoen is, kan spesiale siekteverlof met volle betaling toegestaan word vir die tydperk wat hy nie geskik is om sy gewone pligte uit te voer nie, of, indien die geval binne die bestek van die Ongevalwet,

remuneration equal to the difference between full pay and the compensation payable to him in terms of that Act by way of periodical payments of his monthly earnings.

C16.2 Special sick leave in terms of this regulation shall not be granted if the head of department is of opinion that the accident is attributable to the serious and wilful misconduct of the officer or employee.

C16.3 The provisions of sub-regulations 3, 4 and 6 of regulation C15 are *mutatis mutandis* applicable to the granting of special sick leave.

Special Leave with Full Pay.

C17.1 Special leave with full pay may be granted to an officer or employee—

- (a) when he writes any examination prescribed by the Act, an examination of a recognised university within the Union, any law examination of the public service and any other examination which the Commission may indicate;
- (b) when he is absent from duty as a result of segregation or isolation on medical instructions where he was in contact with a person who has contracted, or is suspected of having contracted, an infectious or contagious disease: The granting of special leave under this paragraph is subject to the submission of a certificate by a registered medical practitioner indicating the period of and reason for isolation;
- (c) when he is arrested or has to appear before court on a criminal charge and he is subsequently acquitted or the charge withdrawn;
- (d) (i) when, as a member of the Citizen Force, he is required, in terms of the Defence Act, 1957, or any regulation made thereunder, to undergo continuous or non-continuous training, except when he is performing full-time service in lieu of peace-time training in terms of section twenty or undergoing continuous training in terms of section twenty-three of the Defence Act, 1957;
- (ii) when, as a member of the Citizen Force as defined above, he voluntarily, or in pursuance of a special agreement between him and the Department of Defence relating to his training, and with the permission of his head of department, undertakes any continuous or non-continuous training or attends an instructional or qualifying course over and above any training to which he is liable in terms of the said Act, provided the Officer Commanding the respective Command or Air Force Group certifies that such training or course is necessary in the interest of the South African Defence Force;
- (iii) when, as a member of a Commando, he is required in terms of the Defence Act, 1957, or any regulation made thereunder, to attend training exercises or other annual training in terms of section forty-four of the said Act, provided that the Officer Commanding the respective Command certifies that attendance at such training exercises or other annual training is in accordance with the provisions of the aforesaid regulations;
- (iv) when, as a member of a Commando, he attends an instructional or qualifying course, provided that the Officer Commanding the respective Command certifies that attendance at such course is necessary in the interest of the South African Defence Force;
- (v) when, as a member or the Reserve of Officers, he is required to attend a refresher course or undergo refresher training in order to maintain his proficiency, provided that the relative Army, Air or Naval Chief of Staff certifies that such course or training is necessary in the interest of the South African Defence Force;

1941, soos gewysig, val, spesiale siekteverlof met besoldiging gelykstaande aan die verskil tussen volle betaling en die skadeloosstelling wat aan hom kragtens daardie Wet by wyse van periodieke uitkerings van sy maandelikse verdienste betaalbaar is.

C16.2 Spesiale siekteverlof kragtens hierdie regulasie word nie toegestaan as die departementshoof van oordeel is dat die ongeval aan die ernstige en opsetlike wangedrag van die beampte of werknemer toe te skryf is nie.

C16.3 Die bepalings van subregulasies 3, 4 en 6 van regulasie C 15 is *mutatis mutandis* van toepassing op die toestaan van spesiale siekteverlof.

Spesiale verlof met volle betaling.

C17.1 Spesiale verlof met volle betaling kan aan 'n beampte of werknemer toegestaan word—

- (a) wanneer hy enige eksamen voorgeskryf deur die Wet, 'n eksamen van 'n erkende universiteit binne die Unie, enige regseksamen vir die staatsdiens en enige ander eksamen wat die Kommissie mag aanwys, aflê;
- (b) wanneer hy van diens afwesig is as gevolg van afsondering of isolasie kragtens geneeskundige instruksies waar hy in aanraking was met 'n persoon wat 'n besmetlike of aansteeklike siekte opgedoen of vermoedelik opgedoen het: Die toestaan van spesiale verlof onder hierdie paragraaf is onderworpe aan die indiening van 'n sertifikaat van 'n geregistreerde geneesheer wat die tydperk en oorsaak van afsondering aandui;
- (c) wanneer hy gevange geneem is of voor die hof moet verskyn op 'n aanklag van misdaad en later vrygespreek of die aanklag teruggetrek word;
- (d) (i) wanneer hy as lid van die Burgermag kragtens die Verdedigingswet, 1957, of enige regulasie daaronder uitgevaardig, onafgebroke of afgebroke opleiding moet ondergaan, behalwe as hy voltydse diens in plaas van vredestrydse opleiding kragtens artikel twintig of onafgebroke opleiding kragtens artikel drie-en-twintig van die Verdedigingswet, 1957, verrig;
- (ii) wanneer hy as lid van die Burgermag soos hierbo omskryf met die toestemming van sy departementshoof vrywillig of as gevolg van enige spesiale ooreenkoms tussen hom en die Departement van Verdediging in verband met sy opleiding, bo en behalwe enige opleiding wat hy ooreenkomstig genoemde Wet ondergaan, enige onafgebroke of afgebroke opleiding onderneem of 'n instruksie- of kwalifiserende kursus bywoon, mits die Bevelvoerder van die betrokke Kommandement of Suid-Afrikaanse Lugmaggroep sertifiseer dat sodanige opleiding of kursus nodig is in belang van die Suid-Afrikaanse Weermag;
- (iii) wanneer hy as lid van 'n Kommando kragtens die Verdedigingswet, 1957, of enige regulasie daaronder uitgevaardig, opleidingsoefeninge of ander jaarlikse opleiding kragtens artikel vier-en-veertig van genoemde Wet moet bywoon, mits die Bevelvoerder van die betrokke Kommandement sertifiseer dat bywoning van sodanige opleidingsoefening of ander jaarlikse opleiding in ooreenstemming met die bepalings van voormelde regulasies is;
- (iv) wanneer hy as lid van 'n Kommando 'n instruksie- of kwalifiserende kursus bywoon, mits die Bevelvoerder van die betrokke Kommandement sertifiseer dat bywoning van sodanige kursus nodig is in belang van die Suid-Afrikaanse Weermag;
- (v) wanneer hy as lid van die Reserwe van Offisiere 'n herhalingsoefenkursus moet bywoon of herhalingsopleiding moet ondergaan ten einde sy bekwaamheid te behou, mits die Stafhoof van die betrokke Landmag, Lugmag of Vlootmag sertifiseer dat sodanige kursus of opleiding nodig is in belang van die Suid-Afrikaanse Weermag;

(vi) when, as a member of any section of the South African Defence Force (except a member of the Citizen Force who is performing full-time service in lieu of peace-time training in terms of section *twenty* or is undergoing continuous training in terms of section *twenty-three* of the Defence Act, 1957), including a member of the Commando who is attending a training exercise or annual training in terms of section *forty-four* of the Defence Act, 1957, he is called out in terms of the provisions of Chapter X of the said Act, for service in the prevention or suppression of disorder or other emergency in the Union; and

(e) when as a member of a staff association which has been officially recognised in terms of the rules prescribed in terms of regulation J6, he is permitted to attend meetings of departmental promotion committees as observer, and as a result of such attendance he is absent from duty for one or more full working days.

C17.2 Special leave granted in terms of sub-regulation 1 may include any period actually and necessarily occupied in travelling for the purpose for which the leave is granted.

C17.3 The provisions of paragraph (d) of sub-regulation 1 are applicable to employees whose service conditions have been determined in accordance with the provisions of industrial and other agreements.

Vacation Leave without Pay.

C18. If sound reasons exist, the head of department may, at his discretion but subject to the limits imposed by paragraph (c) of sub-regulation 1 of regulation C19, grant an officer or employee, who has no vacation leave with pay to his credit, vacation leave without pay but not exceeding 184 days in the aggregate in any period of eighteen calendar months. In exceptional cases the limitation imposed by this regulation may be waived on the recommendation of the Commission.

Sick Leave without Pay.

C19.1 (a) If an officer or employee has used his paid sick leave provided for in these regulations, he may, notwithstanding the provisions of sub-regulation 5 of regulation C14, be granted sick leave without pay not exceeding 365 days in any particular cycle.

(b) The grant in terms of paragraph (a) may be made irrespective of whether the officer or employee has been granted additional sick leave with half pay in terms of sub-regulation 4 of regulation C14.

(c) If an officer or employee has been granted the sick leave without pay provided for in this regulation, he may not, during the particular cycle, be granted any further leave, of whatever nature, to cover his absence from duty owing to illness, except on the recommendation of the Commission.

C19.2 (a) The granting to an officer or employee of sick leave without pay in terms of sub-regulation 1 is subject to the submission by him to the head of department of a satisfactory medical certificate in respect of each absence which exceeds three days.

(b) The provisions of sub-regulations 4 and 5 of regulation C15 are applicable in respect of absences which do not exceed three days.

Leave which Counts for Leave Purposes.

C20.1 All leave, of whatever nature, with full or part pay, and vacation and sick leave without pay not exceeding 15 days in the aggregate in a month, shall count for the purpose of leave accrual. If the leave without pay exceeds the number of days mentioned herein—

(a) such excess shall not be regarded as service for the purposes of sub-regulation 1 of regulation C13; and

(vi) wanneer hy as lid van enige afdeling van die Suid-Afrikaanse Weermag (behalwe 'n lid van die Burgermag wat voltydse diens in plaas van vredestrydse opleiding kragtens artikel *twintig* verrig of onafgebroke opleiding kragtens artikel *drie-en-twintig* van die Verdedigingswet, 1957, ondergaan) met inbegrip van 'n lid van die Kommando wat opleidingsoefening of jaarlikse opleiding kragtens artikel *vier-en-veertig* van die Verdedigingswet, 1957, ondergaan, kragtens die bepalings van Hoofstuk X van genoemde Wet opgeroep word vir diens in verband met die voorkoming of onderdrukking van onluste of ander nood in die Unie; en

(e) wanneer hy as lid van 'n personeelvereniging, wat amptelik kragtens die reëls voorgeskryf ingevolge regulasie J6 erken word, toegelaat word om vergaderings van departementele bevorderingskomitees as waarnemer by te woon en hy as gevolg van sodanige bywoning vir een of meer volle werkdade van diens afwesig is.

C17.2 Spesiale verlof wat ooreenkomstig subregulasie 1 toegestaan word, kan enige tydperk werklik en noodsaaklikerwys deurgebring met reise vir doeleindes waarvoor die verlof toegestaan word, insluit.

C17.3 Die bepalings van paragraaf (d) van subregulasie 1 is van toepassing op werknemers wie se diensvoorwaardes in ooreenstemming met die bepalings van nywerheids- en dergelijke ooreenkomste vasgestel is.

Vakansieverlof sonder betaling.

C18. As gegronde redes daarvoor bestaan, kan die departementshoof na goeddunke, maar onderworpe aan die beperkings wat deur paragraaf (c) van subregulasie 1 van regulasie C19 opgelê word, aan 'n beampte of werknemer wat geen vakansieverlof met betaling tot sy krediet het nie, vakansieverlof sonder betaling toestaan maar vir nie langer as altesaam 184 dae in enige tydperk van agtien kalendermaande nie. In uitsonderlike gevalle kan die beperking opgelê deur hierdie regulasie opgehef word op aanbeveling van die Kommissie.

Siekteverlof sonder betaling.

C19.1 (a) Aan 'n beampte of werknemer wat sy betaalde siekteverlof waarvoor in hierdie regulasies voorsiening gemaak is, opgebruik het, kan ondanks die bepalings van subregulasie 5 van regulasie C14, siekteverlof sonder betaling toegestaan word vir hoogstens 365 dae in enige besondere tydkring.

(b) Die toekenning kragtens paragraaf (a) kan gedoen word ongeag of addisionele siekteverlof met halwe betaling kragtens subregulasie 4 van regulasie C14 aan die beampte of werknemer toegestaan is.

(c) As die siekteverlof sonder betaling waarvoor in hierdie regulasie voorsiening gemaak word, aan 'n beampte of werknemer toegestaan is, mag geen verdere verlof, van watter aard ook al, gedurende die betrokke tydkring aan hom toegestaan word om sy afwesigheid van diens weens siekte te dek nie, behalwe op aanbeveling van die Kommissie.

C19.2 (a) Die toekenning aan 'n beampte of werknemer van siekteverlof sonder betaling kragtens subregulasie 1 is onderworpe aan die voorlegging deur hom aan die departementshoof van 'n bevredigende geneeskundige sertifikaat ten opsigte van elke afwesigheid van langer as drie dae.

(b) Ten opsigte van afwesighede wat nie drie dae oorskry nie, is die bepalings van subregulasies 4 en 5 van regulasie C15 van toepassing.

Verlof wat vir verlofdoeleindes tel.

C20.1 Alle verlof, van watter aard ook al, met volle of gedeeltelike betaling, en vakansie- en siekteverlof sonder betaling van altesaam 15 dae in 'n maand, tel vir die doel van verlofaanwas. As die verlof sonder betaling die hierin gemelde getal dae oorskry, word—

(a) sodanige oorskryding nie as diens vir die doeleindes van subregulasie 1 van regulasie C13 gereken nie; en

- (b) the provision in respect of sick leave with full pay and sick leave with half pay which is applicable to an officer or employee in terms of paragraph (b) of sub-regulation 1 of regulation C8, shall be reduced by one thirty-sixth in respect of each such excess, which reduction shall be made from the provision of the cycle in which the excess occurs, or, if the available sick leave for the relative cycle has already been taken, from the provision of the next succeeding cycle.

C20.2 Vacation leave without pay and sick leave without pay shall count as service for the purpose of determining an officer's or employee's leave group under regulation C7.

C20.3 Vacation leave which in terms of sub-regulation 1 accrues during a period of vacation leave without pay or sick leave without pay may not be granted to an officer or employee until he has resumed his duties after his absence with vacation or sick leave without pay, and then only in respect of absences after such resumption of duty.

Leave Counts for the Purpose of Salary Increments.

C21. All leave, of whatever nature, whether with or without pay, shall count for the purpose of salary increments.

Exceptional Cases.

C22. In the event of circumstances arising which justify a departure from the provisions of this chapter, the head of department may grant leave to an officer or employee or classes of officers or employees on such conditions as the Commission may recommend. The Commission may also, at its discretion, prescribe special leave privileges for an officer or employee or classes of officers or employees and also make recommendations in connection with leave matters which are not covered by these regulations or which result in a departure from the provisions of the regulations.

CHAPTER D.

SUBSISTENCE ALLOWANCE.

Rates of Subsistence Allowance.

D1.1 Subject to the provisions of regulation D2 and save where other special provision is made in this chapter, or unless accommodation or subsistence allowance is otherwise provided or paid by the Government, or where an officer or employee during his absence from his headquarters stays at his home, the head of department may pay to an officer or employee who is necessarily absent from his headquarters for a period of 24 hours or longer on official duty in the Union, in the territory, in Southern Rhodesia or in the protectorates, including the travelling time, subsistence allowance at the following rates:—

- (a) In the case of a European officer or employee if his annual salary or wage, including pensionable allowances and the cash value of pensionable privileges supplied in kind—
 - (i) is higher than the maximum notch of the scale attaching to a post of principal administrative officer in the administrative division: Not exceeding 35s. per day;
 - (ii) is equal to or higher than the minimum notch of the scale attaching to a post of administrative officer in the administrative division but not higher than the maximum notch of the scale attaching to a post of principal administrative officer in the administrative division: Not exceeding 31s. per day;
 - (iii) is equal to or higher than the minimum notch of the scale attaching to a post of clerical assistant, grade I, in the clerical division but lower than the minimum notch of the scale attaching to a post of administrative officer in the administrative division: Not exceeding 27s. per day;

- (b) die voorsiening ten opsigte van siekteverlof met volle betaling en siekteverlof met halwe betaling wat kragtens paragraaf (b) van subregulasie 1 van regulasie C8 op 'n beampste of werknemer van toepassing is, met een ses-en-dertigste ten opsigte van elke sodanige oorskryding verminder en hierdie vermindering word aangebring aan die voorsiening van die tydkring waarin die oorskryding voorkom, of as die beskikbare siekteverlof van die betrokke tydkring reeds gebruik is, aan die voorsiening vir die eersvolgende tydkring.

C20.2 Vakansieverlof sonder betaling en siekteverlof sonder betaling tel as diens vir die vasstelling van die indeling van 'n beampste of werknemer by 'n verlofgroep kragtens regulasie C7.

C20.3 Vakansieverlof wat kragtens subregulasie 1 aanwas gedurende 'n tydperk van vakansieverlof sonder betaling of siekteverlof sonder betaling mag nie aan 'n beampste of werknemer toegestaan word voordat hy, na sy afwesigheid met vakansie- of siekteverlof sonder betaling, weer sy dienste hervat het nie en dan slegs ten opsigte van afwesighede na sodanige hervatting van diens.

Verlof tel vir salarisverhogingsdoeleindes.

C21. Alle verlof, van watter aard ook al, hetsy met of sonder betaling, tel vir salarisverhogingsdoeleindes.

Buitengewone gevalle.

C22. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie hoofstuk regverdig, mag die departementshoof aan 'n beampste of werknemer of klasse beamptes of werknemers verlof toestaan op dié voorwaardes wat die Kommissie aanbeveel. Die Kommissie kan ook na goedgefinke, spesiale verlofvoorregte vir 'n beampste of werknemer of klasse beamptes of werknemers voorskryf asook aanbevelings doen in verband met verlofaangeleenthede wat nie deur hierdie regulasies gedek word nie of wat 'n afwyking van die bepalings van die regulasies meebring.

HOOFTUK D.

VERBLYFTOELAE.

Tariewe van verblyftoelae.

D1.1 Behoudens die bepalings van regulasie D2 en uitgesonderd die omstandighede waarvoor in hierdie hoofstuk ander spesiale voorsiening gemaak word, of tensy herberg of verblyftoelae van regeringsweë op 'n ander manier verskaf of betaal word, of waar 'n beampste of werknemer tydens sy afwesigheid van sy hoofkwartier by sy huis tuisgaan, kan die departementshoof aan 'n beampste of werknemer wat vir 'n tydperk van 24 uur of langer noodwendig van sy hoofkwartier in amptelike diens in die Unie, in die gebied, in Suid-Rhodesië of in die protektoraat afwesig is, insluitende die reistyd, verblyftoelae teen die onderstaande tariewe betaal:—

- (a) In die geval van 'n blanke beampste of werknemer as sy jaarlikse salaris of loon, insluitende pensioendraende toelae en die kontantwaarde van pensioendraende voorregte wat *in natura* verskaf word—
 - (i) hoër is as die maksimum kerf van die skaal verbonde aan 'n pos van eerste administratiewe beampste in die administratiewe afdeling: Hoogstens 35s. per dag;
 - (ii) gelyk aan of hoër is as die minimum kerf van die skaal verbonde aan 'n pos van administratiewe beampste in die administratiewe afdeling maar nie hoër is nie as die maksimum kerf van die skaal verbonde aan 'n pos van eerste administratiewe beampste in die administratiewe afdeling: Hoogstens 31s. per dag;
 - (iii) gelyk aan of hoër is as die minimum kerf van die skaal verbonde aan 'n pos van klerklike assistent, graad I, in die klerklike afdeling maar laer is as die minimum kerf van die skaal verbonde aan 'n pos van administratiewe beampste in die administratiewe afdeling: Hoogstens 27s. per dag;

(iv) is lower than the minimum notch of the scale attaching to a post of clerical assistant, grade I, in the clerical division: Not exceeding 23s. per day: Provided that the subsistence allowance mentioned in sub-paragraph (iii) of this paragraph may be paid to an officer or employee serving as a private secretary to a Minister or Administrator or as a judge's clerk, notwithstanding that his salary is lower than the minimum notch of the scale attaching to a post of clerical assistant, grade I, in the clerical division.

(b) In the case of a non-European officer: Not exceeding 14s. per day.

(c) In the case of a non-European employee: Not exceeding 7s. per day.

D1.2 Save where other special provision is made in this chapter or unless accommodation or subsistence allowance is otherwise provided or paid by the Government, the head of department may—

(a) reimburse an officer or employee who is necessarily absent from his headquarters for less than 24 hours on official duty in the Union, in the territory, in Southern Rhodesia or in the protectorates, reasonable expenditure actually and necessarily incurred by him on accommodation; and

(b) pay to a European officer or employee who is necessarily absent from his normal place of work on official duty in the Union or in the territory and in connection therewith remains further than three miles from such place of work and from his home during the meal-time, an amount not exceeding 3s. 6d. per day in respect of the defrayment of expenditure incurred by him on accommodation: Provided that the head of department is satisfied that the officer or employee actually and necessarily incurred such expenditure.

D1.3 The head of department may pay to an officer or employee who is absent from his headquarters on official duty and who sojourns outside the Union, the territory, Southern Rhodesia and the protectorates in connection therewith, subsistence allowance or refund to him expenditure on accommodation at rates and in accordance with directions approved by the Treasury on the recommendation of the Commission.

Payment of Subsistence Allowances.

D2.1 Save where other special provision is made in this chapter, the subsistence allowances mentioned in regulation D1 may be paid to an officer or employee during periods of absence from his headquarters, but for a continuous period not exceeding six calendar months in the same town or place. The time occupied by an officer's or employee's journey to and from his destination shall be disregarded for the purpose of the calculation of the period of six calendar months and, for the purposes of this sub-regulation, the continuity of any period of sojourn at the same town or place shall not be regarded as having been interrupted by an absence, for any reason whatsoever, of less than one calendar month.

D2.2 In respect of every full hour in excess of 24 hours, or a multiple of 24 hours, the head of department may pay to an officer or employee—

(a) the subsistence allowance mentioned in sub-regulation 1 of regulation D1 at the following rates:—

(i) If the daily rate of subsistence allowance does not exceed 35s.: Not exceeding 1s. 6d. per hour.

(ii) If the daily rate of subsistence allowance does not exceed 31s.: Not exceeding 1s. 4d. per hour.

(iii) If the daily rate of subsistence allowance does not exceed 27s.: Not exceeding 1s. 2d. per hour.

(iv) If the daily rate of subsistence allowance does not exceed 23s.: Not exceeding 1s. per hour.

(iv) laer is as die minimum kerf van die skaal verbonde aan 'n pos van klerklike assistent, graad I, in die klerklike afdeling: Hoogstens 23s. per dag: Met dien verstande dat die in subparagraaf (iii) van hierdie paragraaf bedoelde verblyftoelae aan 'n beampte of werknemer wat as privaatsekretaris van 'n Minister of Administrateur of as 'n regtersklerk diens doen, betaal kan word nieetestaan dat sy salaris laer is as die minimum kerf van die skaal verbonde aan 'n pos van klerklike assistent, graad I, in die klerklike afdeling.

(b) In die geval van 'n nie-blanke beampte: Hoogstens 14s. per dag.

(c) In die geval van 'n nie-blanke werknemer: Hoogstens 7s. per dag.

D1.2 Uitgesonderd omstandighede waarvoor in hierdie hoofstuk ander spesiale voorsiening gemaak word, of tensy herberg of verblyftoelae van regeringsweë op 'n ander manier verskaf of betaal word, kan die departementshoof—

(a) aan 'n beampte of werknemer wat vir 'n tydperk van minder as 24 uur in die Unie, in die gebied, in Suid-Rhodesië of in die protektorate noodwendig van sy hoofkwartier in amptelike diens afwesig is, redelike uitgawes terugbetaal wat hy werklik en noodwendig aan herberg aangaan; en

(b) aan 'n blanke beampte of werknemer wat noodwendig in amptelike diens van sy gewone werkplek in die Unie of in die gebied afwesig is en in verband daarmee verder as drie myl van sodanige werkplek en van sy tuiste gedurende die etenstyd vertoef, 'n bedrag van hoogstens 3s. 6d. per dag betaal, ter bestryding van uitgawes wat hy aan herberg aangaan: Met dien verstande dat die departementshoof oortuig is dat die beampte of werknemer werklik en noodwendig sodanige uitgawes aangegaan het.

