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(REGULASIEKOERANT No. 264)

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PRETORIA, 13 DECEMBER 1963.
13 DESEMBER

[No. 670.

GOVERNMENT NOTICE.

DEPARTMENT OF EDUCATION, ARTS AND SCIENCE.

No. R. 1954.] [13 December 1963.
STATE-AIDED INSTITUTIONS ACT, 1931.—
REGULATIONS.

The Minister of Education, Arts and Science has, under and by virtue of the powers vested in him by section seven of the State-aided Institutions Act, 1931 (Act No. 23 of 1931), made the following regulations in substitution of the regulations published under Government Notice No. 2201 of 29th October, 1954, as amended by Government Notices No. 571 of 25th March, 1955, No. 2201 of 4th November, 1955, No. 355 of 2nd March, 1956, and No. 535 of 12th April, 1957:—

- Part I.—General.
- Part II.—Board of Trustees.
- Part III.—Property of Institutions.
- Part IV.—Appointment of Employees.
- Part V.—Leave Privileges.
- Part VI.—Misconduct.
- Part VII.—Finance.
- Part VIII.—Miscellaneous.

PART I.

GENERAL.

DEFINITIONS.

1. In these regulations any term to which a meaning has been assigned by the Act bears, that meaning and unless inconsistent with the context—

- “Act” means the State-aided Institutions Act, 1931 (Act No. 23 of 1931), and any amendment thereof;
- “Department” means the Department of Education, Arts and Science;
- “director” means the director, chief librarian or other staff member in charge of an institution;
- “employee” means a person employed by an institution in a permanent or temporary capacity or under contract for a fixed period and includes the director;
- “fixed establishment” means the posts approved by the Minister as necessary for the normal and regular requirements of an institution;
- “leave” means leave of absence granted by a board to an employee;

GOEWERMENSKENNISGEWING.

DEPARTEMENT VAN ONDERWYS, KUNS EN WETENSKAP.

No. R. 1954.] [13 Desember 1963.
WET OP STAATSONDERSTEUNDE INRIGTINGS,
1931.—REGULASIES.

Kragtens die bevoegdheid hom by artikel sewe van die Wet op Staatsondersteunde Inrigtings, 1931 (Wet No. 23 van 1931), verleen, het die Minister van Onderwys, Kuns en Wetenskap onderstaande regulasies uitgevaardig ter vervanging van die regulasies afgekondig by Goewermenskennisgewing No. 2201 van 29 Oktober 1954, soos gewysig by Goewermenskennisgewings No. 571 van 25 Maart 1955, No. 2201 van 4 November 1955, No. 355 van 2 Maart 1956 en No. 535 van 12 April 1957:—

- Deel I.—Algemeen.
- Deel II.—Raad van Kuratore.
- Deel III.—Eiendom van Inrigtings.
- Deel IV.—Aanstelling van Beamptes.
- Deel V.—Verlofvoorregte.
- Deel VI.—Wangedrag.
- Deel VII.—Finansies.
- Deel VIII.—Diverse.

DEEL I.

ALGEMEEN.

WOORDOMSKRYWING.

1. In hierdie regulasies het 'n uitdrukking waaraan 'n betekenis by die Wet gehef is, dieselfde betekenis en, tensy dit strydig is met die verband, beteken—

- „beampte” 'n persoon wat in 'n permanente of tydelike hoedanigheid of op kontrak vir 'n vasgestelde tydperk by 'n inrigting in diens is, en omvat die direkteur;
- „Departement” die Departement van Onderwys, Kuns en Wetenskap;
- „direkteur” die direkteur, hoof-bibliotekaris of ander personeellid in die beheer van 'n inrigting;
- „permanente beampte” 'n beampte wat 'n betrekking op die vaste diensstaat beklee op 'n ander wyse as in 'n tydelike hoedanigheid, of op kontrak vir 'n vasgestelde tydperk;
- „personeellid” ook 'n permanente sowel as 'n tydelike beampte wat in 'n voltydse hoedanigheid deur 'n inrigting in diens geneem is, uitgesonderd 'n nie-Blanke beampte;

"permanent employee" means an employee who holds a post on the fixed establishment other than in a temporary capacity, or under contract for a stipulated period;

"salary" means the basic rate of remuneration according to the approved scale for a particular post, but excludes all allowances or other additional remuneration unless such allowances or additional remuneration are recognised by the Minister as part of pensionable emoluments;

"Secretary" means the Secretary for Education, Arts and Science;

"secretary of a board" means the director, or any other staff member appointed to perform the secretarial duties of a board;

"staff member" includes both a permanent and a temporary employee employed in a full-time capacity by an institution, but shall exclude a non-European employee.

APPLICATION OF REGULATIONS.

2. (1) Subject to the provisions of sub-regulations (2) and (3) these regulations are applicable to all employees in the employ of an institution.

(2) The regulations shall not deprive any employee of any rights in respect of an age of retirement to which he may have been entitled immediately prior to the date of the promulgation of these regulations or of any leave privileges for which he may have been eligible prior to such date; provided that he shall elect within nine months after the said date to retain either such rights or privileges or both.

(3) If he fails to make the election within the said period of nine months, he shall be deemed to have elected to be governed by these regulations in respect of all such rights and privileges.

DELEGATION OF POWERS.

3. The Secretary may delegate any of the powers vested in him by these regulations to any other officer of the Department of Education, Arts and Science, or to a board.

EXCEPTIONS.

4. If on representations of a board the circumstances of a case in the opinion of the Minister justify a departure from the provisions of these regulations, that case may be dealt with by him as he may deem fit.

PART II.

BOARD OF TRUSTEES.

CONSTITUTION AND MEETINGS.

5. (1) If a person subscribes annually at least R1,000 towards the funds of an institution or, in the opinion of the Minister, an equivalent amount in the form of services, he shall have the right to nominate one member of the board, or such additional members as the Minister may approve.

(2) The Minister may from time to time accord annual subscribers, other than local authorities, who collectively contribute not less than R1,000 per annum, the right to nominate one or more members of the board.

(3) The Minister may accord such representation to such other bodies or persons as he may determine from time to time.

(4) All nominating bodies may nominate alternate members.

(5) The Minister shall nominate at least five members on each council.

6. (1) A board shall elect a chairman and a vice-chairman from amongst its members.

(2) During the absence or incapacity of the chairman, the vice-chairman shall perform all the functions and duties of the chairman.

(3) In the event of the absence of both the chairman and the vice-chairman from any meeting of the board, the members present at the meeting shall elect one of their number as chairman.

"salaris" die basiese besoldiging op die goedgekeurde skaal vir 'n bepaalde betrekking, met uitsluiting van alle toelaes of ander addisionele besoldiging tensy sodanige toelaes of addisionele besoldiging deur die Minister erken word as deel van pensioengewende emolumente;

"Sekretaris" die Sekretaris van Onderwys, Kuns en Wetenskap;

"sekretaris van 'n raad" die direkteur, of enige ander personeel wat aangestel is om die sekretariële pligte van die raad uit te voer;

"vaste diensstaat", die betrekkings goedgekeur deur die Minister soos nodig vir die normale en gereelde behoeftes van 'n inrigting;

"verlof" afwesigheidsverlof aan 'n beampte deur die raad toegestaan;

"Wet" die Wet op Staatsondersteunde Inrigtings, 1931 (Wet No. 23 van 1931), en wysigings daarvan.

TOEPASSING VAN REGULASIES.

2. (1) Behoudens die bepalings van subregulasies (2) en (3) is hierdie regulasies van toepassing op alle beamptes in diens van 'n inrigting.

(2) Hierdie regulasies ontnem 'n beampte geeneen van enige regte ten opsigte van aftredingsouderdom waarop hy geregtig was onmiddellik voor die datum van afkondiging van hierdie regulasies of van enige verlofvoorregte waarvoor hy voor gemelde datum in aanmerking gekom het nie; met dien verstande dat hy binne nege maande na gemelde datum kies om sodanige regte of voorregte of albei te behou.

(3) Ingeval hy versuim om aldus 'n keuse binne genoemde tydperk van nege maande te doen, word daar beskou dat hy gekies het om onder hierdie regulasies ten opsigte van alle sodanige regte en voorregte te val.

OORDRAG VAN BEVOEGDHEDE.

3. Die Sekretaris kan enigeen van die bevoegdheede wat aan hom by hierdie regulasies verleen word, aan enige ander beampte van die Departement van Onderwys, Kuns en Wetenskap of aan 'n raad oordra.

UITSONDERINGS.

4. As die Minister op grond van verhoë van 'n raad meen dat die omstandighede van 'n geval 'n afwyking van die bepalings van hierdie regulasies regverdig, kan die Minister so 'n geval na goeëdunke behandel.

DEEL II.

RAAD VAN KURATORE.

SAMESTELLING EN VERGADERINGS.