D1.3 Die departementshoof kan aan 'n beampte of werknemer wat in amptelike diens van sy hoofkwartier afwesig is en in verband daarmee buite die Unie, die gebied, Suid-Rhodesië en die protektorate vertoef, verblyftoelae betaal of uitgawes aan herberg terugbetaal teen tariewe en volgens voorskrifte wat deur die Tesourie op aanbeveling van die Kommissie goedgekeur is.

Betaling van verblyftoelae.

D2.1 Behoudens omstandighede waarvoor in hierdie hoofstuk ander spesiale voorsiening gemaak word, kan die in regulasie D1 bedoelde verblyftoelae aan 'n beampte of werknemer betaal word gedurende tydperke van afwesigheid van sy hoofkwartier dog vir 'n deurlopende tydperk van hoogstens ses kalendermaande in dieselfde dorp of plek. Die tydsduur van 'n beampte of werknemer se reis na en van sy bestemming word nie by die berekening van die tydperk van ses kalendermaande in aanmerking geneem nie en vir die doeleindes van hierdie subregulasie word dit nie beskou dat die deurlopendheid van 'n tydperk van verblyf in dieselfde dorp of plek deur 'n afwesigheid, om watter rede ook al, van minder as een kalendermaand onderbreek word nie.

D2.2 Vir elke volle uur bo 24 uur, of 'n veelvoud van 24 uur, kan die departementshoof aan 'n beampte of werknemer—

(a) die in subregulasie 1 van regulasie D1 bedoelde verblyftoelae teen die onderstaande tariewe betaal:

(i) As die daaglikse tarief van verblyftoelae hoogstens 35s. is: Hoogstens 1s. 6d. per uur

(ii) As die daaglikse tarief van verblyftoelae hoogstens 31s. is: Hoogstens 1s. 4d. per uur

(iii) As die daaglikse tarief van verblyftoelae hoogstens 27s. is: Hoogstens 1s. 2d. per uur

(iv) As die daaglikse tarief van verblyftoelae hoogstens 23s. is: Hoogstens 1s. per uur.

- (v) If the daily rate of subsistence allowance does not exceed 14s.: Not exceeding 7d. per hour.
- (vi) If the daily rate of subsistence allowance does not exceed 7s.: Not exceeding 3d. per hour;
- (b) the subsistence, camp or special allowance prescribed in or in terms of the provisions of this chapter, excluding the subsistence allowance mentioned in paragraph (a), at the rate of one twenty-fourth of the daily rate of such allowance.

Air Journeys.

D3. The head of department may pay to an officer or employee who travels on official duty by air in or between the Union, the territory, Southern Rhodesia and the protectorates or within the territory or country abroad in which he is stationed, subsistence allowance as prescribed in or in terms of these regulations for the duration of such air journey; subsistence allowance is not payable in respect of other air journeys but the head of department may reimburse an officer or employee the reasonable expenditure actually and necessarily incurred on accommodation during such journeys.

Voyages.

D4.1 Subject to the provisions of sub-regulation 2, subsistence allowance shall not be paid in respect of a period spent on board ship by an officer or employee and expenditure in respect of extras and liquor shall not be refunded to him.

D4.2 Notwithstanding the provisions of sub-regulation 1, the head of department may refund to an officer or employee who undertakes a voyage on official duty, the reasonable expenditure actually incurred by him—

- (a) on accommodation and stewards' fees, exclusive of fees to wine stewards, in respect of a voyage—
 - (i) on the waterways of a continent;
 - (ii) between the continent of Europe and the United Kingdom or Ireland; or
 - (iii) between the United Kingdom and Ireland; and
- (b) on stewards' fees, exclusive of fees to wine stewards, in respect of a voyage other than a voyage mentioned in paragraph (a), on condition that the undermentioned amounts are not exceeded:—
 - (i) In respect of the officer or employee: £7. 10s. per voyage.
 - (ii) In respect of the officer or employee and members of his household who travel with him at State expense: £10 per voyage.
 - (iii) In respect of the officer or employee and members of his household who travel at State expense, but who do not travel with him due to circumstances beyond their control: £15 per voyage.
 - (iv) In respect of the officer or employee and members of his household who travel at State expense, but who do not travel with him of their own free will: £10 per voyage.

Provided that where members of the household of an officer or employee do not travel with him, such separate voyages shall be regarded as one voyage for the purposes of sub-paragraphs (iii) and (iv).

Camp Allowance.

D5.1 When an officer or employee is provided with full camping equipment by the Government he shall not be paid subsistence allowance in respect of a period during which he stays in camp; in lieu thereof the head of department may pay camp allowance at the following rates:—

- (a) To a European officer or employee: Not exceeding 7s. per day.
- (b) To a non-European officer or a Coloured employee: Not exceeding 3s. per day.

(v) As die daaglikse tarief van verblyftoelae hoogstens 14s. is: Hoogstens 7d. per uur.

(vi) As die daaglikse tarief van verblyftoelae hoogstens 7s. is: Hoogstens 3d. per uur;

- (b) die verblyf-, kamp- of spesiale toelae wat in of kragtens die bepalings van hierdie hoofstuk voorgeskryf is, uitgesonderd die in paragraaf (a) bedoelde verblyftoelae, teen die koers van een vier-en-twintigste van die daaglikse tarief van sodanige toelae betaal.

Lugreise.

D3. Die departementshoof kan aan 'n beamppte of werknemer wat in of tussen die Unie, die gebied, Suid-Rhodesië en die protektorate of binne die gebied of land waarin hy in die buiteland gestasioneer is, in amptelike diens per lug reis, verblyftoelae vir die duur van sodanige lugreis betaal soos in of kragtens hierdie regulasies voorgeskryf is; ten opsigte van ander lugreise is verblyftoelae nie betaalbaar nie, dog die departementshoof kan redelike uitgawes wat werklik en noodwendig aan herberg gedurende sodanige reise aangegaan word, aan 'n beamppte of werknemer terugbetaal.

Skeepsreise.

D4.1 Behoudens die bepalings van subregulasie 2 word verblyftoelae nie ten opsigte van 'n tydperk wat 'n beamppte of werknemer aan boord skip deurbring, betaal nie en mag uitgawes ten opsigte van ekstras of drank nie terugbetaal word nie.

D4.2 Ondanks die bepalings van subregulasie 1 kan die departementshoof aan 'n beamppte of werknemer wat in amptelike diens 'n skeepsreis onderneem, die redelike uitgawes terugbetaal—

- (a) wat hy werklik aan herberg en hofmeestersfooie aangaan, uitgesonderd fooie aan drankkelnars, ten opsigte van 'n skeepsreis—
 - (i) op 'n waterweg van 'n vasteland;
 - (ii) tussen die vasteland van Europa en die Verenigde Koninkryk of Ierland; of
 - (iii) tussen die Verenigde Koninkryk en Ierland; en
- (b) wat hy werklik aan hofmeestersfooie aangaan, uitgesonderd fooie aan drankkelnars, ten opsigte van 'n ander as 'n in paragraaf (a) bedoelde skeepsreis, mits die onderstaande bedrae nie oorskry word nie:—
 - (i) Ten opsigte van die beamppte of werknemer: £7. 10s. per seereis.
 - (ii) Ten opsigte van die beamppte of werknemer en lede van sy huishouding wat op staatskoste saam met hom reis: £10 per seereis.
 - (iii) Ten opsigte van die beamppte of werknemer en lede van sy huishouding wat op staatskoste reis maar weens omstandighede buite hulle beheer nie met hom saamreis nie: £15 per seereis.
 - (iv) Ten opsigte van die beamppte of werknemer en lede van sy huishouding wat op staatskoste reis maar uit vrye beweging nie met hom saamreis nie: £10 per seereis.

Met dien verstande dat waar lede van die huishouding van 'n beamppte of werknemer nie met hom saamreis nie, sodanige aparte reise vir die doeleindes van subparagrafe (iii) en (iv) gesamentlik as een reis geag moet word.

Kamptoelae.

D5.1 Wanneer volledige kampuitrusting van regeringsweë aan 'n beamppte of werknemer verskaf word, mag verblyftoelae nie aan hom ten opsigte van 'n tydperk wat hy in 'n kamp woon, betaal word nie; in plaas daarvan kan die departementshoof kamptoelae teen die onderstaande tariewe betaal:—

- (a) Aan 'n blanke beamppte of werknemer: Hoogstens 7s. per dag.
- (b) Aan 'n nie-blanke beamppte of 'n Kleurlingwerknemer: Hoogstens 3s. per dag.

D5.2 A camp allowance shall not be paid to a non-European employee, excluding a Coloured employee, unless the Treasury approves such payment on the recommendation of the Commission.

Sojourn at a State Institution.

D6.1 If an officer or employee stays at a State institution during a period of absence from his headquarters on official duty, subsistence allowance shall not be paid to him in respect of the period of such sojourn; in lieu thereof—

- (a) the charges normally levied by the institution in respect of visitors—
 - (i) may be refunded by the head of the department to the officer or employee if he paid such charges; or
 - (ii) be paid by the head of department to the institution if the officer or employee did not pay such charges; and
- (b) the head of department may pay the officer or employee a special allowance of 2s. 6d. per day to cover incidental expenses:

Provided that if accommodation is partly provided by a private person or a member of the staff of the institution, the charges levied by the host may also be refunded to the officer or employee by the head of department.

D6.2 The provisions of sub-regulation 1 shall not apply to an officer or employee who—

- (a) stays at a State institution but is absent from his headquarters for a shorter period than 24 hours; or
- (b) visits a State institution but receives no accommodation or partial accommodation from the institution, in which case the provisions of regulation D1 apply.

Inadequate Subsistence Allowance.

D7. If the subsistence or special allowance prescribed in or in terms of the provisions of this chapter is inadequate to cover the expenses which an officer or employee incurs over and above normal living expenses when he is absent from his headquarters on official duty, the head of department may refund to the officer or employee the difference between the amount payable as subsistence or special allowance in respect of the whole continuous period of such officer's or employee's absence from his headquarters and the *reasonable* expenses actually and necessarily incurred by him on accommodation in respect of such period, on condition that—

- (a) the head of department is satisfied that the accommodation of which the officer or employee availed himself, is commensurate with his status as a public servant;
- (b) the relative claim is supported by receipts or other vouchers, or where such are not available, a written statement;
- (c) items not covered by the definition of "accommodation" in regulation A1, are excluded in calculating the amount which may be refunded;
- (d) amounts admitted in respect of the hire of bedding on a train are limited to the cost of a bedding ticket obtainable at ticket and reservation offices—the cost of luxury bedding and special mattress shall not be allowed:

Provided that amounts which may be refunded in terms of the provisions of this regulation to an officer or employee who visits more than one country abroad during one journey, may be calculated in respect of the period of his sojourn in each separate country instead of the whole period of his absence from his headquarters: Provided further that the provisions of this regulation shall not apply to camp allowance or commuted subsistence allowance or to sessional officials.

D5.2 'n Kamptoele mag nie aan 'n nie-blanke werknemer, uitgesonderd 'n Kleurlingwerknemer, betaal word nie, tensy die Tesourie sodanige betaling op aanbeveling van die Kommissie goedkeur.

Verblyf by 'n Staatsinrigting.

D6.1 As 'n beampste of werknemer gedurende 'n tydperk van afwesigheid van sy hoofkwartier in amptelike diens by 'n staatsinrigting tuisgaan, mag verblyftoele nie ten opsigte van die tydsduur van sy verblyf aldaar aan hom betaal word nie; in plaas daarvan kan—

- (a) die departementshoof die gelde wat normaalweg ten opsigte van besoekers deur die inrigting vir herberg gehef word—
 - (i) aan die beampste of werknemer terugbetaal indien hy sodanige gelde betaal het; of
 - (ii) aan die inrigting betaal indien die beampste of werknemer sodanige gelde nie betaal het nie; en
- (b) die departementshoof 'n spesiale toelae van 2s. 6d. per dag aan die beampste of werknemer betaal om bykomende uitgawes te dek:

Met dien verstande dat, indien herberg gedeeltelik deur 'n private persoon of 'n personeelid van die inrigting verskaf word, die gelde wat deur die gasheer gehef word, ook deur die departementshoof aan die beampste of werknemer terugbetaal kan word.

D6.2 Die bepalings van subregulasie 1 is nie van toepassing nie op 'n beampste of werknemer wat—

- (a) by 'n staatsinrigting tuisgaan maar vir 'n korter tydperk as 24 uur van sy hoofkwartier afwesig is; of
- (b) 'n staatsinrigting besoek maar geen herberg of gedeeltelike herberg van die inrigting ontvang nie, in welke geval die bepalings van regulasie D1 van toepassing is.

Ontoereikende verblyftoele.

D7. As die verblyf- of spesiale toelae wat in of kragtens die bepalings van hierdie hoofstuk voorgeskryf is, ontoereikend is om die uitgawes te dek wat 'n beampste of werknemer benewens sy normale bestaansuitgawes moet aangaan wanneer hy in amptelike diens van sy hoofkwartier afwesig is, kan die departementshoof die verskil tussen die bedrag wat aan verblyf- of spesiale toelae betaalbaar is ten opsigte van die hele deurlopende tydperk van sodanige beampste of werknemer se afwesigheid van sy hoofkwartier en die *redelike* uitgawes wat hy werklik en noodwendig aan herberg ten opsigte van sodanige tydperk aangaan, aan hom terugbetaal, op voorwaarde dat—

- (a) die departementshoof oortuig is dat die herberg waarvan die beampste of werknemer gebruik gemaak het, by sy status as staatsamptenaar pas;
- (b) die betrokke eis deur kwitansies of ander bewysstukke, of, in gevalle waar sodanige bewyse nie beskikbaar is nie, 'n skriftelike verklaring gestaaf word;
- (c) items wat nie deur die omskrywing van „herberg” in regulasie A1 gedek word nie, uitgesluit word by die berekening van die bedrag wat terugbetaal kan word;
- (d) bedrae wat toegelaat word ten opsigte van die huur van beddegoed op 'n trein, beperk word tot die koste van 'n beddegoedkaartjie wat by kaartjies- en plekbesprekingskantore verkrygbaar is—die koste van luukse beddegoed en spesiale matras is nie toelaatbaar nie:

Met dien verstande dat bedrae wat kragtens die bepalings van hierdie regulasie terugbetaal kan word aan 'n beampste of werknemer wat gedurende een reis meer as een oorsese land besoek, bereken kan word ten opsigte van die tydsduur van sy verblyf in elke afsonderlike land in plaas van die hele tydsduur van sy afwesigheid van sy hoofkwartier: Met dien verstande voorts dat die bepalings van hierdie regulasie nie op kamp- of vaste verblyftoele en ook nie op sessie-amptenare van toepassing is nie.

Payment of Subsistence and Camp Allowance During Periods of Leave.

D8.1 Subject to the provisions of sub-regulation 2, the subsistence, camp or special allowance payable in or in terms of the provisions of this chapter, shall not be paid to an officer or employee during a period of leave, unless the Treasury approves such payment on the recommendation of the Commission.

D8.2 Notwithstanding the provisions of sub-regulation 1—

- (a) the subsistence, camp or special allowance mentioned in sub-regulation 1 may be paid to an officer or employee in respect of a continuous period of sick leave not exceeding 14 days, including special sick leave granted in terms of regulation C16, provided the officer or employee does not return to his headquarters;
- (b) a sessional official may be paid subsistence allowance in respect of absences on vacation leave not exceeding six days in the aggregate during a particular session of parliament, provided the officer or employee does not return to his headquarters in respect of such leave; and
- (c) the commuted subsistence allowance mentioned in regulation D10 may be paid in respect of leave not exceeding 12 days in the aggregate, excluding sick leave, during a year ending on the 31st December.

Payment of Subsistence Allowance on Appointment.

D9. Subsistence allowance shall not be paid to a person on his first appointment in the public service in respect of his journey to the place where he is to assume duty: Provided that the head of department may pay subsistence allowance to a person living outside the territory and who is appointed in the territory in the administrative, clerical, professional, technical, general A or general B division, in respect of himself and his household on the basis applicable to a transferred officer or employee in terms of Chapter F, in respect of the period of his journey by train from De Aar to his destination.

Commuted Subsistence Allowance.

D10. Notwithstanding anything to the contrary contained in this chapter, the Treasury may, on the recommendation of the Commission, approve that the head of department pay subsistence allowances on a commuted basis to an officer or employee.

Form for the Submission of Claims.

D11. Applications for the payment of the subsistence, camp or special allowance prescribed in or in terms of the provisions of this chapter, excluding commuted subsistence allowance, shall be made in a form approved by the Commission.

Exceptional Cases.

D12. If circumstances arise which justify a departure from the provisions of this chapter, the head of department may pay to an officer or employee or classes of officers or employees such subsistence, camp or special allowance as the Treasury may approve on the recommendation of the Commission.

CHAPTER E.

OFFICIAL TRAVELLING AND TRANSPORT.

Economy and Control.

E1.1 All official journeys shall be approved by the head of department who shall ensure that they are necessary and in the interests of the department.

E1.2 (a) An officer or employee shall travel by the most economical means, as expeditiously as circumstances permit, and, subject to the provisions of regulation E3, by the shortest route.

(b) The reason for the non-observance of the provisions of paragraph (a) shall be furnished by the officer or employee in writing and the explanation attached to the form referred to in regulation E11.

Betaling van verblyf- en kamptoeleae gedurende tydperke van verlof.

D8.1 Behoudens die bepalings van subregulasie 2, mag die verblyf-, kamp- of spesiale toelae wat in of kragtens die bepalings van hierdie hoofstuk betaal kan word, nie aan 'n beampete of werknemer gedurende 'n tydperk van verlof betaal word nie, tensy die Tesourie sodanige betaling, op aanbeveling van die Kommissie, goedkeur.

D8.2 Ondanks die bepalings van subregulasie 1, kan—

- (a) die in subregulasie 1 bedoelde verblyf-, kamp- of spesiale toelae aan 'n beampete of werknemer betaal word ten opsigte van 'n aaneenlopende tydperk van siekteverlof van hoogstens 14 dae, insluitende spesiale siekteverlof wat kragtens regulasie C 16 toegestaan is, mits die beampete of werknemer nie na sy hoofkwartier terugkeer nie;
- (b) aan 'n sessie-amptenaar verblyftoeleae betaal word ten opsigte van afwesighede met vakansieverlof van altesaam hoogstens 6 dae gedurende 'n bepaalde parlamentsitting, mits die beampete of werknemer nie ten opsigte van bedoelde verloftydperk na sy hoofkwartier terugkeer nie; en
- (c) die in regulasie D10 bedoelde vaste verblyftoeleae betaal word ten opsigte van altesaam hoogstens 12 dae verlof, uitgesonderd siekteverlof, gedurende 'n jaar eindigende op 31 Desember.

Betaling van verblyftoeleae by aanstelling.

D9. Verblyftoeleae word nie aan 'n persoon by sy eerste aanstelling in die staatsdiens ten opsigte van sy reis na die plek waar hy moet diens aanvaar, betaal nie: Met dien verstande dat die departementshoof aan 'n persoon wat buite die gebied woonagtig is en wat in die gebied aangestel word in die administratiewe, klerklike, vakkundige, tegniese, algemene A- of algemene B-afdeling, verblyftoeleae ten opsigte van hom en sy huishouding kan betaal op die grondslag wat op 'n oorgeplaaste beampete of werknemer kragtens Hoofstuk F van toepassing is, ten opsigte van die tydsduur van sy treinreis vanaf De Aar na sy bestemming.

Vaste verblyftoeleae.

D10. Ondanks andersluidende bepalings van hierdie hoofstuk kan die Tesourie, op aanbeveling van die Kommissie, goedkeur dat die departementshoof verblyftoeleae op 'n vaste grondslag aan 'n beampete of werknemer betaal.

Vorm vir die indiening van eise.

D11. Aansoeke om die betaling van die verblyf-, kamp-, of spesiale toelae wat in of kragtens die bepalings van hierdie hoofstuk voorgeskryf is, uitgeslote vaste verblyftoeleae, moet gedoen word in 'n vorm wat deur die Kommissie goedgekeur is.

Buitengewone gevalle.

D12. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie hoofstuk regverdig, kan die departementshoof aan 'n beampete of werknemer of klasse beampetes of werknemers dié verblyf-, kamp- of spesiale toelae betaal wat die Tesourie op aanbeveling van die Kommissie goedkeur.

HOOFSTUK E.

AMPTELIKE REISE EN VERVOER.

Besuiniging en beheer.

E1.1 Alle amptelike reise moet deur die departementshoof goedgekeur word wat sorg moet dra dat hulle noodsaaklik en in die belang van die departement is.

E1.2 (a) 'n Beampete of werknemer moet met die mees ekonomiese middele, met so min versuim as wat omstandighede toelaat en, behoudens die bepalings van regulasie E3, langs die kortste roete reis.

(b) Die rede vir nie-nakoming van die bepalings van paragraaf (a) moet skriftelik deur die beampete of werknemer verstrek word en die uitleg moet aan die in regulasie E11 vermelde vorm geheg word.

(c) If an officer or employee has travelled in a manner involving greater expenditure on transport than was necessary, the head of department shall limit the amount payable to him in reimbursement of his travelling costs to what it would have cost had he observed the requirements of paragraph (a); if the officer or employee has so travelled on a Government warrant or by means of Government-owned transport, he shall refund the expenditure unnecessarily incurred.

Transport Expenses.

E2. Subject to the provisions of this chapter, the head of department may reimburse an officer or employee who is required to travel on official duty, the cost of conveying himself and his necessary personal luggage, as well as reasonable expenditure incurred in connection with taxi hire (if Government-owned or contract transport is not available), portage, landing or shipping fees and other incidental services.

Means of Transport to be Used.

E3.1 An officer or employee who is required to travel on official duty in the Union or in the territory, shall perform his journey by train or railway bus (including a luxury railway bus if a more economical means of transport is not available). If the journey cannot be performed by train or railway bus, the officer or employee shall travel by the cheapest public transport available. No official journey shall be performed by aeroplane unless the approval of the Treasury has been obtained: Provided that a head of department himself, at his sole discretion, may travel by aeroplane if the public interest will be better served thereby.

E3.2 Subject to the provisions of regulation E1, official journeys to, from, between and in places outside the Union or the territory shall be undertaken by the cheapest public transport available, including transport by aeroplane.

E3.3 If an officer or employee is required to travel on official duty and public transport is not available or its use impracticable, he shall requisition on a Government Garage or a person having a transport contract with the Government for such transport as may be necessary for the performance of the journey, or, if neither of these means of transport is available, make the best and most economical arrangements for the hire of the necessary transport.

E3.4 In an exceptional case a head of department may authorise an officer or employee to perform an official journey by means of privately-owned transport if the head of department is satisfied that the public interest will be better served, whether or not it is possible to perform the journey by means of Government, public or contract transport: Provided that in the case of frequent or regular travelling the prior recommendation of the Secretary for Transport shall be obtained.

E3.5 Notwithstanding anything to the contrary contained in this regulation—

- (a) a head of department may, if he is able to certify that the public interest will be better served, requisition on a Government Garage or a person having a transport contract with the Government for such transport as he may require for the performance of an official journey, or, alternatively, use his privately-owned transport;
- (b) an officer or employee may, at his own discretion, use his privately-owned motor transport to perform an official journey: Provided that he travels by such motor transport at his own risk in so far as this stipulation is not contrary to the provisions of the Workmen's Compensation Act, 1941, as amended: Provided further that the provisions of this paragraph also apply to subsidised motor transport in respect of a journey other than that for which such transport is maintained.

(c) Indien 'n beampte of werknemer op 'n wyse gereis het wat groter vervoeruitgawes meegebring het as wat nodig was, moet die departementshoof die bedrag wat ter vereffening van sy reiskoste aan hom betaal kan word, beperk tot wat dit sou gekos het as hy die bepalings van paragraaf (a) nagekom het; as die beampte of werknemer aldus op 'n regeringsorder of met 'n regeringsvervoermiddel gereis het, moet hy die uitgawes wat onnodig aangegaan is, terugbetaal.

Vervoeruitgawes.

E2. Behoudens die bepalings van hierdie hoofstuk, kan die departementshoof aan 'n beampte of werknemer van wie dit vereis word dat hy in amptelike diens moet reis, die onkoste verbonde aan die vervoer van hom en sy nodsaaklike persoonlike bagasie, asook redelike uitgawes wat in verband met huurmotors (as regerings- of kontrakvervoer nie beskikbaar is nie), kruiersloon, inskeping en ontskeping en ander bykomende dienste aangegaan is, terugbetaal.

Vervoermiddels wat gebruik moet word.

E3.1 'n Beampte of werknemer wat in die Unie of in die gebied in amptelike diens moet reis, moet sy reis per trein of spoorwegbus (insluitende 'n luukse spoorwegbus as 'n goedkoper vervoerdiens nie beskikbaar is nie) aflê. Indien die reis nie per trein of spoorwegbus afgelê kan word nie, moet die beampte of werknemer met die goedkoopste beskikbare openbare vervoermiddel reis. Geen amptelike reis mag per vliegtuig afgelê word nie tensy die goedkeuring van die Tesourie verkry is: Met dien verstande dat 'n departementshoof self, na eie goeëddunke, per vliegtuig kan reis as die openbare belang beter daardeur bevorder sal word.

E3.2 Behoudens die bepalings van regulasie E1 moet amptelike reise na, van, tussen en in plekke buite die Unie of die gebied met die goedkoopste beskikbare openbare vervoermiddels, insluitende vervoer per vliegtuig, onderneem word.

E3.3 Indien 'n beampte of werknemer in amptelike diens moet reis en 'n openbare vervoermiddel nie beskikbaar of die gebruik daarvan nie prakties is nie, moet hy by 'n regeringsgarage of 'n persoon wat 'n vervoerkontrak met die Regering het, 'n bestelling plaas vir die vervoermiddel wat vir die aflê van die reis nodig is, of, as geeneen van hierdie metodes van vervoer beskikbaar is nie, moet hy die beste en goedkoopste reëlings vir die huur van die nodige vervoer tref.

E3.4 In 'n buitengewone geval kan die departementshoof 'n beampte of werknemer magtig om 'n amptelike reis met private vervoer af te lê as die departementshoof oortuig is dat die openbare belang beter daardeur bevorder sal word, ongeag of dit moontlik is om die reis met regerings-, openbare of kontrakvervoer af te lê: Met dien verstande dat waar dikwels en gereeld gereis moet word, 'n aanbeveling vooraf van die Sekretaris van Vervoer verkry moet word.

E3.5 Ondanks andersluidende bepalings van hierdie regulasies, kan—

- (a) die departementshoof, as hy in staat is om te sertifiseer dat die openbare belang beter daardeur bevorder sal word, 'n bestelling vir die vervoer wat hy vir die aflê van 'n amptelike reis nodig het, by 'n regeringsgarage of 'n persoon wat 'n vervoerkontrak met die Regering het, plaas, of anders sy private vervoer gebruik;
- (b) 'n beampte of werknemer, na eie goeëddunke, sy private motorvervoer gebruik om 'n amptelike reis af te lê: Met dien verstande dat hy met sodanige motorvervoer op sy eie risiko reis vir sover hierdie bepaling nie strydig met die bepalings van die Ongevallewet, 1941, soos gewysig, is nie: Met dien verstande voorts dat die bepalings van hierdie paragraaf ook van toepassing is op gesubsidiseerde motorvervoer ten opsigte van 'n ander reis as die waarvoor sodanige vervoer aangehou word.

Class of Travel by Train or Boat.

E4. An officer or employee who is required to travel on official duty by train or boat may travel in the classes indicated hereunder:—

(a) By train in the Union, the territory, the protectorates, Northern and Southern Rhodesia and Moçambique:—

(i) A European officer: First class.

(ii) A European employee if his annual salary or wage, inclusive of pensionable allowances and the cash value of pensionable privileges supplied in kind—

is equal to or higher than the minimum notch of the scale attaching to a post of clerical assistant, grade I, in the clerical division: First class;

is lower than the minimum notch of the scale attaching to a post of clerical assistant, grade I, in the clerical division: Second class if available, otherwise first class:

Provided that—

the head of department may, at his discretion, approve that a female European employee may travel first-class notwithstanding that her salary or wage is lower than the minimum notch of the scale attaching to a post of clerical assistant, grade I, in the clerical division;

a person serving under contract may travel in the class prescribed for a comparable officer or employee, unless his service contract provides otherwise; and

the head of department may, at his own discretion, use any train service provided by the South African Railways. When travelling on official duty which entitles him to take his family with him at State expense, his wife and dependent children (including an adopted child) but no other members of his household, may use the same train service as he does and whether or not the wife and children are accompanied by him, but if the children are not accompanied by either of the parents the expenditure to be met from public funds in respect of the children shall be limited to what it would have cost had they travelled first-class.

(iii) A Coloured or Indian officer or employee if his annual salary or wage inclusive of pensionable allowances and the cash value of pensionable privileges supplied in kind—

is equal to or higher than the minimum notch of the scale attaching to a post of clerical assistant, grade I, in the clerical division: First class;

is lower than the minimum notch of the scale attaching to a post of clerical assistant, grade I, in the clerical division: Second class if available, otherwise first class.

(iv) A Bantu officer or employee: Third class if available, otherwise second class: Provided that the head of department may approve that a Bantu officer or employee may travel second-class if he is satisfied that the status of the officer or employee concerned justifies travelling in that class, notwithstanding that third-class accommodation is available.

(b) By train in countries or territories other than those mentioned in paragraph (a): In the class considered by the head of department to be in keeping with the officer's or employee's status with due regard to the class by which persons with a comparable status travel in the country or territory concerned.

Klas waarin per trein of boot gereis moet word.

E4. 'n Beampte of werknemer wat in amptelike diens per trein of boot moet reis, kan in die hieronder aangeduide klasse reis:—

(a) Per trein in die Unie, die gebied, die protektorate, Noord- en Suid-Rhodesië en Mosambiek:—

(i) 'n Blanke beampte: Eerste klas.

(ii) 'n Blanke werknemer as sy jaarlikse salaris of loon, insluitende pensioendraende toelaes en die kontantwaarde van pensioendraende voorregte wat *in natura* verskaf word—

gelyk aan of hoër is as die minimum kerf van die skaal verbonde aan 'n pos van klerklike assistent, graad I, in die klerklike afdeling: Eerste klas;

laer is as die minimum kerf van die skaal verbonde aan 'n pos van klerklike assistent, graad I, in die klerklike afdeling: Tweede klas indien beskikbaar, anders eerste klas:

Met dien verstande dat—

die departementshoof, na goeddunke, kan goedkeur dat 'n vroulike blanke werknemer eersteklas reis nieteenstaande dat haar salaris of loon laer is as die minimum kerf van die skaal verbonde aan 'n pos van klerklike assistent, graad I, in die klerklike afdeling;

'n persoon wat onder kontrak dien in die klas kan reis wat voorgeskryf is vir 'n vergelykbare beampte of werknemer, tensy sy dienskontrak anders bepaal; en

die departementshoof, na eie goeddunke, gebruik kan maak van enige treindiens wat deur die Suid-Afrikaanse Spoorweë verskaf word. Wanneer hy in amptelike diens reis en hy geregtig is om sy gesin op staatskoste saam met hom te neem, kan sy vrou en afhanklike kinders (insluitende 'n aangenome kind), maar geen ander lede van sy huishouding nie, van dieselfde treindiens as hy gebruik maak ongeag of sy vrou en kinders deur hom vergesel word, maar as die kinders deur geeneen van die ouers vergesel word nie, moet die koste wat uit staatsgelde ten opsigte van die kinders betaal kan word, beperk word tot wat dit sou gekos het as hulle eersteklas gereis het.

(iii) 'n Kleurling- of Indiërbeampte of -werknemer as sy jaarlikse salaris of loon, insluitende pensioendraende toelaes en die kontantwaarde van pensioendraende voorregte wat *in natura* verskaf word—

gelyk aan of hoër is as die minimum kerf van die skaal verbonde aan 'n pos van klerklike assistent, graad I, in die klerklike afdeling: Eerste klas;

laer is as die minimum kerf van die skaal verbonde aan 'n pos van klerklike assistent, graad I, in die klerklike afdeling: Tweede klas indien beskikbaar, anders eerste klas.

(iv) 'n Bantoebeampte of -werknemer: Derde klas indien beskikbaar, anders tweede klas: Met dien verstande dat die departementshoof kan goedkeur dat 'n Bantoebeampte of -werknemer tweedeklas reis as hy oortuig is dat die status van die betrokke beampte of werknemer 'n reis in daardie klas regverdig, nieteenstaande dat derdeklas-akkommodasie beskikbaar is.

(b) Per trein in ander lande of gebiede as wat in paragraaf (a) vermeld word: In die klas wat volgens die oordeel van die departementshoof by die beampte of werknemer se status pas, met inagneming van die klas waarin persone met vergelykbare status in die betrokke land of gebied reis.

(c) By boat:—

A European officer or employee if his annual salary or wage, inclusive of pensionable allowances and the cash value of pensionable privileges supplied in kind—

is equal to or higher than the minimum notch of the scale attaching to a post of clerical assistant, grade I, in the clerical division: First class;

is lower than the minimum notch of the scale attaching to a post of clerical assistant, grade I, in the clerical division: Second class:

Provided that—

- (i) if accommodation in a class on a boat is divided into various grades, the officer or employee shall travel in the cheapest accommodation in the class prescribed: Provided further that if it is justified by the circumstances of a case, the head of department may authorise an officer or employee to travel in a more expensive grade, and provided further that a head of department may, at his own discretion, travel in any grade;
- (ii) if an officer or employee for whom second-class travel by boat is prescribed, is required to travel by boat which has only first-class and cabin-class or first-class and tourist-class accommodation available, such officer or employee shall travel cabin-class or tourist-class, as the case may be: Provided further that if only first-class accommodation is available, the officer or employee may travel in the first class.
- (d) A junior officer or employee travelling on official duty with a senior officer or a high-ranking personage may be permitted, at the discretion of the head of department, to travel in the same class as the senior officer or the personage.

Subsidised and Government Transport.

E5.1 If a head of department is satisfied that the interests of the State will be best served thereby, he may, on the recommendation of the Secretary for Transport, require an officer or employee whose duties necessitate frequent or regular travelling—

- (a) to utilise such Government-owned motor transport as may be deemed necessary for the efficient performance of his duties; or
- (b) to maintain subsidised motor transport for official purposes if, in the opinion of the Secretary for Transport, the use of Government-owned transport is impracticable or inadvisable.

E5.2 The conditions governing the acquisition and maintenance of subsidised motor transport and the allowances payable in connection with the use of such transport, shall be as approved by the Treasury on the recommendation of the Secretary for Transport.

E5.3 An officer or employee who is required in terms of sub-regulation 1 to utilise Government-owned motor transport or to maintain subsidised motor transport shall not be entitled to be provided with a driver at State expense.

E5.4 If an officer or employee who is required in terms of paragraph (a) of sub-regulation 1 to operate Government-owned motor transport, is not in possession of an appropriate driver's licence, the head of department may provide him with the necessary tuition at State expense and may pay from public funds all examination and driver's licence fees, the cost of photographs which must be affixed to the licence and the fee for any medical examination required.

(c) Per boat:—

'n Blanke beampte of werknemer as sy jaarlikse salaris of loon, insluitende pensioendraende toelae en die kontantwaarde van pensioendraende voorregte wat *in natura* verskaf word—

gelyk aan of hoër is as die minimum kerf van die skaal verbonde aan 'n pos van klerklike assistent, graad I, in die klerklike afdeling: Eerste klas;

laer is as die minimum kerf van die skaal verbonde aan 'n pos van klerklike assistent, graad I, in die klerklike afdeling: Tweede klas:

Met dien verstande dat—

- (i) indien akkommodasie in 'n klas op 'n boot in verskeie grade verdeel is, die beampte of werknemer van die goedkoopste akkommodasie in die voorgeskrewe klas moet gebruik maak: Met dien verstande voorts dat as die omstandighede van 'n geval dit regverdig, die departementshoof die beampte of werknemer kan magtig om in 'n duurder graad te reis en met dien verstande, verder, dat 'n departementshoof, na eie goeddunke, in enige graad kan reis;
- (ii) indien van 'n beampte of werknemer, vir wie daar voorgeskryf is dat hy in die tweede klas per boot moet reis, vereis word dat hy met 'n boot moet reis wat slegs eerste- en kajuitklas- of eerste- en toeristeklas-akkommodasie beskikbaar het, so 'n beampte of werknemer in die kajuitklas of toeristeklas, na gelang van die geval, moet reis: Met dien verstande voorts dat indien slegs eerste- en toeristeklas-akkommodasie beskikbaar is, die beampte of werknemer in die eerste klas kan reis.
- (d) 'n Junior beampte of werknemer wat saam met 'n hoërrangsbeampte of hooggeplaaste persoon in amptelike diens reis, kan, na goeddunke van die departementshoof, toegelaat word om in dieselfde klas as die hoërrangsbeampte of die persoon te reis.

Gesubsidieerde en regeringsvervoer.

E5.1 As 'n departementshoof oortuig is dat dit in staatsbelang is, kan hy, op aanbeveling van die Sekretaris van Vervoer, van 'n beampte of werknemer wie se diens dit noodsaaklik maak dat hy dikwels of gereeld reis, vereis dat—

- (a) hy van sodanige regeringsmotorvervoer as wat vir die doeltreffende verrigting van sy pligte nodig geag word, gebruik moet maak; of
- (b) hy gesubsidieerde motorvervoer vir amptelike doeleindes moet aanhou as die gebruik van regeringsvervoer na die mening van die Sekretaris van Vervoer onprakties of ongerade is.

E5.2 Die voorwaardes waarop gesubsidieerde motorvervoer aangeskaf en aangehou moet word en die toelae wat in verband met die gebruik van sodanige vervoer betaal kan word, word op aanbeveling van die Sekretaris van Vervoer deur die Tesourie goedgekeur.

E5.3 'n Beampte of werknemer van wie daar kragtens die bepalings van subregulasie 1 vereis word dat hy van regeringsmotorvervoer gebruik moet maak of dat hy gesubsidieerde motorvervoer moet aanhou, is nie daarop geregtig om op staatskoste van 'n motorbestuurder voorsien te word nie.

E5.4 As 'n beampte of werknemer van wie daar kragtens paragraaf (a) van subregulasie 1 vereis word dat hy regeringsmotorvervoer moet bestuur, nie 'n gepaste bestuurderslisensie besit nie, kan die departementshoof hom op staatskoste van die nodige onderrig voorsien en alle eksamen- of bestuurderslisensiegeelde, die koste van portrette wat aan die lisensie geheg moet word en die gelde vir enige vereiste geneeskundige ondersoek, uit staatsgelde betaal.

E5.5 A dispute arising out of the application of the provisions of sub-regulation 2 between a head of department and the Secretary for Transport shall be referred to the Treasury, which, in consultation with the Commission, shall decide the question at issue.

Allowances for the Use of Privately-owned Transport.

E6. The head of department may pay the following to an officer or employee who, in terms of the provisions of sub-regulation 4 or 5 of regulation E3, uses privately-owned transport for the performance of an official journey:—

(a) In the case of motor transport utilised in terms of the provisions of sub-regulation 4 or paragraph (a) of sub-regulation 5 of regulation E3: Such mileage and passenger allowances as may be prescribed by the Treasury on the recommendation of the Secretary for Transport.

(b) In the case of motor transport utilised in terms of the provisions of paragraph (b) of sub-regulation 5 of regulation E3: An amount equal to what it would have cost, at Government rates, had the officer or employee and any official passengers who accompany him over the cheapest route—

(i) been furnished with rail warrants; and

(ii) made use of other public transport:

Provided that expenditure on portage at railway stations and other incidental transport services shall not be taken into account for the purposes of this paragraph.

(c) In the case of transport other than motor transport: Such allowances as the Treasury may approve on the recommendation of the Commission.

Commuted Transport Allowance.

E7. Notwithstanding anything to the contrary contained in this chapter, the Treasury may, on the recommendation of the Commission, approve that the head of department pay transport allowance on a commuted basis to an officer or employee.

Payment of Commuted Transport Allowance during Periods of Leave and whilst the Officer or Employee performs Duties not necessitating the Use of Transport.

E8. The payment to an officer or employee of a commuted transport allowance in terms of the provisions of regulation E7, shall be continued during the periods indicated hereunder, whilst he is on leave or is performing duties not necessitating the use of transport:—

(a) In the case of motor transport: Fourteen days in the aggregate during a year ending on the 31st December.

(b) In the case of transport other than that referred to in paragraph (a): Any period in respect of which the transport is placed at the disposal of the State, and whether or not it is used for official purposes.

Compensation for the Loss of Private Animal Transport.

E9.1 Subject to the provisions of sub-regulations 2 and 3, the head of department may pay compensation to an officer or employee who uses his privately-owned animal transport on official duty in terms of the provisions of sub-regulation 4 of regulation E3, for the loss of such transport through death or through disease or injury, which renders it permanently unfit as a means of conveyance, on the basis indicated hereunder:—

(a) If the age of the animal at the time of the original registration was less than seven years:

(i) For a horse: Registered value at time of death, disease or injury, but not exceeding £25.

(ii) For a mule: Registered value at time of death, disease or injury, but not exceeding £25 in the case of an immunised mule, otherwise not exceeding £20.

E5.5 'n Geskil wat tussen 'n departementshoof en die Sekretaris van Vervoer uit die toepassing van die bepalings van subregulasie 2 voortspruit moet na die Tesourie verwys word, wat, in oorlogpleging met die Kommissie, 'n beslissing gee.

Toelaes vir die gebruik van private vervoer.

E6. Die departementshoof kan aan 'n beampte of werknemer wat private vervoer kragtens die bepalings van subregulasie 4 of 5 van regulasie E3 gebruik om 'n amptelike reis af te lê, die volgende betaal:—

(a) In die geval van motorvervoer wat kragtens die bepalings van subregulasie 4 of paragraaf (a) van subregulasie 5 van regulasie E3 gebruik word: Dié myl- en passasierstoelaes wat deur die Tesourie op aanbeveling van die Sekretaris van Vervoer vir die gebruik van sodanige vervoer voorgeskryf is.

(b) In die geval van motorvervoer wat kragtens die bepalings van paragraaf (b) van subregulasie 5 van regulasie E3 gebruik word: 'n Bedrag gelyk aan wat dit sou gekos het, teen regeringstarief, as die beampte of werknemer en enige amptelike passasiers wat hom vergesel oor die goedkoopste roete—

(i) van spoorwegorders voorsien was; en

(ii) van ander openbare vervoermiddels gebruik gemaak het:

Met dien verstande dat uitgawes aan kruiersloon by spoorwegstasies en ander toevallige vervoerdienste buite rekening gelaat moet word vir doeleindes van hierdie paragraaf.

(c) In die geval van ander as motorvervoermiddels: Dié toelaes wat die Tesourie op aanbeveling van die Kommissie goedkeur.

Vaste vervoertoelaes.

E7. Ondanks andersluidende bepalings van hierdie hoofstuk, kan die Tesourie, op aanbeveling van die Kommissie, goedkeur dat die departementshoof vervoertoelaes op 'n vaste grondslag aan 'n beampte of werknemer betaal.

Betaling van vaste vervoertoelaes gedurende tydperke van verlof en wanneer die beampte of werknemer pligte verrig waarby die gebruik van vervoer nie noodsaaklik is nie.

E8. Die betaling aan 'n beampte of werknemer van 'n vaste vervoertoelaes kragtens die bepalings van regulasie E7 word voortgesit gedurende die tydperke hieronder aangedui, terwyl hy met verlof is of pligte verrig waarby die gebruik van vervoer nie noodsaaklik is nie:—

(a) In die geval van motorvervoer: 'n Totaal van veertien dae gedurende 'n jaar eindigende op 31 Desember.

(b) In die geval van ander vervoer as dié in paragraaf (a) vermeld: Enige tydperk ten opsigte waarvan die vervoer tot die beskikking van die Staat gestel word, ongeag of dit vir amptelike diens gebruik word, al dan nie.

Vergoeding vir die verlies van private dierevervoer.

E9.1 Behoudens die bepalings van subregulasies 2 en 3, kan die departementshoof aan 'n beampte of werknemer wat sy private dierevervoer kragtens die bepalings van subregulasie 4 van regulasie E3 in amptelike diens gebruik, vergoeding vir die verlies van sodanige vervoer weens die dood daarvan, of as gevolg van siekte of besering wat dit permanent ongeskik maak vir gebruik as vervoermiddel, op die onderstaande grondslag betaal:—

(a) As die dier ten tye van die oorspronklike registrasie jonger as sewe jaar was:

(i) Vir 'n perd: Geregistreerde waarde ten tye van die dood, siekte of besering daarvan, maar hoogstens £25.

(ii) Vir 'n muil: Geregistreerde waarde ten tye van die dood, siekte of besering daarvan, maar hoogstens £25 in die geval van 'n geïmmuniseerde muil, anders hoogstens £20.

- (b) If the animal at the time of the original registration was seven years old or older:

For a horse or mule: Registered value at time of death, disease or injury, but not exceeding £12. 10s.

E9.2 An animal in respect of which compensation may be paid in terms of the provisions of this regulation, shall be registered and the particulars recorded in a form and manner approved by the Commission, and such animal shall, when purchased or appropriated to the service of the State and every twelve calendar months thereafter, be inspected and valued by a State Veterinarian, and the amount at which it is valued shall form, within the limits prescribed in sub-regulation 1, the basis for compensation should such compensation subsequently fall to be made. In the event of a State Veterinarian not being immediately available at a station, the head of department may appoint a competent person to undertake the valuation of the animal as a provisional measure until the services of a State Veterinarian become available; the value of such animal as subsequently assessed by the State Veterinarian shall be regarded as final: Provided that an animal shall not be registered for the first time for the purposes of the provisions of this regulation, if it is seven years old or older, unless it is salted or immunised.

E9.3 Notwithstanding the provisions of sub-regulation 1, compensation may not be paid—

- (a) in respect of the death, disease or injury of an animal if—

- (i) the disease or injury of which the animal died or which renders it unfit for use as a means of conveyance, was contracted while the animal was being used otherwise than on authorised Government service;
- (ii) the disease or injury of which the animal died or which renders it unfit for use as a means of conveyance, was caused through carelessness, improper treatment, neglect, overwork or undue exposure; the onus of proving that the death, disease or injury was not so caused rests upon the officer or employee concerned;
- (iii) the officer or employee cannot show reasonable proof that the animal was sound in wind and limb when purchased by him or appropriated to the service of the State;
- (iv) the animal was twelve years old or older on the date of death, disease or injury;
- (v) the owner of the animal fails to submit his claim for compensation within two calendar months from the date of the death or from the disease or injury of the animal which renders it unfit for use as a means of conveyance;
- (vi) the animal was not registered for the purposes of this regulation;
- (vii) the loss sustained is covered by an insurance policy;

- (b) for the loss as result of horse-sickness of an animal which was the property of an officer or employee residing in an area or travelling in areas where horse-sickness is known to exist, unless the head of department is satisfied that the purchase at a reasonable price of a salted or immunised horse or mule, as the case may be, was impracticable and that the prescribed instructions regarding precautions to be taken against horse-sickness, have been observed as far as possible.

Conveyance of Personal Requirements to a Camp.

E10. The head of department may grant an officer or employee who, for the purpose of carrying out his official duties is required to live in a camp, free conveyance between the nearest railway station or trading store and the camp for his personal requirements, including provisions, provided the most economical transport arrangements are made.

- (b) As die dier ten tye van die oorspronklike registrasie sewe jaar oud of ouer was:

Vir 'n perd of muil: Geregistreeerde waarde ten tye van die dood, siekte of besering daarvan, maar hoogstens £12. 10s.