5. (1) As 'n persoon jaarliks minstens R1,000 tot die fondse van 'n inrigting bydra, of volgens die oordeel van die Minister die ekwivalent daarvan bydra in die vorm van dienste, is hy geregtig om een lid van die raad of sodanige addisionele lede as wat die Minister mag goedkeur, te benoem.

(2) Die Minister kan van tyd tot tyd aan jaarlikse bydraers, uitgesonderd plaaslike besture, wat gesamentlik minstens R1,000 per jaar bydra, die reg verleen om een of meer lede van die raad te benoem.

(3) Die Minister kan sodanige verteenwoordiging verleen aan ander liggame of persone al na hy van tyd tot tyd bepaal.

(4) Alle benoemingsliggame kan plaasvervangers benoem.

(5) Die Minister benoem minstens vyf lede in elke raad.

6. (1) 'n Raad moet uit sy lede 'n voorsitter en 'n onder-voorsitter kies.

(2) Die onder-voorsitter vervul al die werksaamhede en pligte van die voorsitter wanneer laasgenoemde afwesig is of dit nie kan doen nie.

(3) Ingeval die voorsitter sowel as die onder-voorsitter van 'n raadsvergadering afwesig is, kies die aanwesige lede een uit hulle midde tot voorsitter.

(4) A chairman or vice-chairman shall hold office for a period determined by the board, but which shall not exceed the period of office of the member concerned.

7. A board may grant to any member leave of absence from meetings of the board for a period not exceeding six months or, with the approval of the Minister, for a longer period.

8. The director shall attend meetings of a board in an advisory capacity.

9. (1) A board shall meet as often as it may deem necessary but not less than once every quarter.

(2) The chairman may call a special meeting of the board for such purpose as he may deem fit or at the request of the majority of the members.

(3) Notice of the holding of an ordinary or special meeting of a board shall be given in writing to every member of the board. Such notice shall set out briefly the matters to be considered at that meeting.

10. A board shall as soon as possible after the end of its financial year submit to the Secretary a report on the work of the institution, together with an audited statement of income and expenditure for that year.

11. Members of a board shall serve in an honorary capacity and shall receive no remuneration out of the funds of the institution in regard to such membership. Members may, however, be paid allowances at rates approved by the Secretary to cover reasonable expenditure incurred by them in connection with the performance of their duties.

12. (1) The secretary of a board shall—

(a) keep the minutes of proceedings at each meeting of the board and forward a copy thereof to the Department;

(b) notify the Minister, local authority or other person or persons in the event of any member of the board nominated by them, resigning or otherwise vacating his office; and

(c) perform such other duties as may be allocated to him by the board from time to time.

(2) Where a vacancy arises through expiry of the period for which a member was appointed, the notification referred to in sub-regulation (1) (b) shall, whenever possible, be served at least two months in advance.

13. (1) A board may appoint committees, either on a permanent basis or for a specified time, for such purposes as it may deem fit.

(2) Committees appointed under sub-regulation (1) shall consist of a chairman and vice-chairman appointed by the board from amongst its members and such number of other members as the board shall decide.

(3) The chairman and vice-chairman of the board shall be *ex officio* members of all committees and may be respectively chairman or vice-chairman of any or all committees.

14. A board may make rules not inconsistent with the Act or these regulations for the proper supervision and management of an institution.

PART III.

PROPERTY OF INSTITUTIONS.

15. A director shall keep inventories, so far as is practicable, of all movable property, hereinafter referred to as property, and property held in trust by the institution. All additions to and subtractions from such inventories shall be recorded immediately they occur. A director shall also be responsible for taking all steps which prudence demand, or the board requires, for the safeguarding and custody of such property.

16. (1) When required to do so by the Secretary, a board shall insure and keep insured with an approved insurance company or companies all buildings against loss by fire.

(4) 'n Voorsitter of onder-voorsitter beklee sy amp vir 'n tydperk deur die raad vasgestel, maar sodanige tydperk mag nie die ampstermyn van die betrokke lid oorskry nie.

7. 'n Raad kan aan enige lid verlof verleen om afwesig te wees van vergaderings van 'n raad vir 'n tydperk van nie meer as ses maande nie, of met die goedkeuring van die Minister, vir 'n langer tydperk.

8. 'n Direkteur woon die vergaderings van 'n raad in 'n adviserende hoedanigheid by.

9. (1) 'n Raad vergader so dikwels as wat hy nodig ag, maar nie minder as een keer per kwartaal nie.

(2) 'n Voorsitter kan 'n buitengewone vergadering van die raad belê vir 'n doel wat hy goed vind, of op versoek van die meerderheid van die lede.

(3) Elke lid van 'n raad moet skriftelik in kennis gestel word van die tyd waarop 'n gewone of buitengewone raadsvergadering gehou sal word. In die kennisgewing van die vergadering word die aangeleenthede wat op die vergadering bespreek sal word, kortliks uiteengesit.

10. 'n Raad moet so gou doenlik na die afsluiting van sy boekjaar 'n verslag oor die werksaamhede van die inrigting, tesame met 'n afskrif van 'n geouditeerde staat van inkomste en uitgawe vir daardie jaar, aan die Sekretaris verstrek.

11. Lede van 'n raad dien in 'n ere-hoedanigheid en ontvang geen besoldiging uit fondse van die inrigting in verband met hulle lidmaatskap nie. Toelaes, op 'n skaal wat die Sekretaris goedkeur, kan egter aan lede betaal word om redelike uitgawes deur hulle aangegaan in verband met die vervulling van hulle pligte, te dek.

12. (1) Die Sekretaris van 'n raad moet—

(a) op elke vergadering van die raad notule hou van die verrigtings en 'n afskrif daarvan aan die Departement stuur;

(b) kennis gee aan die Minister, plaaslike bestuur of ander persoon of persone ingeval 'n lid van die raad wat deur hulle benoem is, bedank of sy amp andersins ontruim; en

(c) ander pligte wat van tyd tot tyd deur die raad toegewys word, uitvoer.

(2) Waar 'n vakature ontstaan as gevolg van die verstryking van die tydperk waarvoor 'n lid aangestel is, moet die kennis genoem in subregulasie (1) (b), sover moontlik, ten minste twee maande vooruit gegee word.

13. (1) 'n Raad kan op vaste grondslag of vir 'n bepaalde tydperk komitees aanstel vir doeleindes wat hy nodig ag.

(2) Komitees wat kragtens subregulasie (1) aangestel word, bestaan uit 'n voorsitter en 'n onder-voorsitter wat deur die raad uit sy geledere aangestel word en soveel ander lede as wat die raad besluit.

(3) Die voorsitter en die onder-voorsitter van die raad is ampshalwe lede van alle komitees en kan onderskeidelik voorsitter of onder-voorsitter van enige komitee of al die komitees wees.

14. 'n Raad kan reëls opstel, wat nie strydig met die Wet of hierdie regulasies is nie, vir die behoorlike toesig en bestuur van 'n inrigting.

DEEL III.

EIENDOM VAN INRIGTINGS.

15. 'n Direkteur moet vir sover dit doenlik is, inventariseer hou van alle roerende eiendom, hieronder genoem eiendom, en eiendom wat deur die inrigting in trust gehou word. Alle toevoegings aan of verwyderings uit sodanige inventariseer moet, sodra dit geskied, aangeteken word. 'n Direkteur is ook verantwoordelik vir die doen van alle stappe wat versigtigheid of die raad vereis vir die beveiliging en bewaring van sodanige eiendom.

16. (1) Indien die Sekretaris dit verlang, moet 'n raad alle geboue teen brandverlies by 'n goedgekeurde versekeringsmaatskappy verseker en verseker hou.

(2) All property of or entrusted to an institution shall be insured in an approved insurance company against loss by fire, theft, or other causes.

17. A board shall ensure, wherever practicable, that all purchases of property are made to best advantage by—

- (a) calling for tenders;
- (b) making use of articles manufactured to standardised specifications;
- (c) providing for adequate safeguards in contracts in regard to delivery of goods, cancellation of orders, for breaches of contract, or other relevant matters.

18. A complete stocktaking of all property shall be undertaken at least once in every financial year or within such other period as the Secretary may approve by a person or persons nominated by the board and assisted by the person in charge of the property. The first-mentioned person or persons may with or without other persons, under the authority of the board, constitute a Board of Survey to enquire and report to the board in regard to the matters referred to in items (c) to (g) of regulation 19 of this Part.

19. (1) The stocktaking persons shall submit to the board a report on the following matters:—

- (a) The surpluses and deficiencies which may be found to exist as regards both quantities and values or estimated values and property found to be worn out, useless or damaged;
- (b) particulars of any unserviceable, redundant or obsolete property;
- (c) whether deficiencies or damages are considered to have occurred, or unserviceable, redundant or obsolete property, is considered to have been held through the default or negligence of any person;
- (d) how unserviceable, worn-out, useless, damaged, redundant or obsolete property, can be disposed of to the best advantage of the institution;
- (e) the suitability of the stores, equipment, and other property, for the needs of the institution as regards both quality and quantity;
- (f) the general condition of the stores, equipment, and other property;
- (g) generally, any points which it is considered should be brought to notice.