E9.2 'n Dier ten opsigte waarvan vergoeding kragtens die bepalings van hierdie regulasie betaal kan word, moet geregistreer en die besonderhede aangeteken word in 'n vorm en op die wyse wat deur die Kommissie goedgekeur is, en so 'n dier moet by die aankoop of aanwending daarvan in diens van die Staat en elke twaalf kalendermaande daarna deur 'n staatsveearts ondersoek en waardeur word en die bedrag waarop hy dit waardeur vorm die grondslag van vergoeding, binne die perke in subregulasie 1 voorgeskryf, indien sodanige vergoeding later betaal moet word. Indien 'n staatsveearts nie onmiddellik by 'n standplaas beskikbaar is nie, kan die departementshoof as voorlopige maatregel, 'n bevoegde persoon aanstel om die waardering van die dier te onderneem tot tyd en wyl die dienste van 'n staatsveearts beskikbaar word; die waarde van sodanige dier, soos later deur die veearts vasgestel, word as finaal beskou: Met dien verstande dat, tensy 'n dier gesout of geïmmuniseer is, dit nie vir die eerste maal vir die doeleindes van die bepalings van hierdie regulasie geregistreer kan word as dit sewe jaar oud of ouer is nie.

E9.3 Ondanks die bepalings van subregulasie 1 kan vergoeding nie betaal word nie—

- (a) ten opsigte van die dood, siekte of besering van 'n dier, as—

- (i) die siekte of besering waaraan die dier dood is of wat dit ongeskik maak vir gebruik as vervoermiddel, opgedoen is terwyl die dier op 'n ander wyse as in gemagtigde regeringsdiens gebruik is;
- (ii) die siekte of besering waaraan die dier dood is of wat dit ongeskik maak vir gebruik as vervoermiddel, deur nalatigheid, slegte behandeling, verwaarloosing, oorwerk of oormatige blootstelling veroorsaak is; die bewyslas dat die dood, siekte of besering daarvan nie aldus veroorsaak is nie, rus op die betrokke beampte of werknemer;
- (iii) die beampte of werknemer nie redelike bewys kan lewer dat die dier volkome gesond was toe hy dit gekoop het of dit in die diens van die Staat gestel is nie;
- (iv) die dier op die datum van die dood, siekte of besering daarvan, twaalf jaar oud of ouer was;
- (v) die eienaar van die dier in gebreke bly om sy eis om vergoeding in te dien binne twee kalendermaande van die datum van die dood of van die siekte of besering van die dier wat dit vir verdere gebruik as vervoermiddel ongeskik maak;
- (vi) die dier nie vir die doeleindes van hierdie regulasie geregistreer was nie;
- (vii) die verlies wat gely is, deur 'n versekeringspolis gedek was;

- (b) vir die verlies as gevolg van perdesiekte van 'n dier wat die eiendom was van 'n beampte of werknemer wat in 'n streek woon of in streke reis waar dit bekend is dat perdesiekte heers, tensy die departementshoof oortuig is dat die aankoop teen 'n redelike prys van 'n gesoute of geïmmuniseerde perd of muil, na gelang van die geval, onprakties was en die voorgeskrewe instruksies betreffende voorsorgmaatreëls wat teen perdesiekte getref moet word, sover moontlik nagekom is.

Vervoer van persoonlike benodighede na 'n kamp.

E10. Die departementshoof kan aan 'n beampte of werknemer van wie dit vir die uitvoering van sy amptelike pligte vereis word dat hy in 'n kamp moet woon, kostelose vervoer heen-en-weer van die naaste spoorwegstasie of winkel na die kamp vir sy persoonlike benodighede, insluitende voedselvoorrade, toestaan, mits die goedkoopste vervoerreelings getref word.

Form for the Submission of Claims.

E11. Claims for the reimbursement of transport expenses which may be paid in terms of the provisions of this chapter, excluding commuted transport allowance, shall be made in a form approved by the Commission.

Exceptional Cases.

E12. If circumstances arise which justify a departure from the provisions of this chapter, the Treasury may approve official travelling by such manner or means, or the payment of such compensation, expenses or allowances as the Commission or the Secretary for Transport, as the case may be, may recommend.

CHAPTER F.

TRANSFER EXPENDITURE AND TRANSPORT FACILITIES ON FIRST APPOINTMENT, FOR SESSIONAL OFFICIALS AND ON TERMINATION OF SERVICES AND DEATH.

Transfer of Officers and Employees within the Union and the Territory.

F1.1 (a) Subject to the provisions of this chapter, an officer or employee may be transferred and he and his household and personal effects moved at State expense from one headquarters to another within the Union and the territory.

(b) If an officer or employee is transferred at his own request no expenditure in connection therewith shall be met from public funds, and any absence from duty as a result of such transfer shall be covered by the granting of leave in terms of Chapter C: Provided that the provisions of this paragraph shall not apply to an officer or employee if the head of department is satisfied that such transfer—

- (i) is in the interests of the department; or
- (ii) is necessary in the interests of the officer's or employee's health or that of his wife or child, including an adopted child, in which case the head of department may, at his discretion, require the submission of a supporting medical certificate.

F1.2 If an officer or employee is transferred in terms of the provisions of paragraph (a) of sub-regulation 1, he shall be regarded as travelling on official duty and he may be—

- (a) granted the privileges prescribed in this chapter and in Chapter E: Provided that members of such officer's or employee's household may be deemed to be official passengers for the purposes of paragraph (b) of regulation E6;
- (b) paid subsistence allowance in terms of the provisions of Chapter D.

F1.3 The following conditions shall be applicable to the removal from one headquarters to another of the household and personal effects of an officer or employee transferred in terms of the provisions of paragraph (a) of sub-regulation 1:—

- (a) The head of department may pay to the officer or employee subsistence allowance at the full rate applicable to himself, in respect of each member of his household who is twelve years old or older, and at half such rate in respect of each other member, for the periods necessarily spent in travelling from one headquarters to another, except in regard to a servant in respect of whom the head of department may refund reasonable living expenses actually and necessarily incurred.
- (b) (i) A member of the household, excluding a servant, may travel in the same class on the railways as that in which the officer or employee travels.

Vorm vir die indiening van eise.

E11. Aansoeke om die vergoeding of vervoeruitgawes wat kragtens die bepalings van hierdie hoofstuk betaal kan word, uitgeslote vaste vervoertoelae, moet gedoen word in 'n vorm wat deur die Kommissie goedgekeur is.

Buitengewone gevalle.

E12. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie hoofstuk regverdig, kan die Tesourie amptelike reise op dié wyse of met dié vervoermiddels of die betaling van dié vergoeding, uitgawes of toelae wat die Kommissie of die Sekretaris van Vervoer, na gelang van die geval, aanbeveel, goedkeur.

HOOFSTUK F.

OORPLASINGSKOSTE EN VERVOERVOORREGTE BY EERSTE AANSTELLING, VIR SESSIE-AMPTENARE EN BY DIENS-BEEÏNDIGING EN DIE DOOD.

Oorplasing van beamptes en werknemers binne die Unie en die gebied.

F1.1 (a) Behoudens die bepalings van hierdie hoofstuk, kan 'n beampte of werknemer oorgeplaas en hy en sy huishouding en persoonlike besittings op staatskoste vervoer word van een hoofkwartier na 'n ander binne die Unie en die gebied.

(b) As 'n beampte of werknemer op eie versoek oorgeplaas word, mag geen uitgawe in verband daarmee uit staatsgelde gedek word nie en enige afwesigheid van diens as gevolg van sodanige oorplasing moet deur die toestaan van verlof kragtens Hoofstuk C gedek word: Met dien verstande dat die bepalings van hierdie paragraaf nie op 'n beampte of werknemer van toepassing is nie as die departementshoof oortuig is dat sodanige oorplasing—

- (i) in die belang van die departement is; of
- (ii) noodsaaklik is in die belang van die gesondheid van die beampte of werknemer of van sy vrou of kind, insluitende 'n aangenome kind, in welke geval die departementshoof, na goeddunke, kan vereis dat 'n stawende geneeskundige sertifikaat ingedien word.

F1.2 As 'n beampte of werknemer kragtens die bepalings van paragraaf (a) van subregulasie 1 oorgeplaas word, word geag dat hy in amptelike diens reis en kan aan hom—

- (a) die voorregte voorgeskryf in hierdie hoofstuk en in Hoofstuk E toegestaan word: Met dien verstande dat lede van sodanige beampte of werknemer se huishouding geag kan word amptelike passasiers te wees vir die doeleindes van paragraaf (b) van regulasie E6;
- (b) verblyftoelae kragtens die bepalings van Hoofstuk D betaal word.

F1.3 Die onderstaande voorwaardes is van toepassing op die vervoer van een hoofkwartier na 'n ander van die huishouding en persoonlike besittings van 'n beampte of werknemer wat kragtens die bepalings van paragraaf (a) van subregulasie 1 oorgeplaas word:—

- (a) Die departementshoof kan aan die beampte of werknemer verblyftoelae teen die volle tarief wat op hom van toepassing is, betaal teen opsigte van elke lid van sy huishouding wat twaalf jaar oud of ouer is, en teen die helfte van sodanige tarief ten opsigte van elke ander lid, vir die tydperke wat die reis van een hoofkwartier na 'n ander noodwendig in beslag neem, maar uitgesonderd die geval van 'n bediende ten opsigte van wie die departementshoof redelike bestaansuitgawes wat werklik en noodwendig aangegaan is, kan terugbetaal.
- (b) (i) 'n Lid van die huishouding, uitgesonderd 'n bediende, kan in dieselfde klas op die spoorweë reis as dié waarin die beampte of werknemer reis.

- (ii) A European, Indian or Coloured servant may travel second-class, if available, otherwise first-class, and a Bantu servant may travel third-class, if available, otherwise second-class, on the railways: Provided that a nurse maid in charge of a baby in arms, may travel in the same class as the officer's or employee's household.
- (c) (i) Excess luggage not exceeding 450 lb. in weight (gross) may be transported by passenger train.
- (ii) Personal effects not exceeding 14,000 lb. in weight (gross) may be transported by goods train or the road motor service of the South African Railways or other public conveyance or Government-owned transport, from one headquarters to another and from the dwelling to the railway station, and *vice versa*, and to and from a warehouse if the storage of the personal effects is authorised in terms of the provisions of paragraph (e): Provided that if conveyance by one of the said means of transport is impossible or impracticable or is more expensive, the head of department may, at his discretion, approve the use of another means of transport. The prescribed weight includes the weight of vehicles but not the weight of an animal maintained for official purposes; such animal may be transported at State expense over and above the provision made for personal effects.
- (d) The cost of packing (including the cost of packing-material) and unpacking of personal effects within the prescribed weight limit may be met from public funds.
- (e) In an exceptional case the head of department may approve that an officer's or employee's personal effects, within the prescribed weight limit, be warehoused at State expense for a period not exceeding six calendar months at either his old or his new headquarters.
- (f) Subject to such limitations and conditions as may be approved by the Treasury on the recommendation of the Commission, the following expenses may be met from public funds:—
- The cost of repairs to or replacement of personal effects damaged in transit.
 - The cost of disconnecting and connecting and altering electrical domestic appliances.
 - The cost involved in purchasing essential school books for a child or other dependant.
- (g) If a European officer or employee who occupied a house or flat, wholly or partly furnished by himself, at or in the vicinity of the headquarters from where he is transferred, stores his personal effects, including his furniture, or removes such effects to a house or flat at or in the vicinity of the headquarters to which he is transferred, the head of department may pay to him an amount of twenty-five pounds in respect of depreciation of personal effects and to meet expenses arising from his transfer, other than those for which provision is made elsewhere in these regulations: Provided that the head of department may, at his discretion, pay a lesser amount if he considers that the circumstances do not justify payment of an amount of twenty-five pounds.
- (ii) 'n Blanke-, Indiër- of Kleurlingbediende kan tweedeklas, indien beskikbaar, anders eerste-klas en 'n Bantoebediende derdeklas, indien beskikbaar, anders tweedeklas op die spoorweë reis: Met dien verstande dat 'n kinderoppasser wat toessig oor 'n suigeling moet hou in dieselfde klas as die beampte of werknemer se huishouding kan reis.
- (c) (i) Oorgewigbagasie tot hoogstens 450 lb. bruto gewig kan per passasierstrein vervoer word.
- (ii) Persoonlike besittings tot hoogstens 14,000 lb. bruto gewig kan met 'n goederetrein of die padmotordiens van die Suid-Afrikaanse Spoorweë of 'n ander openbare vervoermiddel of regeringsvervoermiddel, van een hoofkwartier na 'n ander en van die woning na die spoorwegstasie, en omgekeerd, en na en van 'n pakhuis, as opberging van die persoonlike besittings kragtens die bepalings van paragraaf (e) gemagtig is, vervoer word: Met dien verstande dat as vervoer met een van gemelde vervoermiddels nie moontlik of doenlik is nie, of duurder is, die departementshoof na goeddunke kan goedkeur dat 'n ander vervoermiddel gebruik word. Die voorgeskrewe gewig sluit die gewig van voertuie in maar nie die gewig van 'n dier wat vir amptelike doeleindes aangehou word nie; so 'n dier kan op staatskoste vervoer word, benewens die voorsiening wat vir persoonlike besittings gemaak word.
- (d) Die verpakkingskoste (insluitende die koste van verpakkingsmateriaal) en uitpakkingskoste van persoonlike besittings binne die voorgeskrewe gewigsbeperking kan uit staatsgelde bestry word.
- (e) In 'n uitsonderlike geval kan die departementshoof goedkeur dat 'n beampte of werknemer se persoonlike besittings binne die voorgeskrewe gewigsbeperking, vir 'n tydperk van hoogstens ses kalendermaande of by sy ou of sy nuwe hoofkwartier op staatskoste opgeberg word.
- (f) Behoudens sodanige beperkings en voorwaardes as wat deur die Tesourie, op aanbeveling van die Kommissie, goedgekeur word, kan die volgende uitgawes uit staatsgelde bestry word:—
- Die koste van herstel of vervanging van persoonlike besittings wat in transito beskadig is.
 - Die koste van ontkoppeling en aankoppeling en verandering van elektriese huishoudelike toestelle.
 - Die koste verbonde aan die aankoop van noodsaaklike skoolboeke vir 'n kind of ander afhanklike.
- (g) As 'n blanke beampte of werknemer wat 'n huis of woonstel wat hy self ten volle of gedeeltelik gemeubileer het, by of in die omgewing van die hoofkwartier waarvandaan hy oorgeplaas word, bewoon het, sy persoonlike besittings, insluitende sy meubels, laat opberg of na 'n huis of woonstel by of in die omgewing van die hoofkwartier waarheen hy oorgeplaas word, verskuif, kan die departementshoof aan hom 'n bedrag van vyf-en-twintig pond betaal ten opsigte van waardevermindering van persoonlike besittings en ter dekking van uitgawes wat uit sy oorplasing voortspruit, uitgesonderd dié waarvoor elders in hierdie regulasies voorsiening gemaak word: Met dien verstande dat die departementshoof, na goeddunke, 'n kleinere bedrag kan betaal indien die omstandighede na sy mening nie die betaling van 'n bedrag van vyf-en-twintig pond regverdig nie.

F1.4 The head of department may refund to an officer or employee transferred in terms of the provisions of paragraph (a) of sub-regulation 1, the following:—

F1.4 Die departementshoof kan die volgende aan 'n beampte of werknemer wat kragtens die bepalings van paragraaf (a) van subregulasie 1 oorgeplaas is, terugbetaal:—

- (a) The amount actually and necessarily expended on rent or board and lodging and servants' wages at the original headquarters and forfeited in consequence of short notice of transfer, provided ex-

- (a) Die bedrag wat werklik en noodwendig aan huur of losies en bediendeloon by die oorspronklike hoofkwartier uitgegee en verbeur is weens kort kennisgewing van oorplasing, mits daar ook uitgawes aan

penditure on rent or board and lodging and servants' wages is concurrently incurred at the headquarters to which the officer or employee is transferred.

- (b) The amount actually and necessarily expended on board and lodging or hotel accommodation at the original headquarters for a period not exceeding seven days through the officer or employee being compelled to reside at a boarding-house or hotel while his furniture and effects are being packed or transported to his new headquarters:
- (c) The amount actually and necessarily expended on board and lodging or hotel accommodation at the new headquarters through the officer or employee being compelled to reside in a boarding-house or hotel for a period not exceeding seven days while his furniture and effects are being unpacked or transported from the old headquarters, or while he is in search of a house or flat.
- (d) (i) The difference between normal living expenses comprising rent, rates, water, light, fuel, food and servants' wages and the abnormal expenses actually and necessarily incurred by the officer or employee at his new headquarters through being compelled to reside in a boarding-house or hotel for a period of longer than seven days while his furniture and effects are being unpacked or transported from the old headquarters, or while he is in search of a house or flat: Provided that no claim for abnormal living expenses in respect of a period in excess of two calendar months shall be entertained.
- (ii) Claims for the refund of abnormal living expenses shall be submitted in writing in a form approved by the Commission.
- (e) Expenditure necessarily incurred as a result of his transfer, in connection with the re-registration of one privately-owned and one subsidised motor vehicle.
- (f) Expenditure necessarily incurred as a result of his transfer, in connection with the replacement of number plates in respect of one privately-owned and one subsidised motor vehicle: Provided that the maximum amount is one pound per set of number plates.
- (g) Telephone rental on a pro rata basis in respect of the period during which he is unable to use the telephone as a result of his transfer: Provided that telephone rental which is recoverable from the postal services may not be refunded.

F1.5 (a) Written tenders shall be obtained for the packing and unpacking and loading and unloading of personal effects and the lowest tender shall be accepted: Provided that the head of department may authorise the acceptance of a higher tender if he is satisfied that there are adequate reasons for the rejection of the lowest tender.

(b) Packing-material paid for from public funds shall be handed over to the Department of Public Works: Provided that if that department indicates that the material is not required, it shall be sold by public auction or sold to the officer or employee concerned or to another person at a price decided upon by the head of department: Provided further that the head of department, after consultation with the Department of Public Works, may retain such packing-material for subsequent use by a transferred officer or employee.

(c) The conveyance of a motor vehicle at State expense is subject to the conditions that—

- (i) the State accepts no liability for loss of or damage to a motor vehicle while it is being conveyed; and

huur of losies en bediendeloon by die hoofkwartier waarheen die beampte of werknemer oorgeplaas is, gelyktydig aangegaan word.

- (b) Die bedrag wat werklik en noodwendig aan losies of hotelakkommodasie by die oorspronklike hoofkwartier vir hoogstens sewe dae uitgegee is deurdat die beampte of werknemer verplig is om in 'n losieshuis of hotel tuis te gaan terwyl sy meubels en besittings ingepak of na die nuwe hoofkwartier vervoer word.
- (c) Die bedrag wat werklik en noodwendig aan losies of hotelakkommodasie by die nuwe hoofkwartier uitgegee is deurdat die beampte of werknemer verplig is om vir 'n tydperk van hoogstens sewe dae in 'n losieshuis of hotel tuis te gaan terwyl sy meubels en besittings uitgepak of van die ou hoofkwartier vervoer word, of terwyl hy op soek na 'n huis of woonstel is.
- (d) (i) Die verskil tussen die normale bestaansuitgawes bestaande uit huur, belasting, water, ligte, brandstof, voedsel en bediendeloon en die abnormale uitgawes werklik en noodwendig deur 'n beampte of werknemer by sy nuwe hoofkwartier aangegaan deurdat hy verplig is om vir 'n tydperk van langer as sewe dae in 'n losieshuis of hotel tuis te gaan terwyl sy meubels en besittings uitgepak of van die ou hoofkwartier vervoer word, of terwyl hy op soek na 'n huis of woonstel is: Met dien verstande dat geen eis vir abnormale bestaansuitgawes ten opsigte van 'n tydperk van langer as twee kalendermaande oorweeg kan word nie.
- (ii) Eise om die terugbetaling van abnormale bestaansuitgawes moet skriftelik in 'n vorm wat deur die Kommissie goedgekeur is, ingedien word.
- (e) Uitgawes wat noodwendig as gevolg van sy oorpasing aangegaan is in verband met die herregistrasie van een private en een gesubsidieerde motorvoertuig.
- (f) Uitgawes wat noodwendig as gevolg van sy oorpasing aangegaan is in verband met die vervanging van nommerplate ten opsigte van een private en een gesubsidieerde motorvoertuig: Met dien verstande dat die maksimum bedrag een pond per stel nommerplate is.
- (g) Telefoonhuur op 'n pro rata grondslag ten opsigte van die tydperk waarvoor hy, as gevolg van sy oorpasing, nie die telefoon kan gebruik nie: Met dien verstande dat telefoonhuur wat van die poswese verhaalbaar is, nie aldus terugbetaal kan word nie.

F1.5 (a) Skriftelike tenders moet verkry word vir die verpakking en uitpakking en laai en aflaai van persoonlike besittings, en die laagste tender moet aangeneem word: Met dien verstande dat die departementshoof die aanname van 'n hoër tender kan magtig as hy oortuig is dat daar voldoende redes vir die verwerping van die laagste tender is.

(b) Verpakkingsmateriaal waarvoor uit staatsfondse betaal is, moet aan die Departement van Publieke Werke oorhandig word: Met dien verstande dat as daardie departement te kenne gee dat die materiaal nie benodig word nie, dit per openbare veiling verkoop of aan die betrokke beampte of werknemer of aan 'n ander persoon verkoop moet word teen 'n prys waarop die departementshoof besluit: Met dien verstande voorts dat die departementshoof, na oorlegpleging met die Departement van Publieke Werke, sodanige verpakkingsmateriaal kan behou vir latere gebruik deur 'n oorgeplaaste beampte of werknemer.

(c) Die vervoer van 'n motorvoertuig op staatskoste is onderworpe aan die voorwaardes dat—

- (i) die Staat geen aanspreeklikheid aanvaar vir die verlies van of skade aan die motorvoertuig tydens die vervoer daarvan nie; en

- (ii) it is transported by goods train at a tariff approved by the Treasury on the recommendation of the Commission and that all incidental expenses connected with the loading and unloading of the vehicle be met by the officer or employee.

F1.6 The benefits prescribed in sub-regulations 3 and 4 shall apply only if the officer or employee transfers his household and personal effects within two calendar months from the date on which his transfer takes effect, unless, prior to the expiry of this period, he shall have obtained permission to defer the removal of his household and personal effects, which permission may be granted by the head of department.

Transfer of Officers and Employees Abroad and between the Union or the Territory and Abroad.

F2.1 The provisions of regulation F1, but with the exclusion of those contained in paragraph (b) of sub-regulation 2 and paragraphs (f) (i) and (g) of sub-regulation 3 thereof, shall apply *mutatis mutandis* to an officer or employee transferred from a headquarters in the Union or the territory to a headquarters abroad, or *vice versa*, or from one headquarters abroad to another headquarters abroad: Provided that—

- (a) no expenditure shall be incurred in connection with the transfer of a servant unless the Treasury approves such expenditure on the recommendation of the Commission;
- (b) the provisions of paragraph (b) of sub-regulation 4 of regulation F1 shall apply only to an officer or employee who is transferred from a headquarters in the Union or in the territory to a headquarters abroad; and
- (c) the provisions of paragraphs (c) and (d) of sub-regulation 4 of regulation F1 shall apply only to an officer or employee who is transferred from a headquarters abroad to a headquarters in the Union or in the territory.

F2.2 When an officer or employee is transferred in terms of the provisions of sub-regulation 1, the following provisions shall apply to such officer or employee, his household and personal effects, in addition to the provisions applicable to him in terms of sub-regulation 1:—

- (a) A member of the household may travel by boat at State expense in the same class as that to which the officer or employee is entitled.
- (b) An officer's or employee's personal effects not exceeding 20,000 lb. in weight (gross), instead of not exceeding 14,000 lb. in weight (gross), may, at the discretion of the head of department, be transported, packed and warehoused in terms of the provisions of paragraphs (c) (ii), (d) and (e) of sub-regulation 3 of regulation F1.
- (c) The head of department may pay to an officer or employee who occupied a house or flat, wholly or partly furnished by himself, at his old headquarters, and who sets up a home in a house or flat at his new headquarters, an amount of twenty-five pounds in respect of depreciation of personal effects, losses arising from the dismantling and refitting of fixtures and electrical fittings and to meet expenses arising from his transfer other than those for which provision is made elsewhere in these regulations: Provided that the head of department may, at his discretion, pay a lesser amount if he considers that circumstances do not justify the payment of an amount of twenty-five pounds.
- (d) Personal effects may be insured at State expense (at appraised valuation accepted for compensation purposes by the insurance company concerned) against risk of loss or damage in transit between

- (ii) dit per goederetrein vervoer word teen 'n koers wat deur die Tesourie op aanbeveling van die Kommissie goedgekeur is en dat alle bykomende uitgawes verbonde aan die laai en aflaai van die voertuig deur die beampte of werknemer gedra word.