(2) In each case where stocktaking and Board of Survey enquiries have under the authority required by regulation 18 of this Part, been held by the same persons and have taken place simultaneously, a joint stocktaking and Board of Survey Report may be submitted. Copies of all stocktaking and Board of Survey reports shall be forwarded to the Department, and the auditor concerned.

20. (1) A Board of Survey may recommend the destruction by burning or burial of any unserviceable, worn-out, useless, damaged, redundant or obsolete property, which has no sale or other value, and such articles may, subject to the provisions of sub-regulation (2) hereof, be destroyed immediately.

(2) Any property reported as lost, deficient, unserviceable, worn-out, useless, damaged, redundant or obsolete, may not be written off charge until the board's approval has been obtained and until disposed of as provided in sub-regulation (1) and in regulation 19 of this Part.

21. Surpluses shall be taken on charge immediately and be reflected in Board of Survey reports.

22. Property should wherever possible be marked to denote ownership of an institution.

23. Any losses of property, moneys or other assets of an institution through fraud or theft shall immediately be reported by the board, with such particulars as may be available, to the Attorney-General of the Province in which

(2) Alle eiendom van of eiendom wat toevertrou is aan 'n inrigting moet hy 'n goedgekeurde versekeringsmaatskappy teen verlies deur brand, diefstal of ander oorsake, verseker word.

17. 'n Raad moet toesien dat alle eiendom so voordelig moontlik aankoop word deur sover doenlik—

- (a) tenders te vra;
- (b) gebruik te maak van artikels wat volgens gestandaardiseerde spesifikasies vervaardig is;
- (c) voorsiening in kontrakte te maak vir toereikende beveiliging in verband met die aflewering van goedere, kansellasië van bestellings, kontrakbreuk of ander aanverwante sake.

18. 'n Volledige voorraadopname van alle eiendom moet ten minste een keer per finansiële jaar of binne sodanige tydperk as wat die Sekretaris goedkeur, gedoen word deur 'n persoon of persone benoem deur die raad en bygestaan deur die persoon wat beheer oor die eiendom het. Eersgenoemde persoon of persone kan tesame met 'n ander persoon of persone, in opdrag van die raad, 'n opnameraad uitmaak ten einde ondersoek in te stelen aan die raad verslag te doen in verband met die sake genoem onder punte (c) tot (g) van regulasie 19 van hierdie Deel.

19. (1) Die persone wat die voorraadopname gedoen het, moet aan die raad 'n verslag oor die volgende sake voorlê:—

- (a) Die surplusse en tekorte wat, na bevinding, bestaan wat betref hoeveelhede sowel as waardes of geraamde waardes en eiendom wat, na bevinding, verslete, nuttelos of beskadig is;
- (b) besonderhede van enige onbruikbare, oortollige of verouderde eiendom;
- (c) of beskou word dat tekorte ontstaan het of skade voorgekom het, of onbruikbare, oortollige of verouderde eiendom gehou is deur die versuim of nalatigheid van enige persoon;
- (d) hoe onbruikbare, verslete, nuttelose, beskadigde, oortollige of verouderde eiendom tot die beste voordeel van die inrigting van die hand gesit kan word;
- (e) die geskiktheid van die voorrade, uitrusting en ander eiendom vir die behoeftes van die inrigting wat kwaliteit sowel as hoeveelheid betref;
- (f) die algemene toestand van die voorrade, uitrusting en ander eiendom;
- (g) in die algemeen, enige punte wat geag word onder die aandag gebring behoort te word.

(2) In elke geval waar voorraadopname- en opnameraadondersoek ingestel is, met die magtiging vereis by regulasie 18 van hierdie Deel, deur dieselfde persone en gelyktydig plaasgevind het, kan 'n gesamentlike voorraadopname- en opnameraadverslag voorgelê word. Afskrifte van alle voorraadopname- en opnameraadverslae moet aan die Departement en die betrokke ouditeur gestuur word.

20. (1) 'n Opnameraad kan die vernietiging by wyse van verbranding of begraving van onbruikbare, verslete, nuttelose, beskadigde, oortollige of verouderde eiendom wat geen verkoops- of ander waarde het nie, aanbeveel en behoudens die bepalings van subregulasie (2) hiervan, kan sodanige artikels onmiddellik vernietig word.

(2) Eiendom wat as verlore, ontbrekend, onbruikbaar, verslete, nuttelos, beskadig, oortollig of verouderd gerapporteer is, mag nie afgeskryf word nie alvorens die raad se goedkeuring verkry is en alvorens daarvoor beskik is soos bepaal by subregulasie (1) hiervan en regulasie 19 van hierdie Deel.

21. Surplusse moet onmiddellik geboek en in die verslag van die opnameraad weergegee word.

22. Eiendom moet, waar moontlik, gemerk word ten einde aan te dui dat dit die eiendom van 'n inrigting is.

23. Die raad moet enige verlies van eiendom, geld of ander bates van 'n inrigting as gevolg van bedrog of diefstal tesame met besonderhede wat beskikbaar is, aan die Prokureur-generaal van die provinsie waarin die

the alleged fraud or theft took place in order that due and proper investigation may be made with a view to the prosecution of the persons involved.

24. Any loss of property, moneys or assets of an institution sustained through negligence of any person, shall be recovered from the person through whose default or lack of vigilance the loss arises. Failing recovery from the person responsible, such loss may be written off charge or made good out of the institution's fund on the authority of the board. All such losses shall be reported to the Department and the institution's auditor.

25. (1) When a change of employees primarily responsible for stores, equipment or other property, takes place, a handing over certificate in the following form shall be completed:—

"We hereby certify that we have completed the handing over of all institution property under the control of the employee in charge of..... and that, subject to the discrepancies enumerated on this and the following pages numbered..... the serviceable property on hand is in accordance with the balances of the ledger, equipment, livestock or library records. We further certify that the following list of discrepancies includes all items which have not hitherto been submitted for authority to adjust.

Signature of employee handing over.

Signature of employee taking over.

Quantities.

Article.	As per Main Stores Ledger or Equipment record.	Actually on hand.	Surplus.	Deficient.	Value Exclusive of Worn-out or Broken Articles.			Explanation.
					£	s.	d.	

(2) Should exceptional circumstances render a complete check of stores, equipment and other property impracticable, a board may grant prior authority for the use of such a modified "handing over" certificate as is, in its opinion, adequate for the needs of the case. A copy of such certificate should be filed for reference.

(3) In the absence of a "handing over" certificate in the prescribed or authorised modified form the person taking over shall be responsible for all shortages unless it can be established that they existed prior to his taking over.

26. A board shall furnish the Department annually with a list of—

(a) discrepancies in respect of—

- its own property and government property held in trust unconditionally; and
- other property disclosed as the result of stock-taking indicating how the discrepancies arose and the steps taken by the board in connection therewith;

(b) property sold, exchanged or alienated during the year and, if possible, the value thereof.

27. The provisions in this Part shall be subject to the conditions embodied in any agreement involving property held in trust by an institution on behalf of the Government or any person.

beweerde bedrog of diefstal plaasgevind het, rapporteer, sodat 'n behoorlike ondersoek ingestel kan word met die oog op die vervolging van die betrokke persone.

24. Enige verlies van eiendom, geld of bates van 'n inrigting gelyk as gevolg van die nalatigheid van enige persoon, moet verhaal word op die persoon deur wie se versuim of gebrek aan waaksaamheid die verlies ontstaan het. Indien daar nie in geslaag word om die verlies op die verantwoordelike persoon te verhaal nie, kan so 'n verlies afgeskryf word of met die goedkeuring van die raad goedgemaak word uit die inrigting se fondse. Alle sodanige verliese moet aan die Departement en die ouditeur van die inrigting gerapporteer word.

25. (1) Wanneer 'n verandering van beamptes wat in die eerste plek verantwoordelik is vir voorraad, uitrusting en ander eiendom plaasvind, moet 'n oorhandigingssertifikaat in die volgende vorm ingevul word:—

„Ons sertifiseer hierby dat ons die oorhandiging van al die inrigting se eiendom onder die beheer van die beampte belas met..... voltooi het en dat behoudens die verskille genoem op hierdie bladsy en die volgende bladsye genommener.....die bruikbare eiendom voorhande in ooreenstemming is met die balanse van die grootboek en die uitrusting-, lewende hawe- of biblioteekregisters. Voorts sertifiseer ons dat die volgende lys van verskille alle items insluit wat tot dusver nog nie vir magtiging tot aansuiwering voorgelê is nie.

Handtekening van beampte wat oorhandig.

Handtekening van beampte wat oorneem.

Hoeveelhede.

Artikel.	Volgens hoofboek of radegrooboek of uitrustingregister.	Werklik voorhande.	Surplus.	Ontbrekend.	Waarde met uitsluiting van verslete of gebruikte artikels.			Verduideliking.
					£	s.	d.	

(2) As buitengewone omstandighede 'n volledige kontrole van die voorrade, uitrusting en ander eiendom ondoenlik maak, kan die raad vooraf magtiging verleen tot die gebruik van sodanige gewysigde oorhandigingssertifikaat as wat na sy mening aan die vereistes van die geval voldoen. 'n Afskrif van so 'n sertifikaat moet vir naslaandoeleindes bewaar word.

(3) By ontstentenis van 'n oorhandigingssertifikaat in die voorgeskrewe of goedgekeurde gewysigde vorm, is die beampte wat oorneem verantwoordelik vir alle tekorte, tensy bewys kan word dat dit bestaan het vóórdat hy oorneem het.

26. 'n Raad moet jaarliks aan die Departement 'n lys voorlê van—

(a) verskille in verband met—

- sy eie eiendom en regeringseiendom wat onvoorwaardelik in trust gehou word; en
- ander eiendom wat ontdek is as gevolg van die voorraadopname, met aanduiding van hoe die verskille ontstaan het en watter stappe deur die raad in verband daarmee gedoen is; en

(b) eiendom verkoop, verruil of vervreem gedurende die jaar en, indien moontlik, die waarde daarvan.

27. Die bepalings van hierdie Deel is onderworpe aan die voorwaardes vervat in enige ooreenkoms waarby eiendom betrokke is wat in trust deur 'n inrigting namens die Regering of enige persoon gehou word.

PART IV.

APPOINTMENT OF EMPLOYEES.

CREATION OF POSTS, AND THE APPOINTMENT AND PROMOTION OF STAFF.

28. (1) The creation of posts and the salary scales and allowances attached thereto shall be subject to the approval of the Minister.

(2) The appointment or promotion of a non-European employee shall be subject to the approval of the board or, if delegated thereto, by the director, and in the case of staff members, shall be subject to the approval of the Secretary.

(3) Should a post not be filled within a period of six months of the creation thereof or of its becoming vacant, the board shall report the matter to the Minister who may then appoint a person to such post, and such appointment shall for all purposes be regarded as an appointment in terms of sub-regulation (2) above.

FUNCTIONS OF DIRECTOR.

29. The director of an institution shall be responsible to the board for the administration, supervision and organisation of the institution, for the control and discipline of employees, and for the execution of such instructions or rules as may be prescribed by the board.

PRODUCTION OF MEDICAL AND OTHER CERTIFICATES BY STAFF MEMBERS.

30. A candidate for permanent appointment to the fixed establishment of an institution shall produce medical and birth certificates to the satisfaction of the Secretary.

PROBATIONARY APPOINTMENT.

31. (1) The appointment of a staff member may be made subject to a period of probationary service if not less than three months as may be determined by the board; provided that the board may extend such period; provided further that the total period of probationary service shall not exceed three years.

(2) The confirmation of an appointment after expiry of the probationary period shall be subject to the approval of the board and shall be communicated in writing to the staff member.

TERMINATION OF PROBATIONARY SERVICE.

32. A board may terminate the services of a staff member at any time during his period of probationary service after having given him one calendar month's notice in writing of such termination.

TERMINATION OF SERVICES BY STAFF MEMBER.

33. (1) A permanent staff member may terminate his appointment by giving the board, through the director at least one calendar month's notice in writing of his intention to do so; provided that the board may accept shorter notice.

(2) A temporary employee may terminate his appointment by giving the board, through the director, at least 24 hours' notice in writing or verbally of his intention to do so; provided that the board may accept shorter notice.

TERMINATION BY BOARD OF A STAFF MEMBER'S SERVICE AND SUSPENSION FROM DUTY.

34. (1) Subject to the provisions of regulation 32 and sub-regulation (4), a board may, notwithstanding the absence of any cause for retirement or discharge mentioned under regulation 35 (3) of this Part, terminate the appointment of a permanent staff member by giving him at least three calendar months' notice, in writing, of the termination of his services.

(2) The termination of the services of a permanent staff member on any cause for retirement or discharge mentioned under regulation 35 (3) (c), (d) or (e) of this Part, is subject to the giving of at least three calendar months' notice in writing.

DEEL IV.

AANSTELLING VAN BEAMPTES.

SKEPPING VAN BETREKKINGS EN DIE AANSTELLING EN BEVORDERING VAN PERSONEEL.

28. (1) Die skepping van betrekkinge en die salaris-skale en toelaes daaraan verbonde, is aan die goedkeuring van die Minister onderworpe.

(2) Die aanstelling of bevordering van 'n nie-blanke beampte is onderworpe aan die goedkeuring van die raad of, indien deur die raad daartoe gemagtig, van die direkteur, en in die geval van personeellede onderworpe aan die goedkeuring van die sekretaris.

(3) As 'n betrekking nie binne 'n tydperk van ses maande na die skepping daarvan of nadat dit vakant geraak het, gevul word nie, moet die raad die geval aan die Minister rapporteer wat dan 'n persoon in die betrekking kan aanstel, en sodanige aanstelling word vir alle doeleindes as 'n aanstelling ingevolge subregulasie (2) hierbo beskou.

FUNKSIES VAN DIREKTEUR.

29. Die direkteur van 'n inrigting is verantwoordelik aan die raad, vir die administrasie, toesig en organisasie van die inrigting, vir die beheer en tug oor beamptes en vir die uitvoering van sodanige opdragte of reëls as wat deur die raad voorgeskryf mag word.

INDIENING VAN GENEESKUNDIGE EN ANDER SERTIFIKATE DEUR PERSONEELLEDE.

30. 'n Kandidaat vir permanente aanstelling op die vaste diensstaat van 'n inrigting moet 'n mediese en geboortesertifikaat tot tevredenheid van die Sekretaris indien.

PROEFDIENS.

31. (1) Die aanstelling van 'n personeellid kan onderworpe gemaak word aan 'n tydperk van proefdiens van minstens drie, maande, al na die raad mag bepaal; met dien verstande dat die raad sodanige proefdiens kan verleng; met dien verstande voorts dat die proefdiens, in sy geheel, nie 'n tydperk van drie jaar mag oorskry nie.

(2) Die bekragtiging van 'n aanstelling na verstryking van die tydperk van proefdiens is onderworpe aan die goedkeuring van die raad en moet skriftelik aan die personeellid meegedeel word.

BEÏNDIGING VAN PROEFDIENS.

32. 'n Raad kan die diens van 'n personeellid te eniger tyd gedurende sy tydperk van proefdiens beëindig nadat hy een kalendermaand skriftelik van so 'n beëindiging in kennis gestel is.

BEÏNDIGING VAN DIENS DEUR 'N LID VAN DIE PERSONEEL.

33. (1) 'n Permanente personeellid kan sy aanstelling beëindig deur aan die raad, deur middel van die direkteur, ten minste een kalendermaand van sy voorneme om dit te doen, skriftelik kennis te gee; met dien verstande dat die raad korter kennisgewing kan aanvaar.

(2) 'n Tydelike beampte kan sy aanstelling beëindig deur aan die raad, deur middel van die direkteur, ten minste 24 uur van sy voorneme om dit te doen, skriftelik of mondeling kennis te gee; met dien verstande dat die raad korter kennisgewing kan aanvaar.

BEÏNDIGING VAN DIENS VAN PERSONEELLID EN SKORSING VAN DIENS DEUR RAAD.

34. (1) Behoudens die bepalings van regulasie 32 en subregulasie (4) kan 'n raad, ondanks die afwesigheid van enige gronde vir afdanking of ontslag vermeld in regulasie 35 (3) van hierdie Deel, die aanstelling van 'n permanente personeellid beëindig deur aan hom minstens drie kalendermaande skriftelik kennis te gee van die beëindiging van sy diens.

(2) Die beëindiging van die diens van 'n permanente personeellid op enigeen van die gronde vir afdanking of ontslag vermeld in regulasie 35 (3) (c), (d) of (e) van hierdie Deel is onderworpe daaraan dat minstens drie kalendermaande skriftelik kennis gegee word.

(3) Notwithstanding anything to the contrary in these regulations contained, a chairman or director may at any time suspend from duty a permanent staff member against whom it is intended to prefer a charge in terms of regulation 63 (1) of Part VI if such suspension is considered necessary in the interests of the institution, but such staff member shall be entitled to receive his full salary and emoluments for such period of suspension until notice of the charge is delivered to him. After delivery of the notice of the charge the provisions of regulation 63 (5) of Part VI shall apply.

(4) A permanent employee may, within fourteen days of receipt of notice of termination or dismissal referred to in sub-regulations (1) and (2), appeal in writing to the Minister, who may have the matter investigated.

(5) Unless his contract of employment provides otherwise, the services of a temporary employee, whose conditions of employment in a temporary capacity have been made subject to the provisions of the regulations, may be terminated by the giving of at least 24 hours' notice; such notice may be given during or at the end of a calendar month.