F1.6 Die voordele voorgeskryf in subregulasies 3 en 4 is slegs van toepassing as die beampte of werknemer sy huishouding en persoonlike besittings binne twee kalendermaande vanaf die datum waarop sy oorpasing van krag word, oorplaas, tensy hy voor die verstryking van hierdie tydperk toestemming vir die uitstel van oorpasing van sy huishouding of persoonlike besittings verkry het, welke toestemming deur die departementshoof verleen kan word.

Oorpasing van beamptes en werknemers in die buiteland en tussen die Unie of die gebied en die buiteland.

F2.1 Die bepalings van regulasie F1, maar uitgesonderd dié vervat in paragraaf (b) van subregulasie 2 en paragrafe (f) (i) en (g) van subregulasie 3 daarvan is *mutatis mutandis* van toepassing op 'n beampte of werknemer wat van 'n hoofkwartier in die Unie of in die gebied na 'n hoofkwartier in die buiteland, of omgekeerd, of van een hoofkwartier in die buiteland na 'n ander hoofkwartier in die buiteland, oorgeplaas word: Met dien verstande dat—

- (a) geen uitgawes aangeaan mag word in verband met die oorpasing van 'n bediende nie tensy die Tesourie sodanige uitgawes, op aanbeveling van die Kommissie, goedgekeur;
- (b) die bepalings van paragraaf (b) van subregulasie 4 van regulasie F1 slegs van toepassing is op 'n beampte of werknemer wat van 'n hoofkwartier in die Unie of in die gebied na 'n hoofkwartier in die buiteland oorgeplaas word; en
- (c) die bepalings van paragrafe (c) en (d) van subregulasie 4 van regulasie F1 slegs van toepassing is op 'n beampte of werknemer wat van 'n hoofkwartier in die buiteland na 'n hoofkwartier in die Unie of in die gebied oorgeplaas word.

F2.2 Wanneer 'n beampte of werknemer kragtens die bepalings van subregulasie 1 oorgeplaas word, is, benevens die bepalings wat kragtens subregulasie 1 op hom van toepassing is, ook die volgende bepalings op sodanige beampte of werknemer, sy huishouding en sy persoonlike besittings van toepassing:—

- (a) 'n Lid van die huishouding kan per boot op staatskoste in dieselfde klas reis as dié waarop die beampte of werknemer geregtig is.
- (b) 'n Beampte of werknemer se persoonlike besittings tot hoogstens 20,000 lb. bruto gewig, in plaas van tot hoogstens 14,000 lb. bruto gewig, kan na goeddunke van die departementshoof vervoer, verpak en opgeberg word kragtens die bepalings van paragrafe (c) (ii), (d) en (e) van subregulasie 3 van regulasie F1.
- (c) Die departementshoof kan aan 'n beampte of werknemer wat 'n huis of 'n woonstel wat hy self ten volle of gedeeltelik gemeubileer het, by sy ou hoofkwartier bewoon het en wat huis opsit in 'n huis of woonstel by sy nuwe hoofkwartier, 'n bedrag van vyf-en-twintig pond betaal ten opsigte van waardevermindering van persoonlike besittings, verliese wat deur die de- en hermontering van vaste toebehore en elektriese toebehore veroorsaak word en ter dekking van uitgawes wat uit sy oorpasing voortspruit, uitgesonderd dié waarvoor elders in hierdie regulasies voorsiening gemaak word: Met dien verstande dat die departementshoof, na goeddunke, 'n kleinere bedrag kan betaal indien die omstandighede na sy mening nie die betaling van 'n bedrag van vyf-en-twintig pond regverdig nie.
- (d) Persoonlike besittings kan op staatskoste (teen getakseerde waarde deur die betrokke versekeringsmaatskappy aanvaar vir vergoedingsdoeleindes) verseker word teen die risiko van verlies of skade

the old and new headquarters by any means of surface transport authorised by or in terms of the provisions of these regulations: Provided that—

- (i) appraisal fees may be accepted as part of the insurance charges;
 - (ii) the insurance charges paid from public funds shall be limited to that applicable to personal effects which are insurable in terms of the provisions of these regulations and of which the appraised value does not exceed £2,000;
 - (iii) if the circumstances so justify, the head of department may approve that the insurance policy concerned be extended at State expense for a period not exceeding six calendar months if the personal effects have to be warehoused until the officer or employee can move into a house;
 - (iv) no motor vehicle, money or jewellery may be insured at State expense and no compensation for loss of or damage to such articles may be met from public funds;
 - (v) the insurance policy shall be taken out in the name of the officer or employee; and
 - (vi) if an officer or employee is authorised to travel by aeroplane, the cost of insurance on such amount of personal luggage which his fare entitles him to have transported free of charge, may be paid from public funds, provided the maximum amount prescribed in the second proviso to this paragraph is reduced by the insured value concerned.
- (e) Subject to the provisions of regulation D3, paragraph (b) of sub-regulation 2 of regulation D2 and sub-regulation 1 of regulation D4, subsistence allowance may be paid to an officer or employee who is transferred from a headquarters in the Union or in the territory to a headquarters abroad, or *vice versa*, or from one headquarters abroad to another headquarters abroad, in respect of himself and each member of his household who is entitled to travel at State expense, at the rate recommended in terms of the provisions of sub-regulation 3 of regulation D1 and applicable to official travelling in the country in which they are travelling by officers or employees whose headquarters are in that country: Provided that in respect of journeys within the Union and the territory the rates prescribed in regulation D1 shall apply: Provided further that half rates shall apply in respect of a member of the household who is younger than twelve years.

Transport on First Appointment.

F3.1 On conditions relating to means of transport and classes of travel similar to those prescribed in Chapter E for officers and employees, the head of department may approve that a person residing in the Union or in the territory who is appointed in the administrative, clerical, professional, technical, general A or general B division, be granted free transport for himself from the place at which he is recruited to the place where he is instructed to assume duty. For the purposes of this sub-regulation transport includes conveyance by Government-owned or contract transport at the place of recruitment as well as the place of appointment, or, if such transport is not available, conveyance by taxi between the residence and boarding or alighting point of the public means of transport with which the journey is undertaken.

F3.2 (a) Subject to the provisions of paragraph (b), the household and personal effects of a person mentioned in sub-regulation 1 may, with the approval of the head of department, be conveyed at State expense from the place

tydens vervoer tussen die ou en nuwe hoofkwartier met enige oppervlakte-vervoermiddel wat by of kragtens die bepalings van hierdie regulasies gemagtig word: Met dien verstande dat—

- (i) takseringskoste as deel van die versekeringskoste aanvaar kan word;
- (ii) die versekeringskoste wat uit staatsgelde betaal word, beperk word tot dié wat van toepassing is op persoonlike besittings wat kragtens die bepalings van hierdie regulasies versekerbaar is en waarvan die getakseerde waarde nie meer as £2,000 beloop nie;
- (iii) as omstandighede dit regverdig, die departementshoof kan goedkeur dat die betrokke versekeringspolis op staatskoste vir 'n tydperk van hoogstens ses kalendermaande verleng word as die persoonlike besittings opgeberg moet word tot tyd en wyl die beamppte of werknemer 'n woning kan betrek;
- (iv) geen motorvoertuig, geld of juwele op staatskoste verseker en geen vergoeding vir verlies van of skade aan sodanige items uit staatsgelde betaal kan word nie;
- (v) die versekeringspolis in die naam van die betrokke beamppte of werknemer uitgeneem moet word; en
- (vi) indien 'n beamppte of werknemer gemagtig word om per vliegtuig te reis, die versekeringskoste vir die hoeveelheid persoonlike bagasie wat hy kragtens sy reiskaartjie kosteloos kan vervoer, uit staatsgeld betaal kan word, mits die maksimum bedrag wat in die tweede voorbehoudsbepaling by hierdie paragraaf voorgeskryf word, met die betrokke versekerde waarde verminder word.

- (e) Behoudens die bepalings van regulasie D3, paragraaf (b) van subregulasie 2 van regulasie D2 en subregulasie 1 van regulasie D4 kan aan 'n beamppte of werknemer wat van 'n hoofkwartier in die Unie of in die gebied na 'n hoofkwartier in die buiteland, of omgekeerd, of van een hoofkwartier in die buiteland na 'n ander hoofkwartier in die buiteland oorgeplaas word, verblyftoelae betaal word ten opsigte van hom en elke lid van sy huishouding wat daarop geregtig is om op staatskoste te reis, en wel teen die tarief wat kragtens die bepalings van subregulasie 3 van regulasie D1 aanbeveel en van toepassing is op amptelike reise in die land waarin hulle reis deur beamptes of werknemers, wie se hoofkwartier in daardie land is: Met dien verstande dat, ten opsigte van reise binne die Unie, en die gebied, die tariewe wat in regulasie D1 voorgeskryf is, van toepassing is: Met dien verstande voorts dat halftariewe van toepassing is ten opsigte van 'n lid van die huishouding wat jonger as twaalf jaar is.

Vervoer by eerste aanstelling.

F3.1 Op voorwaardes betreffende vervoermiddels en reisklasse ooreenstemmende met dié wat vir beamptes en werknemers in Hoofstuk E voorgeskryf is, kan die departementshoof goedkeur dat aan 'n persoon wat in die Unie of in die gebied woonagtig is en wat in 'n pos in die administratiewe, klerklike, vakkundige, tegniese, algemene A- of die algemene B-afdeling aangestel word, kostelose vervoer vir homself toegestaan word vanaf dié plek waar hy gewerk is tot by die plek waar hy aangesê is om diens te aanvaar. Vir die doeleindes van hierdie subregulasie sluit vervoer in vervoer per regeringsgarage- of kontrak-vervoermiddels by sowel die plek van werwing as die plek van aanstelling, of, as sodanige vervoer nie beskikbaar is nie, vervoer per huurmotor tussen die woning en die op- of afklimpunt van die openbare vervoermiddel waarmee die reis onderneem word.

F3.2 (a) Behoudens die bepalings van paragraaf (b) kan die huishouding en persoonlike besittings van 'n in subregulasie 1 bedoelde persoon, met die goedkeuring van die departementshoof, op staatskoste vervoer word

where the person is recruited to the place where he is instructed to assume duty, on the basis laid down for a transferred officer or employee in paragraph (a) of sub-regulation 1, paragraphs (b), (c) and (d) of sub-regulation 3 and sub-regulations 5 and 6 of regulation F1.

(b) If a person whose household and personal effects have been conveyed in terms of the provisions of paragraph (a), resigns or his services are terminated as a result of unsatisfactory service within six calendar months from the date of his assumption of duty, he shall refund the expenditure incurred in respect of his household and personal effects; Provided that the provisions of this paragraph shall not apply to a person who resides outside the territory and who is appointed in the territory in so far as it concerns the transport expenses of his household and personal effects from De Aar to his destination.

F3.3 Unless the Commission recommends otherwise the provisions of sub-regulation 1 shall apply *mutatis mutandis* to a person who resides in or outside the Union and the territory, and who is appointed for a limited period on contract, or who resides outside the Union and the territory and who is appointed to a post in one of the divisions mentioned in sub-regulation 1, provided he enters into a service contract in a form approved by the Commission, prior to his departure to take up the appointment.

Transport Facilities for Sessional Officials.

F4.1 Subject to the provisions of sub-regulation 2, a sessional official may be granted conveyance by rail at State expense for himself, his household and excess luggage on the basis prescribed for a transferred officer or employee. A sessional official may also be permitted to rail one privately-owned motor-car or motor-cycle and bicycles (including tricycles) to and from Cape Town at State expense on such conditions as the Treasury may approve on the recommendation of the Commission.

F4.2 The provisions of paragraph (b) of sub-regulation 5 of regulation E3 shall apply *mutatis mutandis* to a sessional official mentioned in sub-regulation 1, on condition that both the forward and return journeys are undertaken by motor-car: Provided that members of such sessional official's household may be regarded as official passengers for the purpose of paragraph (b) of regulation E6.

Transport Facilities on Termination of Services and Death.

F5.1 (a) Subject to the provisions of sub-regulations 2 and 3, the head of department may approve that—

- (i) an officer who is retired owing to the attainment of the pensionable age; and
- (ii) an officer or employee whose services terminate on grounds approved for the purpose of this regulation by the Treasury on the recommendation of the Commission,

and who has completed not less than ten years' service, be granted conveyance at State expense for himself, his household and personal effects to a place in the Union or in the territory where he wishes to reside, subject to such limitations and conditions as the Treasury may approve on the recommendation of the Commission.

(b) The household and personal effects of an officer or employee who has completed not less than ten years' service and who dies whilst in Government employment, may be conveyed at State expense to any place in the Union or in the territory, subject to the provisions of paragraph (a) which will apply *mutatis mutandis* to such conveyance.

F5.2 The provisions of paragraph (b) of sub-regulation 5 of regulation E3 shall apply *mutatis mutandis* to an officer or employee referred to in sub-regulation 1 or his household: Provided that members of the household of such officer or employee may be regarded as official passengers for the purposes of paragraph (b) of regulation E6.

vanaf die plek waar die persoon gewerf is tot by die plek waar hy aangesê is om diens te aanvaar op die grondslag vir 'n oorgeplaaste beampte of werknemer, neergelê in paragraaf (a) van subregulasie 1, paragrawe (b), (c) en (d) van subregulasie 3 en subregulasies 5 en 6 van regulasie F1.

(b) As 'n persoon wie se huishouding en persoonlike besittings kragtens die bepalings van paragraaf (a) vervoer is, bedank of as sy diens te gevolg van onbevredigende diens beëindig word binne ses kalendermaande vanaf die datum van sy diensaanvaarding, moet hy die koste wat ten opsigte van sy huishouding en persoonlike besittings aangegaan is, terugbetaal: Met dien verstande dat die bepalings van hierdie paragraaf nie van toepassing is nie op 'n persoon wat buite die gebied woon en in die gebied aangestel word vir sover dit die vervoerkoste van sy huishouding en persoonlike besittings vanaf De Aar na sy bestemming aanbetref.

F3.3 Tensy die Kommissie anders aanbeveel is die bepalings van subregulasie 1 *mutatis mutandis* van toepassing op 'n persoon wat binne of buite die Unie en die gebied woonagtig is en wat vir 'n beperkte tydperk op kontrak aangestel word of wat buite die Unie en die gebied woonagtig is en wat in 'n pos in een van die in subregulasie 1 bedoelde afdelings aangestel word, mits hy, voor sy vertrek om die aanstelling te aanvaar, 'n dienskontrak aangegaan het in 'n vorm deur die Kommissie goedgekeur.

Vervoervoorregte vir sessie-amptenare.

F4.1 Behoudens die bepalings van subregulasie 2, kan aan 'n sessie-amptenaar vervoer per spoor op staatskoste verskaf word vir hom, sy huishouding en oorgewigbagasie op die grondslag wat vir 'n oorgeplaaste beampte of werknemer voorgeskryf is. 'n Sessie-amptenaar kan ook toegelaat word om een private motorkar of motorfiets en fietse (insluitende driewiele) na en van Kaapstad per spoor op staatskoste te vervoer op sodanige voorwaardes as wat die Tesourie op aanbeveling van die Kommissie goedkeur.

F4.2 Die bepalings van paragraaf (b) van subregulasie 5 van regulasie E3 is *mutatis mutandis* op 'n in subregulasie 1 bedoelde sessie-amptenaar van toepassing, mits sowel die heen- as die terugreis per motor afgeleë word: Met dien verstande dat lede van sodanige sessie-amptenaar se huishouding geag kan word amptelike passasiers te wees vir die doeleindes van paragraaf (b) van regulasie E6.

Vervoervoorregte by diensbeëindiging en die dood.

F5.1 (a) Behoudens die bepalings van subregulasies 2 en 3, kan die departementshoof goedkeur dat—

- (i) aan 'n beampte wat weens bereiking van die pensioenleef tyd afgedank word; en
- (ii) aan 'n beampte of werknemer wie se diens te eindig op gronde wat vir die doeleindes van hierdie regulasie deur die Tesourie op aanbeveling van die Kommissie goedgekeur is,

en wat minstens tien jaar diens voltooi het, vervoer vir hom, sy huishouding en persoonlike besittings na 'n plek in die Unie of in die gebied waar hy begerig is om te woon, op staatskoste toegestaan word, behoudens die beperkings en voorwaardes wat die Tesourie op aanbeveling van die Kommissie goedgekeur.

(b) Die huishouding en persoonlike besittings van 'n beampte of werknemer wat minstens tien jaar diens voltooi het en wat te sterwe kom terwyl hy in regeringsdiens is, kan op staatskoste na enige plek in die Unie of in die gebied vervoer word, behoudens die bepalings van paragraaf (a) wat *mutatis mutandis* op sodanige vervoer van toepassing is.

F5.2 Die bepalings van paragraaf (b) van subregulasie 5 van regulasie E3 is *mutatis mutandis* van toepassing op 'n in subregulasie 1 bedoelde beampte of werknemer of sy huishouding: Met dien verstande dat lede van die huishouding van sodanige beampte of werknemer geag kan word amptelike passasiers te wees vir die doeleindes van paragraaf (b) van regulasie E6.

F5.3 The provisions of this regulation shall not apply to an employee who is recruited abroad for service in an office abroad.

Exceptional Cases.

F6. If circumstances arise which justify a departure from the provisions of this chapter the Treasury may approve such conditions relating to transfer expenses and transport facilities on first appointment, for sessional officials and on termination of services and death as the Commission may recommend.

CHAPTER G.

OFFICIAL HOURS OF ATTENDANCE, ATTENDANCE REGISTERS, WORKING WEEKS AND OVERTIME REMUNERATION.

Official Hours of Attendance.

G1.1 Notwithstanding any provisions to the contrary contained in this chapter, the head of the office may require an officer or employee to perform official duty on any day of the week or at any time during the day or night or to attend at his normal place of work or elsewhere for such duty.

G1.2 Subject to the provisions of paragraph (a) of sub-regulation 3, an officer or employee in the Union or in the territory shall attend for duty on each working day at his place of work during the undermentioned official hours of attendance:—

- (a) From Monday to Friday: 8.30 a.m. to 4.30 p.m.;
- (b) On Saturday: 8.30 a.m. to 12.30 p.m.:

Provided that the head of department may, subject to the provisions of regulation G3, prescribe—

- (i) additional official hours of attendance in respect of an officer or employee or classes of officers or employees who are required to observe a working week of longer than 39 hours; and
- (ii) official hours of attendance other than those mentioned in paragraphs (a) and (b) in respect of an officer or employee or classes of officers or employees who perform shift work or who normally have to perform their duties at other times, including a Sunday.

G1.3 The head of department shall determine—

- (a) the meal break of an officer or employee or classes of officers or employees: Provided that a meal break falling within the official hours of attendance prescribed in or in terms of the provisions of this chapter, shall not be reckoned as official duty time for the completion of the working week; and
- (b) the times, within the official hours of attendance prescribed in or in terms of the provisions of this chapter, during which the public shall have access to the government offices or places of work under his control for the purpose of official business.

G1.4 An officer or employee—

- (a) shall, during his official hours of attendance and periods of overtime duty, give his full attention to the duties entrusted to him; and
- (b) may not without the consent of the head of his office be absent from his office or place of work during his official hours of attendance or periods of overtime duty.

Attendance Registers.

G2.1 The head of each office shall be responsible for the observance by the staff under his control of the prescribed hours of attendance.

G2.2 An attendance register shall be kept in which an officer in the clerical, technical, general A or general B division or an employee shall personally record the time of his arrival at and departure from his place of work: Provided that the provisions of this sub-regulation shall not be applicable to—

- (a) an officer or employee if his salary is equal to or higher than the maximum notch of the scale applicable to a post of clerical assistant, grade I, in the clerical division; and

F5.3 Die bepalings van hierdie regulasie is nie op 'n werknemer wat in die buiteland gewerf is vir diens in 'n buitelandse kantoor, van toepassing nie.

Buitengewone gevalle.

F6. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie hoofstuk regverdig, kan die Tesourie dié voorwaardes betreffende oorskasingskoste en vervoervoorregte by eerste aanstelling, vir sessie-amptenare en by diensbeëindiging en die dood goedkeur wat die Kommissie aanbeveel.

HOOFSTUK G.

AMPTELIKE DIENSURE, BYWONINGSREGISTERS, WERKWEKE EN OORTYDBESOLDIGING.

Amptelike diensure.

G1.1 Ondanks enige andersluidende bepalings in hierdie hoofstuk vervat, kan die hoof van die kantoor van 'n beampte of werknemer vereis om op enige dag van die week of op enige tyd van die dag of die nag amptelike diens te verrig of om by sy normale werkplek of elders aanwesig te wees vir sodanige diens.

G1.2 Behoudens die bepalings van paragraaf (a) van subregulasie 3, moet 'n beampte of werknemer in die Unie of in die gebied op elke werkdag gedurende die onderstaande amptelike diensure by sy werkplek vir diens aanwesig wees:—

- (a) Vanaf Maandag tot Vrydag: 8.30 vm. tot 4.30 nm.;
- (b) Op Saterdag: 8.30 vm. tot 12.30 nm.:

Met dien verstande dat die departementshoof, behoudens die bepalings van regulasie G3—

- (i) addisionele amptelike diensure kan voorskryf ten opsigte van 'n beampte of werknemer of klasse beamptes of werknemers wat 'n werkweek van langer as 39 uur moet nakom; en
- (ii) ander amptelike diensure as dié in paragrafe (a) en (b) bedoel kan voorskryf ten opsigte van 'n beampte of werknemer of klasse beamptes of werknemers wat skofwerk verrig of wat normaalweg hulle amptelike pligte op ander tye, insluitende 'n Sondag, moet verrig.

G1.3 Die departementshoof bepaal—

- (a) die etenspouse van 'n beampte of werknemer of klasse beamptes of werknemers: Met dien verstande dat 'n etenspouse wat binne die amptelike diensure val wat in of kragtens die bepalings van hierdie hoofstuk voorgeskryf is, nie as amptelike diensyd vir die voltooiing van die werkweek gereken word nie; en
- (b) gedurende welke tye die publiek vir amptelike besighheidsdoeleindes toegang sal hê tot die regeringskantore of -werkplekke onder sy beheer, binne die amptelike diensure in of kragtens die bepalings van hierdie hoofstuk voorgeskryf.

G1.4 'n Beampte of werknemer—

- (a) moet gedurende sy amptelike diensure en tydperke van oortyddiens sy volle aandag wy aan die pligte wat aan hom toevertrou is; en
- (b) mag nie van sy kantoor of werkplek gedurende sy amptelike diensure en tydperke van oortyddiens sonder toestemming van die hoof van sy kantoor afwesig wees nie.

Bywoningsregisters.

G2.1 Die hoof van elke kantoor is verantwoordelik vir die nakoming deur die personeel onder sy beheer van die voorgeskrewe amptelike diensure.

G2.2 'n Bywoningsregister moet gehou word waarin 'n beampte in die klerklike, tegniese, algemene A- of algemene B-afdeling of 'n werknemer persoonlik die tyd van sy aankoms by en vertrek van sy werkplek moet aanteken: Met dien verstande dat die voorskrifte van hierdie sub-regulasie nie van toepassing is nie op—

- (a) 'n beampte of werknemer as sy salaris gelyk aan of hoër is as die maksimum kerf van die skaal verbonde aan 'n pos van klerklike assistent, graad I, in die klerklike afdeling; en

- (b) an officer or employee who is serving under circumstances which, in the opinion of the head of department, render the keeping of a record of his attendance impracticable or undesirable; in such event the head of department shall make such other arrangements as he may consider adequate to ensure that the prescribed hours of attendance are observed.

G2.3 The attendance register shall be entrusted by the head of the office to the personal custody of an officer or employee whose duty it shall be to—

- (a) ensure that the attendance register is accessible to members of the staff for the purpose mentioned in sub-regulation 2 and then only during such limited periods at the commencement and conclusion of the day's duties as may be indicated by the head of the office;
- (b) ensure that only authentic recordings of arrival and departure are made by the officers and employees mentioned in sub-regulation 2;
- (c) examine the entries made in the attendance register and submit it daily for inspection by the head of the office or by an officer delegated for that purpose;
- (d) report any irregularity to the officer whose duty it is to inspect the record of attendance in terms of paragraph (c); and
- (e) ensure that recorded absences are covered by leave granted in terms of Chapter C.