AGE OF RETIREMENT AND DISCHARGE OF EMPLOYEES.

35. (1) (a) Subject to the provisions of sub-regulation (2) of regulation 2, Part I of these regulations and of subparagraph (b) hereof, the superannuation date of an employee who—

(i) in the case of a male attains the age of sixty years prior to the first day of January, 1956, or in the case of a female attains the age of fifty-five years prior to that date, shall be the thirty-first day of December, 1955;

(ii) is appointed with effect from a date prior to the first day of January, 1956, and who attains the age of sixty years on or after the said date shall be the date on which he attains—

(1) the age of sixty-one years if he attains that age prior to the first day of January, 1961;

(2) the age of sixty-three years if he does not attain the age of sixty-one years prior to the first day of January, 1961, but attains the age of sixty-three years prior to the first day of January, 1966;

(3) the age of sixty-five years if he does not attain the age of sixty-three years prior to the first day of January, 1966;

(iii) is appointed with effect from a date after the thirty-first day of December, 1955, shall be the date on which he attains the age of sixty-five years.

(b) An employee who is appointed prior to the first day of January, 1956, and who on or after the said date in the case of a male attains the age of sixty years or in the case of a female the age of fifty-five years, shall have the right at any time to give written notification to the board of his wish to be retired and if he gives such notification he shall—

(i) if such notification is given at least three months prior to the date on which he attains the said age, be retired on attaining that age; or

(ii) if such notification is not given at least three months prior to the date on which he attains the said age, be retired on the first day of the fourth month following the month in which such notification is received by the board.

(c) A board may, subject to the approval of the Secretary, retain the services of an employee beyond the prescribed superannuation date for a further period not exceeding one year at a time.

(2) A female employee shall after her marriage not be retained in service unless the approval of the Secretary is obtained.

(3) Ondanks andersluidende bepalings vervat in hierdie regulasies, kan 'n voorsitter of direkteur 'n permanente personeelid teen wie dit die voorneme is om 'n klag ingevolge regulasie 63 (1) van Deel VI in te bring, te eniger tyd van diens skors indien so 'n skorsing in die belang van die inrigting geag word, maar so 'n personeelid is geregtig tot volle salaris en ander besoldiging vir die tydperk van skorsing tot tyd en wyl die kennisgewing van die klag aan hom oorhandig is. Na oorhandiging van die kennisgewing van die klag geld die bepalings van regulasie 63 (5) van Deel VI.

(4) 'n Permanente beampte kan binne veertien dae na ontvangs van die kennisgewing van beëindiging of ontslag soos in subregulasies (1) en (2) vermeld, by die Minister skriftelik appél aanteken en die Minister kan die saak laat ondersoek.

(5) Tensy daar in sy dienskontrak anders bepaal word, kan die diens van 'n tydelike werknemer wie se indiensnemingsvoorwaardes in 'n tydelike hoedanigheid onderworpe gemaak is aan die bepalings van die regulasies, beëindig word deur 24 uur kennisgewing; sodanige kennis kan gedurende of aan die einde van 'n kalendermaand gegee word.

AFTREDINGSOUDERDOM EN ONTSLAG VAN BEAMPTES.

35. (1) (a) Behoudens die bepalings van subregulasie (2) van regulasie 2 Deel I van hierdie regulasies en van subparagraaf (b) hiervan, is die ouderdomsgrens van 'n beampte wat—

(i) in die geval van 'n man die leeftyd van sestig jaar voor die eerste dag van Januarie 1956 bereik of in die geval van 'n vrou die leeftyd van vyf-en-vyfzig jaar voor daardie datum bereik, die een-en-dertigste dag van Desember 1955;

(ii) met ingang van 'n datum voor die eerste dag van Januarie 1956 aangestel is en wat op of na genoemde datum die leeftyd van sestig jaar bereik, die datum waarop hy—

(1) die leeftyd van een-en-sestig jaar bereik as hy laasgenoemde leeftyd voor die eerste dag van Januarie 1961 bereik;

(2) die leeftyd van drie-en-sestig jaar bereik as hy nie voor die eerste dag van Januarie 1961 die leeftyd van een-en-sestig jaar bereik nie maar die leeftyd van drie-en-sestig jaar voor die eerste dag van Januarie 1966 bereik;

(3) die leeftyd van vyf-en-sestig jaar bereik as hy nie voor die eerste dag van Januarie 1966 die leeftyd van drie-en-sestig jaar bereik nie;

(iii) met ingang van 'n datum na die een-en-dertigste dag van Desember 1955 aangestel word, die datum waarop hy die leeftyd van vyf-en-sestig jaar bereik.

(b) 'n Beampte wat voor die eerste dag van Januarie 1956 aangestel is en wat op of na genoemde datum in die geval van 'n man die leeftyd van sestig jaar of in die geval van 'n vrou die leeftyd van vyf-en-vyfzig jaar bereik, het die reg om te eniger tyd die raad skriftelik kennis te gee van sy wens om met pensioen afgedank te word en as hy aldus kennis gee, word hy—

(i) as sodanige kennis minstens drie maande voor die datum waarop hy genoemde leeftyd bereik, gegee word, afgedank met pensioen wanneer hy daardie leeftyd bereik; of

(ii) as sodanige kennis nie minstens drie maande voor die datum waarop hy genoemde leeftyd bereik, gegee word nie, afgedank met pensioen op die eerste dag van die vierde maand na die maand waarin genoemde kennisgewing deur die raad ontvang word.

(c) 'n Raad mag, onderworpe aan die goedkeuring van die Sekretaris, die dienste van 'n beampte na bereiking van die voorgeskrewe ouderdomsgrens vir 'n verdere tydperk, hoogstens 'n jaar per keer, behou.

(2) 'n Vroulike beampte word nie na haar huwelik in diens gehou nie tensy die Sekretaris se goedkeuring daartoe verkry is.

(3) Every employee of an institution is liable to be retired or discharged therefrom—

- (a) on account of superannuation or, in the case of a female on her marriage;
- (b) on account of continued ill-health;
- (c) owing to the abolition of his office or any reduction in or reorganisation or readjustment of departments or offices of the institution;
- (d) if his retirement or discharge will promote efficiency or economy in the institution where he is employed;
- (e) on account of inefficiency;
- (f) on account of such misconduct as is described in these regulations.

(4) The powers of retirement or discharge under this regulation shall, subject to the provisions of regulation 34 (3) be exercisable by a board; provided that in regard to the retirement or discharge of non-European employees a board may delegate such powers to the director.

COMMENCING SALARY AND OTHER REMUNERATION.

36. (1) No appointment may be made at a higher rate of remuneration than the minimum of the approved scale for a particular post, except with the approval of the Secretary; provided that if approval is withheld, the institution may appeal to the Minister.

(2) In addition to his approved annual salary an employee shall not be paid any allowance, gratuity, bonus honorarium or other similar benefit, without the approval of the Secretary; provided that this provision shall not apply to subsistence, travelling or other allowances payable in accordance with any general authority.

(3) A board may, subject to the approval of the Secretary, pay additional remuneration to an employee who for a period of more than three month's duration was required to act as head of an institution, and in so acting discharged duties that imposed substantial additional responsibilities upon him; additional remuneration shall not be payable in respect of the first three months. No additional remuneration shall, however, be paid where an employee acts in the place of another employee on leave; provided that the amount of the additional remuneration shall not exceed the amount representing the difference between the salary actually drawn by the acting employee and the minimum salary of the post in which he acts, or such other amount as the Secretary, on the recommendation of a board, may approve.

(4) No full-time employee shall perform remunerative work for another person without the permission of the board.

PAYMENT OF SALARY INCREMENTS.

37. (1) Salary increments according to scale may be granted to an employee by a board, after the completion of twelve months' satisfactory service, reckoned from the date of appointment or from the date of granting of the last increment, as the case may be.

(2) An employee shall not be entitled to claim as of right, the payment of a salary increment according to scale, and such increment may be withheld at any time if the employee fails to perform his duties to the satisfaction of the board.

TRAVELLING AND SUBSISTENCE ALLOWANCE.

38. (1) An employee who is required to travel on duty, may be paid such transport and subsistence allowances as may be determined by the board, but which may not exceed the rates approved by the Secretary. Similar privileges may be extended to enable a person appointed to a post on the fixed establishment to proceed to his place of appointment.

(2) When an employee is authorised by a board to make use of his privately owned motor transport for institution purposes or service he shall be paid allowances at such rates as may be approved by the board, but which may not exceed the rates approved by the Secretary.

(3) Elke beampste van 'n inrigting kan daaruit afgedaan of ontslaan word—

- (a) by bereiking van die ouderdomsgrens of, in geval van 'n vrou, by haar huwelik;
- (b) voortdurende slegte gesondheid;
- (c) weens die afskaffing van sy betrekking of enige vermindering of reorganisasie of herindeling van departemente of kantore van die inrigting;
- (d) as sy afdanking of ontslag doeltreffendheid of besparing vir die inrigting waar hy in diens is, meebring;
- (e) op grond van onbekwaamheid;
- (f) op grond van wangedrag soos in hierdie regulasie omskryf.

(4) Behoudens die bepalings van regulasie 34 (3) word die bevoegheid van afdanking of ontslag kragtens hierdie regulasie, deur 'n raad uitgeoefen; met dien verstande dat 'n raad sodanige bevoegdheid in verband met die afdanking of ontslag van nie-Blanke beamptes aan die direkteur kan oordra.

AANVANGSALARIS EN ANDER BESOLDIGING.

36. (1) Geen aanstelling kan teen 'n hoër besoldiging as die minimum van die goedgekeurde skaal vir 'n bepaald betrekking gedoen word nie, behalwe met die goedkeuring van die Sekretaris; met dien verstande dat as goedkeuring nie verleen word nie, die betrokke inrigting appél by die Minister kan aanteken.

(2) Benewens die goedgekeurde jaarlikse salaris van 'n beampste kan daar nie aan hom toelae, gratifikasie, bonus honorarium of ander soortgelyke voordeel betaal word sonder die goedkeuring van die Sekretaris nie; met dien verstande dat hierdie bepaling nie van toepassing is op verblyf-, reis- of ander toelae betaalbaar ooreenkomstig 'n algemene magtiging nie.

(3) 'n Raad kan, behoudens die goedkeuring van die Sekretaris, addisionele besoldiging betaal aan 'n beampste van wie vereis is om vir 'n tydperk van meer as drie maande as hoof van 'n inrigting waar te neem en wa gedurende sodanige waarneming in die betrekking pligtig vervul het wat hom belas het met belangrike bykomende verantwoordelikhede; addisionele besoldiging is nie vir die eerste drie maande betaalbaar nie. Geen addisionel besoldiging word egter betaal waar 'n beampste in die plek waarneem van 'n ander beampste wat met verlof afwesig is nie; met dien verstande dat die addisionele besoldiging nie meer mag wees nie as die bedrag wat die verskil verteenwoordig tussen die salaris wat die waarnemende beampste werklik trek en die minimum salaris van die betrekking waarin hy waarneem, of sodanige ander bedrag as wat die Sekretaris op aanbeveling van 'n raad goedkeur.

(4) Geen volttydse beampste mag besoldigde werk vir 'n ander persoon sonder die toestemming van die raad verrig nie.

BETALING VAN SALARISVERHOOGINGS.

37. (1) 'n Raad kan salarisverhogings volgens skaal aan 'n beampste toestaan na voltooiing van twaalf maande bevestigende diens wat bereken word van die datum van aanstelling of van die datum waarop die vorige verhoging toegestaan is, na gelang van die geval.

(2) 'n Beampste kan nie die betaling van 'n salarisverhoging volgens skaal as 'n reg eis nie, en so 'n verhoging kan te eniger tyd geweier word as die beampste versuim om sy pligte tot tevredenheid van die raad te vervul.

REIS- EN VERBLYFTOELAES.

38. (1) Aan 'n beampste wat in diens moet reis, kan daar sodanige reis- en verblyftoelae betaal word as wat die raad bepaal, maar wat nie hoër is as die skaal wat deur die sekretaris goedgekeur is nie. Soortgelyke voorregte kan ook verleen word ten einde 'n persoon wat in 'n betrekking op die vaste diensstaat aangestel word in staat te stel om na die plek van aanstelling te reis.

(2) Wanneer 'n beampste deur 'n raad gemagtig is om van sy private motorvervoer vir die doeleindes of diens van die inrigting gebruik te maak, moet aan hom toelae betaal word volgens 'n skaal wat die raad goedkeur, maar wat nie hoër mag wees as dié wat deur die Sekretaris goedgekeur is nie.

HOURS OF ATTENDANCE.

39. Hours of attendance shall be as prescribed from time to time by the board; provided that any employee, as the exigencies of the service of the institution require, and without extra remuneration be called upon for service on any day of the year, whether it be an ordinary working day or not, and whether at his normal quarters or elsewhere; provided further that a board with the approval of the Secretary pay overtime to employees where circumstances justify such a step.

PART V.

LEAVE PRIVILEGES.

BY WHOM LEAVE MAY BE GRANTED.

40. (1) A board may grant leave to employees; provided that such leave may not without the approval of the Secretary exceed the limits prescribed by the regulations in this Part.

(2) A board may delegate to the director any powers vested in it in terms of the regulations in this Part.

GRANT AND WITHDRAWAL OF LEAVE.

41. (1) Leave shall not be claimable as of right, but may be granted subject to the exigencies of the institution.

(2) Leave may be withdrawn by a board if, in its opinion, the exigencies of the institution so required.

(3) Vacation leave shall be granted only after written application has been made by the employee in a form prescribed by the Secretary.

(4) Except in a case where he is prevented by sudden illness or other circumstances which are acceptable to the board from remaining on or reporting for duty, an employee 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 such leave has been approved.

APPLICABILITY OF LEAVE REGULATIONS.

42. (1) These regulations are applicable to all full-time employees in the service of an institution with the exception of those referred to in sub-regulation (2) hereof.

(2) These regulations are applicable to employees whose service conditions are determined in accordance with the provisions of industrial or similar agreements of a statutory nature only in so far as these regulations specifically provide that they are applicable to such employees, and in other respects the leave privileges of such employees will be as may be determined by the Secretary but not less than is prescribed in the above-mentioned agreements.

(3) Part-time employees are not eligible for leave in terms of these regulations but they may be granted such leave as may be approved by the Secretary.

(4) An employee appointed 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 permanent employee of similar status in the service of a board.

(5) Where an employee who has retired from a permanent post or who has relinquished a permanent post for any reason whatsoever, is reappointed, with or without a break in service, in a temporary capacity, such reappointment shall be regarded as a new appointment for all purposes of these regulations. Previous permanent service shall not count as service for leave purposes; accumulated leave shall lapse on termination of permanent service and the sick leave cycle under the new grouping shall commence on the date of reappointment.

DIENSURE.

39. Diensure is die ure wat die raad van tyd tot tyd voorskryf; met dien verstande dat na gelang die behoeftes van die inrigting dit vereis, daar van 'n beampte vereis kan word om op enige dag die jaar, hetsy op 'n gewone werkdag of nie, en hetsy by 'n normale hoofkantoor of elders, diens te doen sonder ekstra besoldiging; met dien verstande voorts dat 'n raad, met die goedkeuring van die Sekretaris, aan beamptes vir oortyd kan betaal waar omstandighede dit regverdig.

DEEL V.

VERLOFVOORREGTE.

DEUR WIE VERLOF TOEGESTAAN MAG WORD.

40. (1) 'n Raad kan aan beamptes verlof toestaan; met dien verstande dat sodanige verlof nie sonder die goedkeuring van die Sekretaris die perke voorgeskryf in die regulasies in hierdie Deel mag oorskry nie.

(2) 'n Raad kan enigeen van die bevoegdhede wat kragtens die regulasies in hierdie Deel aan hom verleen word, aan die direkteur oordra.

TOESTAAN EN INTREKKING VAN VERLOF.

41. (1) Verlof kan nie as 'n reg geëis word nie, maar kan toegestaan word met inagneming van die behoeftes van die inrigting.

(2) 'n Raad kan verlof intrek as die behoeftes van die inrigting dit na sy mening vereis.

(3) Vakansieverlof word slegs toegestaan nadat die beampte skriftelik in die vorm wat deur die Sekretaris voorgeskryf is, daarom aansoek gedoen het.

(4) Behalwe in die geval waar 'n beampte weens sy skielike siekte of weens ander omstandighede wat vir die raad aanneemlik is, verhinder word om op sy pos te bly of hom vir diens aan te meld, mag 'n beampte nie sy werk verlaat of van sy werk wegbly voordat hy skriftelik om verlof aansoek gedoen het en deur die hoof van sy kantoor in kennis gestel is dat sodanige verlof goedgekeur is nie.

TOEPASLIKHEID VAN VERLOFREGULASIES.

42. (1) Hierdie regulasies is van toepassing op alle voltydse beamptes in die diens van 'n inrigting, met uitsondering van dié in subregulasie (2) hiervan genoem.

(2) Hierdie regulasies is van toepassing op beamptes wie se diensvoorwaardes vasgestel is in ooreenstemming met die bepalinge van nywerheids- of dergelike ooreenkomste van 'n wetlike aard alleen vir sover hierdie regulasies uitdruklik bepaal dat hulle op sodanige beamptes van toepassing is, en die verlofvoorregte van sodanige beamptes is origens sodanig as wat die Sekretaris bepaal, maar nie minder as dié wat deur bogenoemde ooreenkomste voorgeskryf word nie.

(3) Deeltydse beamptes kom nie vir verlof kragtens hierdie regulasies in aanmerking nie, maar aan hulle kan sodanige verlof as wat die Sekretaris goedkeur, toegestaan word.