Working Weeks.

G3.1 Unless otherwise expressly prescribed in or in terms of the provisions of this chapter, an officer or employee shall observe the following working week in the Union or in the territory:—

- (a) Generally in the case of—
- | | |
|---|-----------|
| an officer in the administrative, clerical or professional division | 39 hours; |
| an officer in the technical or general A division | 44 hours; |
| an officer in the general B division or a full-time employee | 48 hours. |

(b) In particular—

- (i) in the postal services in the case of—
- | | |
|---|-----------|
| a telephone exchange superintendent, a female telephone exchange supervisor, a female telephonist, grade I, or a female telephonist, grade II | 39 hours; |
|---|-----------|

- a post and telegraph assistant (male or female) or a woman assistant employed in a post and telegraph office which has been classified by the Postmaster-General or the Director of Posts and Telegraphs, as the case may be, as a class 1 office, a female telephonist, grade III, or a male telephonist
- | |
|-----------|
| 42 hours; |
|-----------|

or

- a post and telegraph assistant (male or female) or a woman assistant employed in a post and telegraph office which has been classified by the Postmaster-General or the Director of Posts and Telegraphs, as the case may be, as a class 2 office, an officer in the general A or general B division serving in a departmental workshop or a European sub-postmaster or sub-postmistress
- | |
|-----------|
| 44 hours; |
|-----------|

- (b) 'n beampte of werknemer wat onder omstandighede dien wat, na die departementshoof se mening, die hou van 'n register van sy bywoning onprakties of onwenslik maak; in sodanige geval moet die departementshoof die ander reelings tref wat hy geskik mag ag ten einde te verseker dat die voorgeskrewe amptelike diensure nagekom word.

G2.3 Die bywoningsregister moet deur die hoof van die kantoor toevertrou word aan die persoonlike toesig van 'n beampte of werknemer wie se plig dit is om—

- (a) sorg te dra dat die bywoningsregister beskikbaar is vir lede van die personeel vir die doel in sub-regulasie 2 genoem en dan slegs gedurende sulke beperkte tye aan die begin en einde van die dagtaak as wat deur die hoof van die kantoor aangedui mag word;
- (b) sorg te dra dat slegs outentieke aantekenings van aankoms en vertrek gemaak word deur die beamptes en werknemers in subregulasie 2 genoem;
- (c) die aantekenings in die bywoningsregister na te gaan en die register daagliks vir inspeksiedoel-eindes voor te lê aan die hoof van die kantoor of aan 'n beampte wat vir daardie doel aangewys is;
- (d) verslag te doen van enige onreëlmatigheid aan die beampte wie se plig dit kragtens paragraaf (c) is om die bywoningsregister te inspekteer; en
- (e) sorg te dra dat aangetekende gevalle van afwesigheid gedek word deur verlof toegestaan kragtens Hoofstuk C.

Werkweke.

G3.1 Tensy andersins uitdruklik in of kragtens die bepalings van hierdie hoofstuk voorgeskryf, moet 'n beampte of werknemer die onderstaande werkweek in die Unie of in die gebied nakom:—

- (a) In die algemeen in die geval van—
- | | |
|---|---------|
| 'n beampte in die administratiewe, klerklike of vakkundige afdeling | 39 uur; |
| 'n beampte in die tegniese of algemene A-afdeling | 44 uur; |
| 'n beampte in die algemene B-afdeling of 'n volttydse werknemer | 48 uur. |

(b) In die besonder—

- (i) in die poswese in die geval van—
- | | |
|---|---------|
| 'n telefoonsentrale-superintendent, 'n telefoonsentrale-opsigster, 'n telefoniste, graad I, of 'n telefoniste, graad II | 39 uur; |
|---|---------|

- 'n pos-en-telegraafassistent (manlik of vroulik) of 'n vroulike assistent, werksaam in 'n pos-en-telegraafkantoor wat deur die Posmeester-generaal of die Direkteur van Pos-en-Telegraafwese, na gelang van die geval, as 'n klas 1-kantoor geklassifiseer is, 'n telefoniste, graad III, of 'n telefonis
- | |
|---------|
| 42 uur; |
|---------|

of

- 'n pos-en-telegraafassistent (manlik of vroulik) of 'n vroulike assistent, werksaam in 'n pos-en-telegraafkantoor wat deur die Posmeester-generaal of die Direkteur van Pos-en-telegraafwese, na gelang van die geval, as 'n klas 2-kantoor geklassifiseer is, 'n beampte in die algemene A- of algemene B-afdeling wat in 'n departementele werkwinkel dien of 'n blanke onderposmeester of onderposmeesteres
- | |
|---------|
| 44 uur; |
|---------|

- (ii) in the Department of Transport, in the case of a meteorologist, a junior meteorologist or an air traffic controller or an aeradio operator up to and including the rank of senior air traffic controller or senior aeradio operator ... 42 hours; or
- (iii) in the case of a member of the nursing staff in a hospital or institution ... 50 hours:

Provided that the head of department may permit an officer in the technical, general A or general B division to observe a working week of not shorter than 39 hours: Provided further that an employee who is comparable with a particular class of officer shall observe the working week prescribed for such class of officer in or in terms of the provisions of this chapter, unless, in the case of an employee serving under contract, his service contract provides otherwise.

G3.2 Where the official hours of attendance prescribed for an officer or employee in terms of the second proviso to sub-regulation 2 of regulation G1 falls wholly or partly during the night, the working week of such officer or employee shall, for the purposes of calculating overtime duty, be reduced by one-sixth of that portion of the said hours of attendance falling during the night: Provided that the provisions of this sub-regulation shall not apply to a member of the nursing staff of a hospital or institution or to an officer or employee falling in a class whose conditions of service require them to perform night duty.

G3.3 (a) If an officer or employee, during the official hours of attendance prescribed for him in or in terms of the provisions of this chapter, is absent from duty as a result of leave granted in terms of Chapter C or as a result of other circumstances which are acceptable to the head of the department, he shall be regarded as having been on duty during such absence for the purpose of the completion of his working week.

(b) The official hours of attendance which have been prescribed for an officer or employee in respect of a particular day in or in terms of the provisions of this chapter and which—

- (i) fall on a public holiday, in the case of an officer or employee who does not normally work on such day; or
- (ii) in the case of an officer or employee who normally works on a public holiday, fall on such other day on which he may be relieved from duty in lieu thereof,

shall be reckoned for the purposes of the completion of the working week.

Overtime Duty and Overtime Remuneration.

G4.1 Subject to the provisions of sub-regulation 2, an officer or employee, when required by the head of the office, shall perform overtime duty, and overtime remuneration in respect of such overtime duty shall not be claimable as of right: Provided that the Treasury may, on the recommendation of the Commission, approve that the head of department pay to an officer or employee overtime remuneration in respect of overtime duty at the rates laid down in the schedule to this regulation and on conditions recommended by the Commission.

G4.2 Notwithstanding the provisions of sub-regulation 1 the head of department may, in the undermentioned cases, pay overtime remuneration to an officer or employee at the rates laid down in the schedule to this regulation, in respect of overtime duty performed by such officer or employee:—

(a) In the postal services in the case of—

- (i) an officer employed in a post and telegraph office in the clerical, general A or general B division;

- (ii) in die Departement van Vervoer in die geval van 'n weerkundige, 'n junior weerkundige of 'n lugverkeersleier of 'n lugvaartradiobediener tot en insluitende die rang van senior lugverkeersleier of senior lugvaartradiobediener ... 42 uur; of

- (iii) in die geval van 'n lid van die verpleegpersoneel in 'n hospitaal of inrigting ... 50 uur:

Met dien verstande dat die departementshoof kan toelaat dat 'n beampte in die tegniese, algemene A- of algemene B-afdeling 'n werkweek nakom van nie korter as 39 uur nie: Met dien verstande verder, dat 'n werknemer wat vergelykbaar is met 'n bepaalde klas beampte, die werkweek moet nakom wat vir sodanige klas beampte in of kragtens die bepalinge van hierdie hoofstuk voorgeskryf is tensy, in die geval van 'n werknemer wat onder kontrak dien, sy dienskontrak anders bepaal.

G3.2 Waar die amptelike diensure wat vir 'n beampte of werknemer kragtens die tweede voorbehoudsbepaling by subregulasie 2 van regulasie G1 voorgeskryf is, in die geheel of gedeeltelik gedurende die nag val, moet sodanige beampte of werknemer se werkweek vir die doeleindes van die berekening van oortyd-diens verminder word met een sesde van daardie gedeelte van genoemde diensure wat gedurende die nag val: Met dien verstande dat die bepalinge van hierdie subregulasie nie van toepassing is nie op 'n lid van die verpleegpersoneel in 'n hospitaal of inrigting of op 'n beampte of werknemer wat in 'n klas val wat as 'n diensvoorwaarde nagdiens moet verrig.

G3.3 (a) Wanneer 'n beampte of werknemer gedurende die amptelike diensure wat in of kragtens die bepalinge van hierdie hoofstuk vir hom voorgeskryf is, van diens afwesig is as gevolg van verlof toegestaan kragtens Hoofstuk C of weens ander omstandighede wat vir die hoof van die departement aanneemlik is, moet hy, vir doeleindes van die voltooiing van sy werkweek geag word op diens te gewees het gedurende sodanige afwesigheid.

(b) Die amptelike diensure wat ten opsigte van 'n bepaalde dag in of kragtens die bepalinge van hierdie hoofstuk vir 'n beampte of werknemer voorgeskryf is en wat—

- (i) op 'n openbare feesdag val, in die geval van 'n beampte of werknemer wat nie normaalweg op sodanige dag werk nie; of
- (ii) op sodanige ander dag val as wat hy normaalweg in plaas daarvan van diens vrygestel mag wees, in die geval van 'n beampte of werknemer wat normaalweg op 'n openbare feesdag werk,

moet ingereken word vir doeleindes van die voltooiing van sy werkweek.

Oortyd-diens en oortydbesoldiging.

G4.1 Behoudens die bepalinge van subregulasie 2 moet 'n beampte of werknemer, wanneer die hoof van die kantoor dit van hom vereis, oortyd-diens verrig en kan oortydbesoldiging ten opsigte van sodanige oortyd-diens nie as 'n reg geëis word nie: Met dien verstande dat die Tesourie, op aanbeveling van die Kommissie, kan goedkeur dat die departementshoof oortydbesoldiging teen die tariewe uiteengesit in die bylae van hierdie regulasie, aan 'n beampte of werknemer ten opsigte van oortyd-diens betaal op voorwaardes deur die Kommissie aanbeveel.

G4.2 Ondanks die bepalinge van subregulasie 1 kan die departementshoof in die onderstaande gevalle oortydbesoldiging aan 'n beampte of werknemer betaal, teen die tariewe uiteengesit in die bylae van hierdie regulasie, ten opsigte van oortyd-diens wat sodanige beampte of werknemer verrig:—

(a) In die poswese in die geval van—

- (i) 'n beampte werksaam in 'n pos-en-telegraafkantoor in die klerklike, algemene A- of algemene B-afdeling;

- (ii) an officer employed in the engineering branch in the technical division (excluding a chief telecommunication technician, a draughtsman or a woman technical assistant) or in the general A or general B division; or
 - (iii) an employee employed in a post and telegraph office or in the engineering branch, who is comparable with an officer to whom overtime remuneration is payable in terms of sub-paragraph (i) or (ii), unless, in the case of an employee serving under contract, his service contract provides otherwise.
- (b) In the case of an immigration examining officer or an employee appointed to perform the duties of an immigration examining officer, unless, in the case of an employee serving under contract, his service contract provides otherwise.
- (c) In the case of an officer in the clerical or the general A or general B division who performs customs and excise work or an employee appointed to perform the duties of such officer, unless, in the case of an employee serving under contract, his service contract provides otherwise, provided such overtime duties are performed—
- (i) at the request of a merchant or other person; or
 - (ii) in connection with the examination of passengers and their luggage; the sealing of ships and aircraft stores; the examination of post office parcels; patrol and guard duties; supervision and control of manufacturers of and dealers in excisable commodities; wrecks or stranded or distressed ships and aircraft; the rummage of ships and aircraft; or the examination of customs import bills of entry when specially authorised thereto by the head of the department.

G4.3 In the calculation of the overtime duty performed by an officer or employee—

- (a) a period of overtime duty of shorter duration than quarter of an hour, which is continuous with the official hours of attendance prescribed for the officer or employee concerned in or in terms of the provisions of this chapter, shall be ignored;
- (b) a period of overtime duty of shorter duration than an hour, which is not continuous with the official hours of attendance prescribed for the officer or employee concerned in or in terms of the provisions of this chapter, shall be reckoned as one hour;
- (c) one hour shall be added to the period of overtime duty in respect of each case where an officer or employee is—
 - (i) notified of overtime duty; or
 - (ii) notified that overtime duty of which he has been informed but for which he has not yet reported, has been cancelled,

later than 6 p.m. on the previous day or after the close of the period of service immediately preceding the period of overtime duty, whichever may be the later; and

- (d) the full period of overtime duty of which an officer or employee has been notified, to a maximum of two hours, shall be added to the extra duty in respect of overtime duty which has been cancelled but for which such officer or employee reported because he was not notified beforehand of the cancellation.

G4.4 In the calculation of the aggregate overtime duty performed by an officer or employee during a period covered by a working week, and subject to the provisions of paragraph (b) of sub-regulation 3, portions of an hour—

- (a) of less than half an hour must be ignored;
- (b) of half an hour or longer must be reckoned as one hour.

- (ii) 'n beampste werksaam in die ingenieursafdeling in die tegniese afdeling (uitgesonderd 'n hoof-telekommunikasietegnikus, 'n tekenaar of 'n vroulike tegniese assistent) of in die algemene A- of algemene B-afdeling; of
- (iii) 'n werknemer werksaam in 'n pos-en-telegraafkantoor of in die ingenieursafdeling wat vergelykbaar is met 'n beampste aan wie oortydbesoldiging kragtens subparagraaf (i) of (ii) betaal kan word tensy, in die geval van 'n werknemer wat onder kontrak dien, sy dienskontrak anders bepaal.

(b) In die geval van 'n immigrasie-onderzoekbeampste of 'n werknemer wat aangestel is om die werk van 'n immigrasie-onderzoekbeampste te doen, tensy, in die geval van 'n werknemer wat onder kontrak dien, sy dienskontrak anders bepaal.

(c) In die geval van 'n beampste in die klerklike of die algemene A- of algemene B-afdeling wat doeane- en aksynswerk verrig of 'n werknemer wat aangestel is om die werk van sodanige beampste te doen, tensy, in die geval van 'n werknemer wat onder kontrak dien, sy dienskontrak anders bepaal, mits sodanige oortyd-diens verrig word—

- (i) op versoek van 'n handelaar of ander persoon; of
- (ii) in verband met die ondersoek van passasiers en hul bagasie; die verseëling van skeeps- en vliegtuigvoorrade; die ondersoek van poskantoorpakkette; patrollie- en wagdiens; toesig oor en beheer van vervaardigers van en handelaars in aksynbare goedere; wrakke of gestrande of noodbëvange skepe of vliegtuie; die rommel van skepe of vliegtuie; of die ondersoek van doeane-inklaringsbriewe wanneer spesiaal daartoe deur die hoof van die departement gemagtig.

G4.3 By die berekening van die oortyd-diens deur 'n beampste of werknemer verrig, moet—

- (a) 'n tydperk van oortyd-diens van korter as 'n kwartier wat aaneenlopend is met die amptelike diensure wat vir die betrokke beampste of werknemer in of kragtens die bepalinge van hierdie hoofstuk voorgeskryf is, buite rekening gelaat word;
- (b) 'n tydperk van oortyd-diens van korter as 'n uur wat nie aaneenlopend is met die amptelike diensure wat vir die betrokke beampste of werknemer in of kragtens die bepalinge van hierdie hoofstuk voorgeskryf is, as een uur gereken word;
- (c) een uur by die tydperk van oortyd-diens gereken word ten opsigte van elke geval waar 'n beampste of werknemer later as 6 nm. op die vorige dag of na afsluiting van die dienstrydperk wat die oortyd-diens onmiddellik voorafgaan, naamlik die laatste—
 - (i) vir oortyd-diens aangesê word; of
 - (ii) kennis gegee word dat oortyd-diens waarvoor hy aangesê is maar waarvoor hy nog nie aangemeld het nie, gekanselleer is; en

(d) die volle tydperk van oortyd-diens waarvoor 'n beampste of werknemer aangesê is, tot 'n maksimum van twee uur, by die ekstra diens gereken word ten opsigte van oortyd-diens wat gekanselleer is, maar waarvoor sodanige beampste of werknemer aangemeld het omdat hy nie vooraf van die kansellering in kennis gestel is nie.

G4.4 By die berekening van die totale oortyd-diens wat 'n beampste of werknemer oor 'n tydperk wat deur 'n werkweek behels word, verrig het, en behoudens die bepalinge van paragraaf (b) van subregulasie 3, moet gedeeltes van 'n uur van—

- (a) korter as 'n halfuur buite rekening gelaat word;
- (b) 'n halfuur of langer as een uur gereken word.

G4.5 Overtime remuneration in respect of overtime duty performed during the night shall be calculated at the rates prescribed in the schedule to this regulation for overtime on a Sunday: Provided that the provisions of this sub-regulation are not applicable to a member of the nursing staff in a hospital or institution or to an officer or employee falling in a class performing night duty as a condition of service.

G4.6 Subject to the provisions of sub-regulation 5, overtime remuneration shall not be paid at a rate which exceeds the maximum rate payable in terms of the schedule to this regulation. Overtime remuneration shall also not be paid to an officer or employee on a scale the maximum notch of which is higher than the maximum notch of the scale applicable to a post of clerical assistant, grade I, in the clerical division, subject to the other provisions of this chapter.

G4.7 The head of department may, at his discretion, reject a claim or portion of a claim for the payment of overtime remuneration.

SCHEDULE TO REGULATION G4.

RATES OF OVERTIME REMUNERATION.

Basic Salary or Wage (per Annum).	Hourly Rates in respect of Over- time Duty on a day other than a Sunday (as de- fined in Regula- tion A 1).		Hourly Rates in respect of Over- time Duty on a Sunday (as de- fined in Regula- tion A 1).	
	In the Case of an Officer or Employee with a Working Week of—		In the Case of an Officer or Employee with a Working Week of—	
	Up to 44 Hours.	Longer than 44 Hours.	Up to 44 Hours.	Longer than 44 Hours.
Up to £52.....	s. d. 0 7	s. d. 0 6	s. d. 0 8	s. d. 0 7
Over £52 to £60.....	0 8	0 7	0 9	0 8
Over £60 to £68.....	0 9	0 8	0 10	0 9
Over £68 to £76.....	0 10	0 9	1 0	0 10
Over £76 to £88.....	1 0	0 10	1 2	1 0
Over £88 to £100.....	1 1	1 0	1 3	1 1
Over £100 to £120.....	1 4	1 2	1 6	1 4
Over £120 to £140.....	1 6	1 4	1 9	1 7
Over £140 to £160.....	1 9	1 6	2 1	1 9
Over £160 to £180.....	2 0	1 9	2 4	2 0
Over £180 to £210.....	2 4	2 0	2 8	2 4
Over £210 to £240.....	2 8	2 4	3 1	2 8
Over £240 to £270.....	3 0	2 7	3 5	3 0
Over £270 to £300.....	3 3	2 11	3 10	3 4
Over £300 to £330.....	3 7	3 2	4 3	3 8
Over £330 to £360.....	3 11	3 5	4 7	4 0
Over £360 to £390.....	4 3	3 9	5 0	4 4
Over £390 to £420.....	4 7	4 0	5 4	4 8
Over £420 to £450.....	4 11	4 4	5 9	5 0
Over £450 to £500.....	5 6	4 10	6 5	5 7
Over £500 to £550.....	6 0	5 3	7 0	6 2
Over £550 to £600.....	6 7	5 9	7 8	6 9
Over £600 to £650.....	7 1	6 3	8 4	7 3
Over £650 to £700.....	7 8	6 9	8 11	7 10
Over £700 to £750.....	8 3	7 2	9 7	8 5
Over £750 to £800.....	8 9	7 8	10 3	8 11
Over £800.....	9 0	7 11	10 7	9 3

Commuted Overtime Allowance.

G5. Notwithstanding anything to the contrary contained in this chapter, the Treasury may, on the recommendation of the Commission, approve that the head of department pay to an officer or employee overtime remuneration on a commuted basis in respect of overtime duty.

Exceptional Cases.

G6. In the event of circumstances arising which justify a departure from the provisions of this chapter, the head of department may require an officer or employee or classes of officers or employees to observe such official hours of attendance or working weeks as may be recommended by the Commission, or the Treasury may approve that the head of department pay overtime remuneration

G4.5 Oortydbesoldiging ten opsigte van oortyddiens wat gedurende die nag verrig is, moet bereken word teen die tariewe wat in die bylae van hierdie regulasie voorgeskrif is ten opsigte van oortyddiens op 'n Sondag: Met dien verstande dat die bepalings van hierdie subregulasie nie van toepassing is nie op 'n lid van die verpleegpersoneel in 'n hospitaal of inrigting of op 'n beaampte of werknemer wat in 'n klas val wat as 'n diensvoorwaarde nagdiens moet verrig.

G4.6 Behoudens die bepalings van subregulasie 5 word oortydbesoldiging nie betaal teen 'n tarief wat die maksimum betaalbare tariewe in die bylae van hierdie regulasie voorgeskrif, oorskry nie. Oortydbesoldiging word ook nie aan 'n beaampte of werknemer met 'n skaal waarvan die maksimum kerf hoër is as die maksimum kerf van die skaal verbonde aan 'n pos van klerklike assistent, graad I, in die klerklike afdeling, betaal nie, behoudens die ander bepalings van hierdie hoofstuk.

G4.7 Die departementshoof kan, na goëddunke, 'n eis of 'n gedeelte van 'n eis vir die betaling van oortydbesoldiging afkeur.

BYLAE VAN REGULASIE G4.

TARIEWE VAN OORTYDBESOLDIGING.

Basiese salaris of loon (per jaar).	Uurlikse tariewe ten opsigte van oortyddiens op 'n ander dag as 'n Sondag (soos omskryf in re- gulasie A 1).		Uurlikse tariewe ten opsigte van oortyddiens op 'n Sondag (soos omskryf in re- gulasie A 1).	
	In die geval van 'n beaampte of werknemer met 'n werkweek van—		In die geval van 'n beaampte of werknemer met 'n werkweek van—	
	Tot 44 uur.	Langer as 44 uur.	Tot 44 uur.	Langer as 44 uur.
Tot £52.....	s. d. 0 7	s. d. 0 6	s. d. 0 8	s. d. 0 7
Oor £ 52 tot £ 60.....	0 8	0 7	0 9	0 8
Oor £ 60 tot £ 68.....	0 9	0 8	0 10	0 9
Oor £ 68 tot £ 76.....	0 10	0 9	1 0	0 10
Oor £ 76 tot £ 88.....	1 0	0 10	1 2	1 0
Oor £ 88 tot £100.....	1 1	1 0	1 3	1 1
Oor £100 tot £120.....	1 4	1 2	1 6	1 4
Oor £120 tot £140.....	1 6	1 4	1 9	1 7
Oor £140 tot £160.....	1 9	1 6	2 1	1 9
Oor £160 tot £180.....	2 0	1 9	2 4	2 0
Oor £180 tot £210.....	2 4	2 0	2 8	2 4
Oor £210 tot £240.....	2 8	2 4	3 1	2 8
Oor £240 tot £270.....	3 0	2 7	3 5	3 0
Oor £270 tot £300.....	3 3	2 11	3 10	3 4
Oor £300 tot £330.....	3 7	3 2	4 3	3 8
Oor £330 tot £360.....	3 11	3 5	4 7	4 0
Oor £360 tot £390.....	4 3	3 9	5 0	4 4
Oor £390 tot £420.....	4 7	4 0	5 4	4 8
Oor £420 tot £450.....	4 11	4 4	5 9	5 0
Oor £450 tot £500.....	5 6	4 10	6 5	5 7
Oor £500 tot £550.....	6 0	5 3	7 0	6 2
Oor £550 tot £600.....	6 7	5 9	7 8	6 9
Oor £600 tot £650.....	7 1	6 3	8 4	7 3
Oor £650 tot £700.....	7 8	6 9	8 11	7 10
Oor £700 tot £750.....	8 3	7 2	9 7	8 5
Oor £750 tot £800.....	8 9	7 8	10 3	8 11
Oor £800.....	9 0	7 11	10 7	9 3

Vaste oortydoelae.

G5. Ondanks andersluidende bepalings van hierdie hoofstuk kan die Tesourie, op aanbeveling van die Kommissie, goedkeur dat die departementshoof oortydbesoldiging op 'n vaste grondslag aan 'n beaampte of werknemer ten opsigte van oortyddiens betaal.

Buitengewone gevalle.

G6. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie hoofstuk regverdig, kan die departementshoof van 'n beaampte of werknemer of klasse beaamptes of werknemers vereis om dié amptelike diensure of werkweke na te kom wat die Kommissie aanbeveel of kan die Tesourie goedkeur dat die departementshoof oortydbesoldiging ten opsigte van oortyddiens aan

in respect of overtime duty to an officer or employee or classes of officers or employees at a rate and on other conditions recommended by the Commission. The Commission may also, at its discretion, recommend special conditions and exceptions in regard to the keeping of attendance registers and the recording of an officer's or employee's time of arrival at and departure from his place of work.

CHAPTER J.

PUBLIC SERVICE JOINT ADVISORY COUNCIL.

Constitution of the Public Service Joint Advisory Council.

J1.1 The Public Service Joint Advisory Council, hereinafter referred to as the Council, established in terms of sub-section (1) of section *twenty-five* of the Act, shall consist of the ten staff members mentioned in sub-regulations 2 and 3 and the five official members mentioned in sub-regulation 4.

J1.2 The staff associations recognised by the Commission in accordance with the rules prescribed in terms of regulation J6, and which represent the undermentioned divisions and groups of officers, may nominate eight staff members as follows:—

- (a) One staff member to represent officers in the administrative division, excluding the officers mentioned in paragraph (f).
- (b) One staff member to represent officers in the clerical division, excluding the officers mentioned in paragraph (f).
- (c) One staff member to represent officers in the technical division, excluding the officers mentioned in paragraph (g).
- (d) One staff member to represent officers in the general A and general B divisions jointly, excluding the officers mentioned in paragraphs (g) and (h).
- (e) One staff member to represent officers in the professional division.
- (f) One staff member to represent jointly the undermentioned officers in the postal services:—
 - (i) Postmasters.
 - (ii) Chief superintendents, senior superintendents and superintendents.
 - (iii) Post and telegraph assistants and woman post and telegraph assistants in the executive branch.
 - (iv) Such other officers, excluding the officers mentioned in paragraphs (g) and (h), as the Commission may indicate.
- (g) One staff member to represent jointly telephone, stores and engineering staff in the technical, general A and general B divisions in the postal services.
- (h) One staff member to represent jointly the undermentioned officers in the postal services:—
 - (i) Uniformed staff and sorters in the general A and general B divisions.
 - (ii) Such other officers, excluding the officers mentioned in paragraphs (f) and (g), as the Commission may indicate.

J1.3 In addition to the eight staff members mentioned in sub-regulation 2, the staff associations recognised by the Commission in accordance with the rules prescribed in terms of regulation J6, may nominate two female staff members. One of these staff members shall represent the female officers of the public service, excluding female officers in the postal services and the services, and the other the female officers in the postal services. The first-mentioned member shall be nominated by the staff association representing the officers mentioned in paragraphs (a), (b), (c), (d) and (e) of sub-regulation 2, while the other member shall be nominated jointly by the staff associations representing the officers mentioned in paragraphs (f), (g) and (h) of sub-regulation 2. If the staff associations

'n beampte of werknemer of klasse beamptes of werknemers betaal teen 'n tarief en ander voorwaardes deur die Kommissie aanbeveel. Die Kommissie kan ook, na goeë dunks, spesiale voorwaardes en uitsonderings aanbeveel met betrekking tot die hou van bywoningsregisters en die aantekening van 'n beampte of werknemer se tyd van aankoms by en vertrek van sy werkplek.

HOOFTUK J.

GESAMENTLIKE ADVISERENDE RAAD VAN DIE STAATSDIENS.

Samestelling van die Gesamentlike Adviserende Raad van die Staatsdiens.

J1.1 Die Gesamentlike Adviserende Raad van die Staatsdiens, hieronder die Raad genoem, wat kragtens subartikel (1) van artikel vyf-en-twintig van die Wet ingestel is, bestaan uit die tien in subregulasies 2 en 3 bedoelde personeellede en die vyf in subregulasie 4 bedoelde amptelike lede.

J1.2 Die personeelverenigings wat deur die Kommissie erken is ooreenkomstig die reëls kragtens regulasie J6 voorgeskryf, en wat die onderstaande afdelings en groepe beamptes verteenwoordig, kan agt personeellede soos volg benoem:—

- (a) Een personeellid om beamptes in die administratiewe afdeling, uitgesonderd die in paragraaf (f) bedoelde beamptes, te verteenwoordig.
- (b) Een personeellid om beamptes in die klerklike afdeling, uitgesonderd die in paragraaf (f) bedoelde beamptes, te verteenwoordig.
- (c) Een personeellid om beamptes in die tegniese afdeling, uitgesonderd die in paragraaf (g) bedoelde beamptes, te verteenwoordig.
- (d) Een personeellid om beamptes in die algemene A- en die algemene B-afdeling, uitgesonderd die in paragrafe (g) en (h) bedoelde beamptes, gesamentlik te verteenwoordig.
- (e) Een personeellid om beamptes in die vakkundige afdeling te verteenwoordig.
- (f) Een personeellid om die onderstaande beamptes in die poswese gesamentlik te verteenwoordig:—
 - (i) Posmeesters.
 - (ii) Hoofsuperintendente, senior superintendente en superintendente.
 - (iii) Pos-en-telegraafassistenten en vroulike pos-en-telegraafassistenten in die uitvoerende afdeling.
 - (iv) Ander beamptes, uitgesonderd die in paragrafe (g) en (h) bedoelde beamptes, wat die Kommissie aanwys.
- (g) Een personeellid om telefoon-, magasyn- en ingenieurspersoneel in die tegniese, algemene A- en algemene B-afdeling in die poswese gesamentlik te verteenwoordig.
- (h) Een personeellid om die onderstaande beamptes in die poswese gesamentlik te verteenwoordig:—
 - (i) Uniformdraende personeel en sorteerders in die algemene A- en die algemene B-afdeling.
 - (ii) Ander beamptes, uitgesonderd die in paragrafe (f) en (g) bedoelde beamptes, wat die Kommissie aanwys.

J1.3 Bo en behalwe die agt in subregulasie 2 bedoelde personeellede, kan die personeelverenigings wat deur die Kommissie erken is ooreenkomstig die reëls kragtens regulasie J6 voorgeskryf, twee vroulike personeellede benoem. Een van hierdie personeellede moet die vroulike beamptes van die staatsdiens, uitgesonderd vroulike beamptes in die poswese en die dienste, en die ander die vroulike beamptes in die poswese verteenwoordig. Eersgenoemde lid word benoem deur die personeelvereniging wat die in paragrafe (a), (b), (c), (d) en (e) van subregulasie 2 bedoelde beamptes verteenwoordig, terwyl die ander lid gesamentlik benoem word deur die personeelverenigings wat die in paragrafe (f), (g) en (h) van subregulasie 2 bedoelde beamptes verteenwoordig. Indien die personeelverenigings wat verantwoordelik is vir die

responsible for the nomination of the latter member fail to reach unanimity in regard to such nomination, they shall submit separate nominations to the Commission who shall appoint a member from the list of nominations submitted.

J1.4 Five official members shall be nominated by the Commission.

J1.5 Except as is provided in sub-regulations 3, 5 and 7 of regulation J2, members shall hold office for a period of two years with effect from the first day of October of the year in which they have been elected or nominated.

J1.6 No provision of this chapter shall preclude the re-election or the re-nomination of a member whose term of office has expired by the effluxion of time.

Nomination or Election of Members.

J2.1 (a) Nominations for the filling of vacancies occurring on the Council upon the expiration of the terms of office in accordance with the provisions of sub-regulation 5 of regulation J1 shall, in the case of the staff members mentioned in sub-regulations 2 and 3 of regulation J1 be submitted to the Commission by the respective staff associations, and in the case of the official members mentioned in sub-regulation 4 of regulation J1 be made by the Commission on or before the first day of August of the year in which the vacancies occur.

(b) An officer nominated by a staff association in accordance with the provisions of paragraph (a) need not necessarily be a member of the staff association concerned or of the division or group represented by the staff association.

J2.2 When a staff member nominated by a staff association or an official member nominated by the Commission is unable to attend a meeting of the Council, an accredited deputy may be appointed *pro hac vice* by the staff association or the Commission, as the case may be.

J2.3 If a group referred to in sub-regulation 2 of regulation J1 is represented by more than one staff association and more than one nomination is submitted to the Commission, the nominee of the staff association which possesses a membership of at least fifty per cent of the group concerned, shall be declared by the Commission to be the elected member. In the event of none of the staff associations which have submitted nominations having a membership of fifty per cent of the group concerned, the Commission shall immediately arrange for an election of a member and an alternate by ballot by the officers of the group concerned.

J2.4 If a division or group referred to in sub-regulation 2 of regulation J1 is not represented by a staff association or if a staff association fails to nominate a member for the division or group which it represents the Commission shall arrange for the election of a member and an alternate by ballot by the officers of such division or group.

J2.5 (a) If the Commission withdraws its official recognition of a staff association, the member nominated by the staff association concerned shall no longer be entitled to a seat on the Council. In such event the Commission may arrange for the election by ballot by the officers of the division or group which was represented by the staff association concerned, of a member and an alternate, or, in the event of another staff association being recognised as representing the division or group, the Commission may request the latter staff association to nominate a member to fill the vacancy.

(b) A member elected or nominated in accordance with the provisions of paragraph (a) shall hold office for the unexpired portion of the period of office of the person in whose stead he has been elected or nominated.

J2.6 If a member elected by ballot, is unable to attend a meeting of the Council due to unavoidable circumstances, the duly elected alternate shall be entitled to attend the meeting.

benoeming van laasgenoemde lid, nie eenstemmigheid betreffende sodanige benoeming kan bereik nie, moet hulle afsonderlik nominasies voorleë aan die Kommissie wat 'n lid uit die lys van die voorgelegde nominasies aanstel.

J1.4 Vyf amptelike lede word deur die Kommissie benoem.

J1.5 Behoudens die bepalings van subregulasies 3, 5 en 7 van regulasie J2, beklee lede hul amp vir 'n tydperk van twee jaar met ingang van die eerste dag van Oktober van die jaar waarin hulle verkies of benoem is.

J1.6 Geen bepaling van hierdie hoofstuk belet die herkiesing of die herbenoeming van 'n lid wie se ampstermyn deur tydsvloer verstryk het nie.

Nominasie of verkiesing van lede.

J2.1 (a) Nominasies vir die vulling van vakatures wat by die verstryking van die ampstermyn van lede ooreenkomstig die bepalings van subregulasie 5 van regulasie J1 in die Raad ontstaan, moet, in die geval van die in subregulasies 2 en 3 van regulasie J1 bedoelde personeellede, deur die onderskeie personeelverenigings aan die Kommissie voorgelê en in die geval van die in subregulasie 4 van regulasie J1 bedoelde amptelike lede deur die Kommissie gedoen word op of voor die eerste dag van Augustus van die jaar waarin die vakatures ontstaan.

(b) 'n Beampte wat ooreenkomstig die bepalings van paragraaf (a) deur 'n personeelvereniging benoem word, hoef nie noodwendig 'n lid van die betrokke personeelvereniging of van die afdeling of groep wat die personeelvereniging verteenwoordig, te wees nie.

J2.2 Wanneer 'n personeellid wat deur 'n personeelvereniging benoem is of 'n amptelike lid wat deur die Kommissie benoem is, nie in staat is om 'n vergadering van die Raad by te woon nie, kan 'n gevolmagtigde plaasvervanger *pro hac vice* deur die personeelvereniging of die Kommissie, na gelang van die geval, aangestel word.

J2.3 As 'n groep wat in subregulasie 2 van regulasie J1 genoem word deur meer as een personeelvereniging verteenwoordig word en daar meer as een nominasie aan die Kommissie voorgelê word, word die genomineerde van die personeelvereniging wat 'n ledetal het van minstens vyftig persent van die betrokke groep as die verkose lid deur die Kommissie verklaar. Indien geeneen van die personeelverenigings wat 'n nominasie ingedien het 'n ledetal van vyftig persent van die betrokke groep het nie, moet die Kommissie onmiddellik reël dat 'n lid en 'n plaasvervanger deur die beamptes van die betrokke groep by wyse van stemming per stembrief verkies word.

J2.4 As 'n afdeling of groep wat in subregulasie 2 van regulasie J1 genoem word, nie deur 'n personeelvereniging verteenwoordig word nie of as 'n personeelvereniging in gebreke bly om 'n lid vir die afdeling of groep wat hy verteenwoordig, te benoem, moet die Kommissie reël dat 'n lid en 'n plaasvervanger deur die beamptes van sodanige afdeling of groep by wyse van stemming per stembrief verkies word.

J2.5 (a) As die Kommissie sy amptelike erkenning van 'n personeelvereniging intrek, is die lid wat deur die betrokke personeelvereniging benoem is, nie meer geregtig om sitting op die Raad te hê nie. In so 'n geval kan die Kommissie reël dat 'n lid en 'n plaasvervanger deur die beamptes van die afdeling of groep wat deur die betrokke personeelvereniging verteenwoordig was, by wyse van stemming per stembrief verkies word, of, as 'n ander personeelvereniging as verteenwoordiger van die afdeling of groep erken word, kan die Kommissie laasgenoemde personeelvereniging versoek om 'n lid te benoem om die vakature te vul.

(b) 'n Lid wat ooreenkomstig die bepalings van paragraaf (a) verkies of benoem word, beklee sy amp vir die onverstreke gedeelte van die ampstermyn van die persoon in wie se plek hy verkies of benoem is.

J2.6 As 'n lid wat by wyse van stemming per stembrief verkies is, weens onvermydelike omstandighede nie in staat is om 'n vergadering van die Raad by te woon nie, is die behoorlik verkose plaasvervanger geregtig om die vergadering by te woon.

J2.7 (a) A member, or an alternate for a member, shall vacate his office if he—

- (i) gives notice in writing to the chairman of the Council of his desire to resign his office and his resignation is accepted by the Commission; or
- (ii) he ceases to be an officer of the public service.

(b) A vacancy caused by the death or by the vacation of office in terms of paragraph (a) of a member nominated in terms of sub-regulation 1, 3 or 5, shall be filled by the appointment of another officer for the unexpired portion of the period for which the member whose office has become vacant, had been appointed. Such appointment shall be made by—

- (i) the staff association concerned if the vacancy was caused by the death or the vacation of office of a staff member nominated by a staff association; or
- (ii) the Commission if the vacancy was caused by the death or the vacation of office of an official member nominated by the Commission.

(c) A vacancy caused by the death or by the vacation of office in terms of paragraph (a) of a member elected by ballot in terms of sub-regulation 3, 4, or 5 or appointed in terms of this paragraph, shall be filled by the appointment by the Commission of the alternate for such member for the unexpired portion of the period for which the member whose office has become vacant had been elected or appointed.

(d) When a vacancy is caused—

- (i) by the death or by the vacation of office in terms of paragraph (a) of an alternate elected by ballot; or
- (ii) by the appointment of an alternate as a member in terms of paragraph (c),

the Commission may either arrange for the election by ballot by the officers of the division or group concerned of another member as an alternate, or it may request the staff association representing the division or group concerned to nominate another officer to fill the vacancy, as the case may be.

Purpose of the Council.

J3. When the Council advises the Commission its purpose shall be—

- (a) to secure the greatest measure of co-operation between the Government in its capacity as employer and the officers and employees in the public service;
- (b) to promote the efficiency of the public service;
- (c) to promote the well-being of the officers and employees; and
- (d) to afford the Commission the benefit of the experience and different points of view of the various divisions in regard to conditions of service.

Functions and Duties of the Council.

J4.1 In addition to the functions and duties mentioned in paragraphs (a) and (b) of sub-section (2) of section twenty-five of the Act, the Council shall advise the Commission on—

- (a) the manner in which the ideas and experience of the staff can best be utilised;
- (b) the training of officers and employees; and
- (c) any other matter referred to the Council by the Commission.

J4.2 The Council may not consider the case of an individual officer or employee.

Resolutions of the Council.

J5.1 If it is requested by the Council, the Commission shall transmit any resolution which has been taken by the Council and which has not been accepted by the Commission, to the Minister of the Interior who shall forward it, as soon as possible, to the Cabinet.

J5.2 In its annual report to Parliament the Commission shall indicate—

- (a) the Council's resolutions which have been accepted; and
- (b) the Council's resolutions which have been rejected.

J2.7 (a) 'n Lid, of 'n plaasvervanger vir 'n lid, ontruim sy amp as hy—

- (i) die voorsitter van die Raad skriftelik in kennis stel dat hy sy amp wil ontruim en sy bedanking deur die Kommissie aanvaar word; of
- (ii) nie meer 'n beampte van die staatsdiens is nie.

(b) 'n Vakature wat ontstaan deur die dood of deur die ontruiming van sy amp kragtens paragraaf (a) van 'n lid wat ingevolge subregulasie 1, 3 of 5 benoem was, moet gevul word deur die aanstelling van 'n ander beampte vir die onverstreke gedeelte van die tydperk waarvoor die lid wie se amp vakant geword het, aangestel was. Sodanige aanstelling word gedoen deur—

- (i) die betrokke personeelvereniging, as die vakature ontstaan het deur die dood of die ontruiming van sy amp van 'n personeel wat deur 'n personeelvereniging benoem is; of
- (ii) die Kommissie, as die vakature ontstaan het deur die dood of ontruiming van sy amp van 'n amptelike lid wat deur die Kommissie benoem is.

(c) 'n Vakature wat ontstaan deur die dood of deur die ontruiming van sy amp kragtens paragraaf (a) van 'n lid wat by wyse van stemming ingevolge subregulasie 3, 4 of 5 verkies of kragtens hierdie paragraaf aangestel is, moet gevul word deur die aanstelling deur die Kommissie van die plaasvervanger vir sodanige lid vir die onverstreke gedeelte van die tydperk waarvoor die lid wie se amp vakant geword het, verkies of aangestel was.

(d) Wanneer 'n vakature ontstaan—

- (i) deur die dood of deur die ontruiming van sy amp kragtens paragraaf (a) van 'n plaasvervanger wat by wyse van stemming per stembrief verkies is; of
- (ii) deur die aanstelling van 'n plaasvervanger as lid ingevolge paragraaf (c),

kan die Kommissie, na gelang van die geval, of reël dat 'n ander beampte as plaasvervanger verkies word by wyse van stemming per stembrief deur die beamptes van die betrokke afdeling of groep, of die personeelvereniging wat die betrokke afdeling of groep verteenwoordig, versoek om 'n ander beampte te benoem om die vakature te vul.

Doel van die Raad.

J3. Wanneer die Raad die Kommissie adviseer, moet dit sy doel wees om—

- (a) die grootste mate van samewerking tussen die Regering as werkgever en die beamptes en werknemers in die staatsdiens te bewerkstellig;
- (b) die doeltreffendheid van die staatsdiens te bevorder;
- (c) die welsyn van die beamptes en werknemers te bevorder; en
- (d) die Kommissie in staat te stel om te kan put uit die ondervinding en sienswyses van die verskillende afdelings in verband met diensvoorwaardes.

Werkzaamhede en pligte van die Raad.

J4.1 Benewens die in paragrawe (a) en (b) van sub-artikel (2) van artikel vyf-en-twintig van die Wet bedoelde werkzaamhede en pligte moet die Raad die Kommissie adviseer oor—

- (a) hoe die idees en ondervinding van die personeel die beste benut kan word;
- (b) die opleiding van beamptes en werknemers; en
- (c) enige ander aangeleentheid wat die Kommissie na die Raad verwys.

J4.2 Die Raad mag nie die geval van 'n individuele beampte of werknemer oorweeg nie.

Besluite van die Raad.

J5.1 Indien die Raad dit versoek moet die Kommissie enige besluit wat deur die Raad geneem is en wat nie deur die Kommissie aanvaar is nie, aan die Minister van Binelandse Sake deurstuur wat dit so gou doenlik aan die kabinet moet stuur.

J5.2 In sy jaarverslag aan die Parlement moet die Kommissie aantoon—

- (a) die Raad se besluite wat aangeneem is; en
- (b) die Raad se besluite wat verwerp is.

The Commission may Prescribe Rules.

J6. After consultation with the Council, the Commission may prescribe rules, not inconsistent with the regulations of this chapter, in respect of—

- (a) the recognition of staff associations;
- (b) the conduct of ballots under regulation J2;
- (c) the government and conduct of the business of the Council; and
- (d) anything connected with the regulations of this chapter and in connection with which the Commission deems it advisable that rules should be made.

RULES PRESCRIBED BY THE COMMISSION IN TERMS OF THE PROVISIONS OF PUBLIC SERVICE REGULATION J6.

A. RULES FOR THE RECOGNITION OF STAFF ASSOCIATIONS.

1. Subject to the provisions of these rules, the Commission shall afford official recognition to staff associations representing officers as defined in section one of the Public Service Act, 1957 (Act No. 54 of 1957): Provided that this rule does not apply to members of the services.

2. A head of department or an officer who is a member of the staff of the Commission may not be a member of a staff association.

3.1 A staff association shall not be recognised or continue to be recognised unless fifty per cent of the officers of the division or group which it represents are subscribing members of the staff association.

3.2 A subscribing member is a member who is not more than six months in arrear with his subscription.

3.3 The Commission shall have the right to have the records of a staff association examined at any time in order to determine whether the conditions imposed by these rules are being fulfilled.

4. When a staff association has been formed and recognised by the Commission, an officer of the division or group which is represented by the staff association concerned, shall be eligible for membership of that staff association only.

5. A staff association shall, together with its application for recognition, submit a copy of its constitution for the Commission's information, and if the Commission so desires, also a list in alphabetical order of all its members.

6. All communications to the Commission by a staff association shall be signed by or on behalf of the secretary of the staff association concerned and copies of all communications by a staff association to the Commission or the Public Service Joint Advisory Council affecting a particular department shall be forwarded to the head of the department concerned by the secretary of the staff association.

7. A staff association shall not affiliate or be connected with any other association of employees outside the public service or trade organisation without the special sanction of the Commission having first been obtained, which sanction may be given conditionally and be withdrawn at any time: Provided that this rule shall not be construed as prohibiting connection, for consultation purposes only, with associations of Government employees outside the public service.

8. If a staff association fails to observe any of the provisions of these rules or ceases to comply therewith, the Commission may withdraw the official recognition afforded by it to such staff association.

Die Kommissie kan reëls voorskryf.

J6. Na raadpleging met die Raad kan die Kommissie reëls wat nie met die regulasies van hierdie hoofstuk strydig is nie, voorskryf ten opsigte van—

- (a) die erkenning van personeelverenigings;
- (b) die hou van stemmings ingevolge regulasie J2;
- (c) die bestuur en die verrigting van die sake van die Raad; en
- (d) enigiets wat met die regulasies van hierdie hoofstuk verband hou en waaromtrent die Kommissie dit raadsaam ag dat reëls gemaak moet word.

REËLS VOORGESKRYF DEUR DIE KOMMISSIE KRAGTENS DIE BEPALINGS VAN STAATSDIENSREGULASIE J6.