(4) Aan 'n beampte wat op kontrak aangestel is, word, tensy sy dienskontrak anders bepaal, verlof toegestaan ooreenkomstig hierdie regulasies en sy indeling vir verlofdoeleindes word bepaal net soos dié van 'n permanente beampte van gelyke status in diens van 'n raad.

(5) As 'n beampte wat afgetree het uit 'n permanente betrekking 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 die toepassing van hierdie regulasies in alle opsigte as 'n nuwe aanstelling beskou. Vorige permanente diens tel nie as diens vir verlofdoeleindes nie; opgehoorte verlof verval by beëindiging van die permanente diens en die siekteverlofkring onder die nuwe indeling begin op die datum van heraanstelling.

TERMINATION OF LEAVE ON RESIGNATION OR RETIREMENT.

43. If prior to the expiration of a period of authorised leave, an employee resigns or gives notice of resignation or is discharged or retired, any leave falling within the period of notice required by regulation 33 of Part IV of these regulations shall terminate from the date of notice of resignation, or the date of discharge or retirement; provided that the provisions of this regulation shall not apply to an employee who resigns for the purpose of accepting service with another institution; provided further that a board may grant sick leave to an employee who during the period of notice referred to, becomes unable to perform his duties due to illness.

PAYMENT OF ALLOWANCES DURING LEAVE.

44. The payment or non-payment of allowances or emoluments additional to salary and the occupation of official quarters during periods of authorised leave shall be governed by any directions issued by the Secretary in connection with the grant of such allowances, emoluments or privileges.

CLASSIFICATION OF LEAVE.

45. (1) Leave shall be classified as follows:—

- (a) Vacation leave (with or without pay);
- (b) sick leave (with full or half-pay or without pay);
- (c) special leave (with or without pay);
- (d) special sick leave;
- (e) leave without pay.

(2) Except as provided in regulation 54 (1) (a) (iii) of this Part, all unauthorised absences from duty shall, irrespective of any disciplinary action taken against an employee, be deemed to be vacation leave without pay unless the Secretary otherwise directs. The submission of a written application for leave as required by regulation 41 (3) of this Part is not necessary in a case of unauthorised absence from duty.

LEAVE GROUPS.

46. Unless otherwise indicated, a board may grant leave not exceeding the following:—

Group I.

Directors, chief librarians, assistant directors, professional officers, assistant professional officers, permanent employees in receipt of salaries of more than R1,500 per annum and any other employees classified under this group by the Secretary.

Vacation leave: 38 days per annum.

Sick leave: 120 days on full pay; 120 days on half-pay in each cycle of three years.

Group II.

Permanent administrative and clerical personnel, technical and museum assistants, librarians and library assistants, storekeepers, not classified in Group I, and any other employees classified in this Group by the Secretary.

Vacation leave: Employees with 10 years' service or more, 35 days per annum; employees with less than 10 years' service, 32 days per annum.

Sick leave: 120 days on full pay; 120 days on half-pay in each cycle of three years.

Group III.

Other permanent European employees and any other employees classified in this Group by the Secretary.

Vacation leave: Employees with 15 years' service or more, 32 days per annum; employees with 10 years' and over but less than 15 years' service, 29 days per annum; employees with less than 10 years' service, 26 days per annum.

Sick leave: 120 days on full pay; 120 days on half-pay in each cycle of three years.

VERVAL VAN VERLOF BY AFDANKING OF BEDANKING.

43. As 'n beampte vóór die verstryking van 'n tydperk van goedgekeurde verlof bedank of kennis van sy bedankking gee of ontstaan of afgedank word, vervul enige verlof wat binne die tydperk van kennisgewing val, soos vereis by regulasie 33 van Deel IV van hierdie regulasies, met ingang van die datum waarop kennis van bedanking gegee word of die datum van ontslag of afdanking; met die verstande dat die bepalings van hierdie regulasie nie van toepassing is nie op 'n beampte wat bedank om in diens van 'n ander inrigting te tree; met dien verstande voorts dat 'n raad aan 'n beampte wat gedurende genoemde tydperk van kennisgewing as gevolg van siekt nie sy pligte kan vervul nie, siekteverlof kan toestaan.

BETALING VAN TOELAES GEDURENDE VERLOF.

44. Die betaling of nie-betaling van toelaes of emolumente bo en behalwe salaris, en amptelike huisvesting gedurende tydperke van goedgekeurde verlof word beheer deur voorskrifte uitgereik deur die Sekretaris in verband met die toestaan van sodanige toelaes, emolumente en voorregte.

KLASSIFISERING VAN VERLOF.

45. (1) Verlof word soos volg geklassifiseer:—

- (a) Vakansieverlof (met of sonder besoldiging);
- (b) siekteverlof (met volle of halfbesoldiging of sonder besoldiging);
- (c) spesiale verlof (met of sonder besoldiging);
- (d) spesiale siekteverlof;
- (e) verlof sonder besoldiging.

(2) Uitgesonderd soos in regulasie 54 (1) (a) (iii) van hierdie Deel bepaal, word alle nie-goedgekeurde afwesigheid van diens, ondanks enige ander tugmaatreëls wat teen 'n beampte geneem word, geag vakansieverlof sonder besoldiging te wees tensy die Sekretaris anders gelas. Die indiening van 'n skriftelike aansoek om verlof soos vereis by regulasie 41 (3) van hierdie Deel, is nie nodig in die geval van nie-goedgekeurde afwesigheid van diens nie.

VERLOFGROEPE.

46. Tensy anders aangedui, kan 'n raad hoogstens die volgende verlof toestaan:—

Groep I.

Direkteure, hoof-bibliotekaris, assistent-direkteure vakkundige beamptes, assistent-vakkundige beamptes permanente beamptes wat salaris van meer as R1,500 per jaar trek en ander beamptes wat deur die Sekretaris by hierdie groep ingedeel word:—

Vakansieverlof: 38 dae per jaar.

Siekteverlof: 120 dae met volle besoldiging; 120 dae met halfbesoldiging in elke kringloop van drie jaar.

Groep II.

Permanente administratiewe en klerklike personeel, tegniese en museumassistent, bibliotekaris en biblioteekassistent, magasynmeesters, wat nie by groep I ingedeel is nie, en ander beamptes wat deur die Sekretaris by hierdie groep ingedeel word:—

Vakansieverlof: Beamptes met 10 jaar of meer diens, 35 dae per jaar; beamptes met minder as 10 jaar diens, 32 dae per jaar.

Siekteverlof: 120 dae met volle besoldiging, 120 dae met halfbesoldiging in elke kringloop van drie jaar.

Groep III.

Ander permanente blanke beamptes en ander beamptes wat deur die Sekretaris by hierdie groep ingedeel word:—

Vakansieverlof: Beamptes met 15 jaar of langer diens, 32 dae per jaar; beamptes met 10 jaar of meer maar minder as 15 jaar diens, 29 dae per jaar; beamptes met minder as 10 jaar diens, 26 dae per jaar.

Siekteverlof: 120 dae met volle besoldiging, 120 dae met halfbesoldiging in elke kringloop van drie jaar.

GROUP IV.

TEMPORARY EUROPEAN STAFF MEMBERS AND NON-EUROPEAN EMPLOYEES.

Service.	Salary not Exceeding R300 per Annum.			Salary over R300 but not Exceeding R580 per Annum.			Salary over R580 per Annum.		
	Vacation Leave per Annum.	Sick Leave in Each Cycle of Three Years.		Vacation Leave per Annum.	Sick Leave in Each Cycle of Three Years.		Vacation Leave per Annum.	Sick Leave in Each Cycle of Three Years.	
		On Full Pay.	On Half Pay.		On Full Pay.	On Half Pay.		On Full Pay.	On Half Pay.
	Days.	Days.	Days.	Days.	Days.	Days.	Days.	Days.	Days.
15 years and over.....	24	40	40	27	60	60	30	90	90
10 years and under 15 years....	21	30	30	24	40	40	27	70	70
5 years and under 10 years....	18	20	20	21	30	30	24	50	50
Under 5 years.....	15	15	15	18	20	20	21	30	30

GROEP IV.

TYDELIKE BLANKE PERSONEELLEDE EN NIE-BLANKE BEAMPTES.

Diens.	Salaris nie meer as R300 per jaar nie.			Salaris meer as R300, maar nie meer as R580 per jaar nie.			Salaris meer as R580 per jaar.		
	Vakansieverlof per jaar.	Siekteverlof in elke kringloop van drie jaar.		Vakansieverlof per jaar.	Siekteverlof in elke kringloop van drie jaar.		Vakansieverlof per jaar.	Siekteverlof in elke kringloop van drie jaar.	
		Met volle besoldiging.	Met halfbesoldiging.		Met volle besoldiging.	Met halfbesoldiging.		Met volle besoldiging.	Met halfbesoldiging.
	Dae.	Dae.	Dae.	Dae.	Dae.	Dae.	Dae.	Dae.	Dae.
15 jaar en meer.....	24	40	40	27	60	60	30	90	90
10 jaar en minder as 15 jaar....	21	30	30	24	40	40	27	70	70
5 jaar en minder as 10 jaar....	18	20	20	21	30	30	24	50	50
Minder as 5 jaar.....	15	15	15	18	20	20	21	30	30

POWER TO REQUIRE LEAVE TO BE TAKEN.