A. REËLS VIR DIE ERKENNING VAN PERSONEEL- VERENIGINGS.

1. Behoudens die bepalings van hierdie reëls, verleen die Kommissie amptelike erkenning aan personeelverenigings wat beamptes, soos in artikel een van die Staatsdienswet, 1957 (Wet No. 54 van 1957) omskryf, verteenwoordig: Met dien verstande dat hierdie reël nie op lede van die dienste van toepassing is nie.

2. 'n Departementshoof of 'n beampte wat lid is van die personeel van die Kommissie mag nie lid van 'n personeelvereniging wees nie.

3.1 'n Personeelvereniging mag nie erken word of erken bly tensy vyftig persent van die beamptes van die afdeling of groep wat dit verteenwoordig, subskripsie-betalende lede van die personeelvereniging is nie.

3.2 'n Subskripsie-betalende lid is 'n lid wat nie meer as ses maande met die betaling van sy ledegeld agterstallig is nie.

3.3 Die Kommissie het die reg om te eniger tyd die rekords van 'n personeelvereniging te laat ondersoek ten einde te bepaal of die voorwaardes wat deur hierdie reëls neergelê word, nagekom word.

4. Wanneer 'n personeelvereniging gestig en deur die Kommissie erken is, is 'n beampte van die afdeling of groep wat deur die betrokke personeelvereniging verteenwoordig word, bevoeg vir lidmaatskap van slegs daardie personeelvereniging.

5. 'n Personeelvereniging moet, tesame met sy aansoek om erkenning, 'n afskrif van sy konstitusie vir die inligting van die Kommissie indien, en as die Kommissie dit verlang, ook 'n lys van al sy lede in alfabetiese volgorde.

6. Alle mededelings aan die Kommissie deur 'n personeelvereniging moet deur of namens die sekretaris van die betrokke personeelvereniging onderteken word en afskrifte van alle mededelings deur 'n personeelvereniging aan die Kommissie of aan die Gesamentlike Adviserende Raad van die Staatsdiens wat op 'n besondere departement betrekking het, moet aan die hoof van die betrokke departement deur die sekretaris van die personeelvereniging gestuur word.

7. 'n Personeelvereniging mag nie affilieer of hom verbind met enige ander vereniging van werknemers buite die staatsdiens of vakorganisasie alvorens die spesiale goedkeuring van die Kommissie verkry is nie, welke goedkeuring voorwaardelik gegee en te eniger tyd ingetrek kan word: Met dien verstande dat hierdie reël nie vertolk moet word as sou dit verbindings slegs vir raadplegingsdoeleindes met verenigings van regeringswerknemers buite die staatsdiens betel nie.

8. Indien 'n personeelvereniging enigeen van die bepalings van hierdie reëls nie nakom nie of ophou om daaraan te voldoen, kan die Kommissie die amptelike erkenning wat hy aan so 'n personeelvereniging verleen het, intrek.

B. RULES FOR THE CONDUCT OF BALLOTS FOR THE ELECTION OF MEMBERS OF THE PUBLIC SERVICE JOINT ADVISORY COUNCIL.

1. If a division or group mentioned in sub-regulation 2 of regulation J1 is not represented by a staff association or a staff association fails to nominate a member for a division or group which it represents, the Commission shall, as soon as convenient after the first day of August of each year, request the officers of the division or group concerned by means of a notice in the *Government Gazette*, to nominate an officer to represent the particular division or group in the Council.

2.1 Nominations shall be submitted in the form set out in the First Schedule to these rules.

2.2 Each nomination form shall, subject to the provisions of rule 12, be signed by at least twenty officers of the division or group concerned in the presence of the respective departmental supervising officers of the offices in which the signatories serve.

2.3 The nominated officer shall indicate on the nomination form his willingness to accept the nomination and, if he is elected, to serve on the Council.

2.4 Nomination forms shall be forwarded by registered post to the secretary of the Public Service Commission, Pretoria, or such other person as the Commission may indicate to receive the forms, within a period specified by the Commission: Provided that the period shall not be less than 21 days reckoned from the date of publication of the notice referred to in rule 1.

2.5 The Commission may, at its discretion, and if good reasons are given before the expiry of the specified period, grant such extension of the period as it may consider reasonable.

3. If only one candidate is nominated to represent a division or group or if only one candidate is nominated as the alternate member for a division or group, such candidate shall be declared by the Commission to be the duly elected member or the alternate member, as the case may be.

4. If more than one candidate is nominated, either as member or as alternate member for a division or group, the Commission shall arrange immediately for a member or alternate member, as the case may be, to be elected by ballot by the officers of the division or group concerned.

5. Subject to the provisions of rule 12, every officer in a division or group in respect of which an election is being held, shall be entitled to record one vote for the representative and also one vote for the alternate.

6. The Commission shall arrange for each officer who is entitled to vote to be supplied with a printed ballot paper in the form set out in the Second Schedule to these rules.

7. An officer shall record his vote in accordance with the instructions printed on the ballot paper and which are set out in the Third Schedule to these rules.

8. After an officer has recorded his vote his ballot paper shall be forwarded under sealed cover to the Secretary, Public Service Commission, Pretoria, to reach the latter or another person or address indicated by the Commission, before a date specified by the Commission: Provided that the specified date shall not be earlier than 21 days after the date on which the ballot papers in connection with the election were issued or distributed.

9.1 The candidate obtaining the highest number of votes shall be declared by the Commission as the duly elected representative or the duly elected alternate member, as the case may be.

B. REÛLS VIR DIE HOU VAN STEMMINGS VIR DIE VERKIESING VAN LEDE VAN DIE GESAMENTLIKE ADVISERENDE RAAD VAN DIE STAATSDIENS.

1. Indien 'n in subregulasie 2 van regulasie J1 bedoelde afdeling of groep nie deur 'n personeelvereniging verteenwoordig word nie of 'n personeelvereniging in gebreke bly om 'n lid vir 'n afdeling of groep wat hy verteenwoordig, te benoem, moet die Kommissie so gou doenlik na die eerste dag van Augustus van elke jaar, die beamptes van die betrokke afdeling of groep deur middel van 'n kennisgewing in die *Staatskoerant* versoek om 'n beampte te benoem om die besondere afdeling of groep op die Raad te verteenwoordig.

2.1 Nominasies moet in die vorm wat in die Eerste Bylae van hierdie reëls uiteengesit is, ingedien word.

2.2 Elke nominasievorm moet, behoudens die bepalinge van reël 12, onderteken word deur minstens twintig beamptes van die betrokke afdeling of groep in die teenwoordigheid van die onderskeie departementele toesig-houdende beamptes van die kantore waarin die onder-tekenaars dien.

2.3 Die genomineerde beampte moet sy bereidwilligheid om die nominasie te aanvaar en, indien hy verkies word, in die Raad te dien, op die nominasievorm aandui.

2.4 Nominasievorms moet per aangetekende pos gerig word aan die sekretaris van die Staatsdienskommissie, Pretoria, of 'n ander persoon wat die Kommissie aanwys om die vorms te ontvang, binne 'n tydperk deur die Kommissie bepaal: Met dien verstande dat die tydperk nie korter as 21 dae gereken vanaf die datum van publikasie van die kennisgewing wat in reël 1 genoem word, moet wees nie.

2.5 Die Kommissie kan na goeë dunnke en indien grondige redes voor die verstryking van die bepaalde tydperk verstrek word, die tydperk sodanig verleng as wat hy redelik beskou.

3. Indien daar slegs een kandidaat benoem word om 'n afdeling of groep te verteenwoordig of indien daar slegs een kandidaat as die plaasvervangende lid van 'n afdeling of groep benoem word, word so 'n kandidaat deur die Kommissie as die behoorlik verkose lid of die plaasvervangende lid, na gelang van die geval, verklaar.

4. Indien meer as een kandidaat benoem word, hetsy as lid of as plaasvervangende lid vir 'n afdeling of groep, moet die Kommissie onmiddellik reëlings tref dat 'n lid of plaasvervangende lid, na gelang van die geval, by wyse van stemming per stembrief deur die beamptes van die betrokke afdeling of groep verkies word.

5. Behoudens die bepalinge van reël 12 is elke beampte in 'n afdeling of groep ten opsigte waarvan 'n stemming gehou word, geregtig om een stem vir die verteenwoordiger en ook een stem vir die plaasvervanger uit te bring.

6. Die Kommissie moet reëlings tref dat aan elke stemgeregtigde beampte 'n gedrukte stembrief in die vorm wat in die Tweede Bylae van hierdie reëls uiteengesit is, verskaf word.

7. 'n Beampte moet sy stem uitbring ooreenkomstig die voorskrifte wat op die stembrief gedruk is en wat in die Derde Bylae van hierdie reëls uiteengesit is.

8. Nadat 'n beampte gestem het, moet sy stembrief in 'n verseelde omslag aan die Sekretaris, Staatsdienskommissie, Pretoria, gestuur word om laasgenoemde of 'n ander persoon of adres wat die Kommissie mag aanwys, te bereik voor 'n datum deur die Kommissie vasgestel: Met dien verstande dat die vasgestelde datum nie vroeër mag wees as 21 dae na die datum waarop die stembriewe in verband met die verkiesing uitgereik of versprei is nie.

9.1 Die kandidaat wat die meeste stemme verwerf het, word deur die Kommissie as die behoorlik verkose verteenwoordiger of die behoorlik verkose plaasvervangende lid, na gelang van die geval, van die betrokke afdeling of groep verklaar.

9.2 If two or more candidates obtain the same number of votes and the result of the election is affected thereby, the chairman of the Commission shall decide by lot which candidate shall be declared the elected representative or the alternate member, as the case may be.

10. If a candidate who has been nominated as representative as well as alternate member obtains a majority of votes in each ballot, he shall be declared by the Commission as the elected representative of the division or group, and the candidate who obtained the second highest number of votes in the ballot for the alternate member shall be declared by the Commission as the elected alternate member.

11. A nomination or election is not invalid if—

- (a) the notice referred to in rule 1 had not been brought to the attention of an officer who is entitled to vote;
- (b) a ballot paper referred to in rule 6 had accidentally not been sent to an officer who is entitled to vote; or
- (c) an officer who is entitled to vote had not received a ballot paper.

12. An officer who entered a division or group after the first day of August of the year in which an election of a member or an alternate member to represent that division or group is being held, shall not be entitled to sign a nomination form or to record a vote in connection with the election concerned.

13. These rules shall *mutatis mutandis* govern an election held in the circumstances contemplated by sub-regulations 3, 5 and 7 (d) of regulation J2.

C. RULES FOR THE GOVERNMENT AND THE CONDUCT OF THE BUSINESS OF THE PUBLIC SERVICE JOINT ADVISORY COUNCIL.

1.1 At the commencement of—

- (a) each ordinary meeting; or
- (b) a special meeting immediately prior to which the chairman's functions are performed in terms of the proviso to this rule,

the members of the Council shall elect a chairman and a vice-chairman from amongst the official members and the staff members, respectively, to hold office until the commencement of the next ordinary meeting: Provided that in the event of—

- (i) the chairman relinquishing his membership of the Council, the vice-chairman shall function as chairman; or
- (ii) the chairman and vice-chairman both relinquishing their membership of the Council, the Commission shall nominate one of the members to function as chairman,

until the commencement of the next meeting of the Council.

1.2 The Commission shall designate an officer on its establishment to undertake the duties of secretary to the Council.

2.1 Ordinary meetings of the Council shall be held at least once in each year ending on the 31st December, at such places and times as the Commission may determine.

2.2 A special meeting of the Council—

- (a) shall be called at the request of the commission; or
- (b) shall be called at the unanimous request of the recognised staff associations, provided such request has been confirmed in writing by all the recognised staff associations separately; or
- (c) may, with the concurrence of the Commission, be called by the chairman of the Council on his own initiative.

3.1 The chairman shall, at least *twenty-eight* days before a meeting, forward an agenda to all members of the Council and to the Commission: Provided that in the case of a special meeting the agenda shall be forwarded not less than seven days before the commencement of the meeting.

9.2 Indien twee of meer kandidate eweveel stemme verwerf het en die uitslag van die verkiesing daardeur beïnvloed word, moet die voorsitter van die Kommissie by wyse van loting beslis watter kandidaat as die verkose verteenwoordiger of plaasvervangende lid, na gelang van die geval, verklaar moet word.

10. Indien 'n kandidaat wat as verteenwoordiger sowel as plaasvervangende lid van 'n afdeling of groep benoem is, in elke stemming per stembrief 'n meerderheid van stemme verkry, word hy deur die Kommissie as die verkose verteenwoordiger van die afdeling of groep verklaar, en die kandidaat wat die tweede meeste stemme in die stemming vir die plaasvervangende lid verwerf het, word deur die Kommissie as die verkose plaasvervangende lid verklaar.

11. 'n Nominasie of verkiesing is nie ongeldig nie as—

- (a) die kennisgewing wat in reël 1 genoem word, nie onder 'n stemgeregtigde beampte se aandag gebring is nie;
- (b) 'n stembrief wat in reël 6 genoem word, per abuis nie aan 'n stemgeregtigde beampte gestuur is nie; of
- (c) 'n stemgeregtigde beampte nie 'n stembrief ontvang het nie.

12. 'n Beampte wat tot 'n afdeling of groep toetree het na die eerste dag van Augustus van die jaar waarin 'n verkiesing van 'n lid of 'n plaasvervangende lid om daardie afdeling of groep te verteenwoordig, gehou word, is nie geregtig om in verband met die betrokke verkiesing 'n nominasievorm te teken of om te stem nie.

13. Hierdie reëls is *mutatis mutandis* van toepassing op 'n verkiesing wat gehou word onder die omstandighede in subregulasies 3, 5 en 7-(d) van regulasie J2 beskryf.

C. REÛLS VIR DIE BESTUUR EN DIE VERRIGTING VAN DIE SAKE VAN DIE GESAMENTLIKE ADVISERENDE RAAD VAN DIE STAATSDIENS.

1.1 Aan die begin van—

- (a) elke gewone vergadering; of
- (b) 'n spesiale vergadering onmiddellik voor die aanvang waarvan die funksies van die voorsitter uitgeoefen word kragtens die voorbehoudsbepaling by hierdie reël,

kies die lede van die Raad 'n voorsitter en 'n vise-voorsitter uit onderskeidelik die amptelike lede en die personeellede, wat dié ampte tot aan die begin van die volgende gewone vergadering beklee: Met dien verstande dat indien—

- (i) die voorsitter sy lidmaatskap van die Raad neerlê, die vise-voorsitter as voorsitter funksioneer; of
- (ii) die voorsitter en die vise-voorsitter albei hul lidmaatskap van die Raad neerlê, die Kommissie een van die lede benoem om as voorsitter te funksioneer,

tot aan die begin van die volgende vergadering van die Raad.

1.2 Die Kommissie moet 'n beampte van sy personeel aanwys om die pligte van sekretaris van die Raad te onderneem.

2.1 Gewone vergaderings van die Raad moet minstens een maal in elke jaar wat op 31 Desember eindig, gehou word, op dié plekke en tye wat die Kommissie bepaal.

2.2 'n Spesiale vergadering van die Raad—

- (a) moet op versoek van die Kommissie belê word; of
- (b) moet belê word op die eenparige versoek van die erkende personeelverenigings, mits sodanige versoek deur al die erkende personeelverenigings afsonderlik skriftelik bekragtig is; of
- (c) kan, met die toestemming van die Kommissie, deur die voorsitter van die Raad uit eie beweging belê word.

3.1 Dié voorsitter moet minstens *agt-en-twintig* dae voor 'n vergadering 'n agenda aan al die lede van die Raad en aan die Kommissie stuur: Met dien verstande dat in die geval van 'n spesiale vergadering die agenda nie minder as sewe dae voor die vergadering 'n aanvang sal neem, uitgestuur moet word nie.

3.2 Business which does not appear on the agenda may be dealt with only with the permission of the Council: Provided that the Commission may, at its discretion, and notwithstanding the provisions of paragraph 1, request the Council to consider business of urgency or importance.

3.3 At a special meeting called in accordance with paragraph 2 of rule 2, no business other than that for which the meeting was called, shall be considered.

4.1 Each member of the Council, including the chairman, shall have one ordinary vote.

4.2 Decisions on motions before the Council shall be taken by a majority of votes of the members present: Provided that at least three official members are included in the majority: Provided further that where only two official members vote with the majority, a motion shall be deemed to be carried if at least seventy-five per cent of the members present comprise such majority.

5. For the conduct of its business the Council shall draw up such standing orders, not inconsistent with these rules, as it may deem necessary. Such standing orders are subject to the approval of the Commission.

6. The Council shall maintain a record of the proceedings of each meeting. Copies of such record, signed by the chairman and vice-chairman, shall be transmitted to the Commission as soon as practicable after each meeting.

7. Only statements issued under the authority of the Council shall be published, and such statements shall be as informative as possible.

8. When attending a meeting of the Council the members and the secretary shall be regarded as being on official duty and, if resident elsewhere than at the centre where the meeting is held, they shall be furnished with rail warrants for return train tickets and be paid subsistence allowance at the rates applicable to them in terms of Chapter D of the Public Service Regulations.

FIRST SCHEDULE.

PUBLIC SERVICE JOINT ADVISORY COUNCIL.

NOMINATION FORM

for the election of an officer—

*(a) to represent the.....;

*(b) as alternate member for the.....;

on the Public Service Joint Advisory Council for the period ending 30th September, 19.....

Full name of candidate.....

Rank.....

Address.....

Department.....

Signatures of Twenty Officers of the Division or Group Supporting the Nomination.

Name.	Rank and Department.	Station.	Signature of Departmental Supervising Officer(s).

* Delete whichever is not applicable.

3.2 Sake wat nie op die agenda verskyn nie mag slegs met die toestemming van die Raad behandel word: Met dien verstande dat die Kommissie na goeëdunke, en ondanks die bepalings van paragraaf 1, die Raad kan versoek om sake wat dringend en belangrik is, te oorweeg.

3.3 Op 'n spesiale vergadering wat ooreenkomstig paragraaf 2 van reël 2 belê word, mag geen ander sake as dié waarvoor die vergadering belê is, oorweeg word nie.

4.1 Elke lid van die Raad, met inbegrip van die voor-sitter, het een gewone-stem.

4.2 Besluite oor voorstelle voor die Raad word geneem deur 'n meerderheid van stemme van die aanwesige lede: Met dien verstande dat daar minstens drie amptelike lede by die meerderheid ingesluit moet wees: Met dien verstande voorts dat waar slegs twee amptelike lede saam met die meerderheid stem, 'n voorstel geag word aange-neem te wees indien minstens vyf-en-sewentig persent van die aanwesige lede sodanige meerderheid uitmaak.

5. Vir die verrigting van sy sake moet die Raad dié reglement wat hy nodig ag en wat nie met hierdie reëls onbestaanbaar is nie, opstel. Sodanige reglement is onderworpe aan die goedkeuring van die Kommissie.

6. Die Raad moet rekord hou van die verrigtinge van elke vergadering. Afskrifte van sodanige rekord, geteken deur die voorsitter en vise-voorsitter, moet so gou doenlik na elke vergadering aan die Kommissie gestuur word.

7. Slegs verklarings wat op gesag van die Raad uit-gereik is, mag gepubliseer word, en sodanige verklarings moet so volledig moontlik wees.

8. Wanneer hulle 'n vergadering van die Raad bywoon word die lede en die sekretaris geag in amptelike diens te wees en indien hulle elders as op die plek waar die ver-gadering gehou word, woonagtig is, moet spoorwegorders vir reter treinkaartjies aan hulle uitgereik en verblyf-toelae teen die tariewe wat kragtens Hoofstuk D van die Staatsdiensregulasies op hulle van toepassing is, aan hulle betaal word.

EERSTE BYLAË.

GESAMENTLIKE ADVISERENDE RAAD VAN DIE STAATSDIENS.

NOMINASIEVORM

vir die verkiesing van 'n beampte—

*(a) om die..... te verteenwoordig;

*(b) as plaasvervangende lid vir die.....;

in die Gesamentlike Adviserende Raad van die Staats-diens vir die tydperk eindigende 30 September 19.....

Volle naam van kandidaat.....

Rang.....

Adres.....

Departement.....

Handtekening van twintig beamptes van die afdeling of groep wat die nominasie ondersteun.

Naam.	Rang en Departement.	Standplaas.	Handtekening van departemen-tele toesighouden-de beampte(s).

* Skrap wat nie van toepassing is nie.

I (full name).....
hereby accept the above nomination—
*(a) as representative;
*(b) as alternate member;
and undertake to serve upon the Public Service Joint
Advisory Council, if elected.

.....
Signature of officer nominated.

Date.....

Address.....

* Delete whichever is not applicable.

SECOND SCHEDULE.

PUBLIC SERVICE JOINT ADVISORY COUNCIL.

BALLOT PAPER

for the election of an officer—

*(a) to represent the.....;
*(b) as alternate member for.....;

.....
on the Public Service Joint Advisory Council for the
period ending 30th September, 19.....

Name of candidate.....

Rank.....

Department.....

Address.....

Name of candidate.....

Rank.....

Department.....

Address.....

Signature of officer voting.....

Rank.....

Department.....

Date.....

Address.....

This ballot paper must be completed and forwarded
under sealed cover so as to reach the Secretary, Public
Service Commission, Pretoria, on or before the.....
day of....., 19.....

* Delete whichever is not applicable.

THIRD SCHEDULE.

INSTRUCTIONS REGARDING THE COMPLETION OF THE BALLOT PAPER BEFORE SUBMIS- SION TO THE PUBLIC SERVICE COMMISSION.

1. In order to record his vote an officer must—

- (a) make a cross (X) on the ballot paper opposite the
name of the candidate for whom he desires to vote;
- (b) sign the ballot paper and indicate his rank, the
department in which he serves, his address and the
date on which the ballot paper was signed.

2. A ballot paper shall be invalid if—

- (a) a cross (X) which clearly indicates for which candi-
date the vote is recorded is not made on it;
- (b) a cross (X) is made opposite the name of more than
one candidate;
- (c) it is not marked; or
- (d) it is not signed or is signed by an officer who is
not entitled to vote.

Ek, (volle naam)
neem hierby bogenoemde nominasie aan—

*(a) as verteenwoordiger;

*(b) as plaasvervangende lid;

en onderneem om, indien verkies, in die Gesamentlike
Adviserende Raad van die Staatsdiens te dien.

.....
Handtekening van genomineerde beamppte.

Datum.....

Adres.....

* Skrap wat nie van toepassing is nie.

TWEEDE BYLAE.

GESAMENTLIKE ADVISERENDE RAAD VAN DIE STAATSDIENS.

STEMBRIEF

vir die verkiesing van 'n beamppte—

*(a) om die..... te verteenwoordig;

*(b) as plaasvervangende lid vir.....;

in die Gesamentlike Adviserende Raad van die Staats-
diens vir die tydperk eindigende 30 September 19.....

Naam van kandidaat.....

Rang.....

Departement.....

Adres.....

Naam van kandidaat.....

Rang.....

Departement.....

Adres.....

Handtekening van beamppte wat stem.....

Rang.....

Departement.....

Datum.....

Adres.....

Hierdie stembrief moet ingevul en onder verseëelde om-
slag gestuur word aan die Sekretaris, Staatsdienskom-
missie, Pretoria, om hom op of voor die dag
van 19..... te bereik.

* Skrap wat nie van toepassing is nie.

DERDE BYLAE.

VOORSKRIFTE BETREFFENDE DIE INVUL VAN DIE STEM BRIEF VOORDAT DIT AAN DIE STAATSDIENSKOMMISSIE VOORGELE WORD.

1. Ten einde sy stem uit te bring moet 'n beamppte—

- (a) 'n kruisie (X) maak op die stembrief teenoor die
naam van die kandidaat vir wie hy wil stem;
- (b) die stembrief onderteken en sy rang, die departe-
ment waarin hy dien, sy adres en die datum van
ondertekening van die stembrief vermeld.

2. 'n Stembrief is ongeldig indien—

- (a) 'n kruisie (X) nie daarop gemaak is wat duidelik
aantoon vir watter kandidaat die stem uitgebring
word nie;
- (b) daar 'n kruisie (X) teenoor die naam van meer as
een kandidaat gemaak is;
- (c) dit nie gemerk is nie; of
- (d) dit nie geteken is nie of geteken is deur 'n beamppte
wat nie stemgeregtig is nie.