47. Subject to the provisions of regulation 49 of this Part an employee may be required by a board at any time to take such leave as may be due to him.

ACCUAL OF VACATION LEAVE.

48. Vacation leave shall accrue on a proportionate basis according to the period of completed service in each of the groups or subdivisions of the groups mentioned in regulation 46 of this Part.

DURATION OF VACATION LEAVE.

49. (1) An employee may not be given more than six months' vacation leave during the course of an unbroken period of eighteen months' service.

(2) A board may, notwithstanding the fact that the maximum period prescribed in sub-regulation (1) has been exceeded, authorise a reasonable extension of leave to an employee who owing to causes outside his control is prevented from resuming duty on the expiration of the period of approved leave; provided that if such employee has not sufficient leave with full pay to his credit to cover the extension desired, the balance shall be without pay.

SICK LEAVE—GENERAL.

50. (1) Sick leave not exceeding the number of days specified in regulation 46 of this Part may be granted to an employee after the completion by him of one month's service admissible as service for leave purposes and during the course of each cycle of three years' service calculated from the date on which such employee first became eligible for leave privileges; provided that previous employment in the public service, a provincial administration, the Administration of the Territory of South West Africa, or an aducational institution under the control of the Department, if continuous with the employment at the institution concerned, shall be deemed to be service for the purpose of this regulation.

BEVOEGDHEID OM TE VEREIS DAT VERLOF GENEEM WORD.

47. Behoudens die bepalinge van regulasie 49 van hierdie Deel kan 'n raad te eniger tyd eis dat 'n beamppte sodanige verlof neem as wat hom toekom.

OPLOPING VAN VAKANSIEVERLOF.

48. Vakansieverlof loop op in verhouding tot die tydperk van voltooide diens in elk van die groepe of onderafdelings van die groepe vermeld in regulasie 46 van hierdie Deel.

DUUR VAN VAKANSIEVERLOF.

49. (1) Aan 'n beamppte kan nie meer as ses maande vakansieverlof in die loop van 'n ononderbroke diens-tydperk van agtien maande toegestaan word nie.

(2) 'n Raad kan 'n redelike verlenging van verlof aan 'n beamppte wat weens oorsake buite sy beheer verhoed word om sy diens na verstryking van 'n tydperk van toegestane verlof te hervat, goedkeur, al is die maksimum tydperk, soos in subregulasie (1) hiervan voorgeskryf, oorskry: Met dien verstande dat as so 'n beamppte nie voldoende verlof met volle besoldiging te goed het om die verlangde verlenging te dek nie, die ekstra tydperk van verlof sonder besoldiging toegestaan word.

SIEKTEVERLOF—ALGEMEEN.

50. (1) Siekteverlof wat nie die getal dae aangedui in regulasie 46 van hierdie Deel te bowe gaan nie, kan aan 'n beamppte toegestaan word nadat hy een maand diens voltooi het wat as diens vir verlofdoeleindes in aanmerking kom, en gedurende die loop van elke kringloop van drie jaar diens bereken vanaf die datum waarop so 'n beamppte die eerste keer vir verlofvoorregte in aanmerking gekom het; met dien verstande dat vorige diens in die staatsdiens, provinsiale administrasie, die administrasie van die gebied Suidwes-Afrika, of 'n onderwys-inrigting onder die beheer van die Departement, indien dit aaneenlopend met diens in die betrokke inrigting as diens vir die toepassing van hierdie regulasie beskou word.

(2) 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.

(3) An employee who has been granted the maximum period of sick leave in terms of this regulation, and who at the expiration of such leave is still unable on account of ill-health to perform his duties efficiently, may, on production of medical evidence as described in regulation 52 of this Part, be granted an extension of leave in the form of leave on half-pay for a period not exceeding three months; provided that if on the expiration of such extension, the employee is not fit to return to duty and is not discharged on the ground of ill-health, the circumstances shall be reported to the Secretary.

(4) An employee who has been granted sick leave on half-pay or without pay, may, if he has vacation leave to his credit, elect to substitute vacation leave for such sick leave. After the commencement of such vacation leave, the employee's election remains final.

(5) Nothing in these regulations contained shall preclude the discharge of an employee on the grounds of continued ill-health before the maximum or any period of sick leave has been granted.

INTERRUPTION OF VACATION LEAVE BY SICK LEAVE.

51. In the event of an employee, to whom vacation leave has been granted, becoming ill after he has left his duties to proceed on vacation leave, that period of vacation leave during which he was indisposed, may be converted into sick leave on the production by the employee to the board of a certificate by a registered medical practitioner [or a registered dentist if regulation 52 (5) of this Part is applicable to him], which complies with the requirements stipulated in regulation 52 of this Part and in which it is certified that he was, as a result of the illness, confined indoors during the period concerned, and on condition that the necessary sick leave is available in terms of these regulations. Vacation leave during which an employee was not confined indoors and vacation leave without pay may not be converted into sick leave.

MEDICAL CERTIFICATE FOR SICK LEAVE.

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

(2) Sick leave may be granted in respect of nervous complaints, insomnia, debility and similar ill-defined illnesses or indisposition, only if the board is convinced that the applicant's health condition incapacitates him from duty and does not arise from his failure to take vacation leave.

(3) If an employee is absent from duty for a continuous period of more than three days he may be granted sick leave only if he furnishes the board with a certificate by a registered medical practitioner [or a registered dentist if sub-regulation (5) hereof is applicable to him] which clearly describes the nature of the illness and states that he is not capable of performing his official duties and which indicates the period necessary for his recuperation; provided that the board, in its discretion, may require the submission of a similar certificate in respect of periods of three days or less; provided further that if the board is convinced that there are good reasons for the non-production of a medical certificate it may waive the requirement of a medical certificate in respect of sick leave not exceeding 14 days. Such exemption shall be endorsed on the leave application.

(4) Sick leave, in respect of which a certificate as described in sub-regulation (3) hereof is not submitted, may be granted for an aggregate of 10 days during any calendar year; any further absences shall be covered by

(2) Ongebruikte siekteverlof wat vir 'n bepaalde kringloop voorgeskryf is, verval aan die einde van die betrokke kringloop en kan nie na die volgende kringloop oorgedra word nie.

(3) Aan 'n beamppte aan wie die maksimum tydperk siekteverlof ooreenkomstig hierdie paragraaf toegestaan is en wat by die verstryking van sodanige verlof, as gevolg van swak gesondheid nog nie in staat is om sy pligte behoorlik uit te voer nie, kan, as hy geneeskundige getuienis indien soos in regulasie 52 van hierdie Deel geskryf, vir 'n tydperk van hoogstens drie maande 'n verlenging van verlof in die vorm van verlof met half besoldiging toegestaan word; met dien verstande dat die beamppte by die verstryking van so 'n verlenging nie geskik is om sy diens te hervat nie en nie op grond van swak gesondheid ontslaan word nie, die omstandighede aan die Sekretaris gerapporteer moet word.

(4) As 'n beamppte aan wie siekteverlof met halfbesoldiging of sonder besoldiging toegestaan is, vakansieverlof te goed het, kan hy kies om sodanige siekteverlof deur vakansieverlof te vervang. Na die aanvang van sodanige vakansieverlof bly die beamppte se keuse staan.

(5) Niks in hierdie regulasies belet die afdanking van 'n beamppte weens voortdurende swak gesondheid voordat die maksimum of enige tydperk van siekteverlof toegestaan is nie.

ONDERBREKING VAN VAKANSIEVERLOF DEUR SIEKTEVERLOF

51. As 'n beamppte aan wie vakansieverlof toegestaan is siek word nadat hy reeds sy diens verlaat het om met vakansieverlof te gaan, kan dié gedeelte van die vakansieverlof waarin hy siek was in siekteverlof omgeskep word as die beamppte by die raad 'n sertifikaat van 'n geregistreerde geneesheer [of 'n geregistreerde tandarts as regulasie 52 (5) van hierdie Deel op hom van toepassing is] indien wat aan die vereistes voorgeskryf in regulasie 52 van hierdie Deel voldoen en waarin ook gesertifiseer word dat hy weens die siekte gedurende die betrokke tydperk binnenshuis moes bly en op voorwaarde dat die nodige siekteverlof kragtens hierdie regulasies beskikbaar is. Vakansieverlof waarin 'n beamppte nie binnenshuis moes bly nie en vakansieverlof sonder besoldiging mag nie in siekteverlof omgeskep word nie.

SIEKTEVERLOF—GENEESKUNDIGE SERTIFIKAAT.

52. (1) Siekteverlof word alleen toegestaan in verband met 'n beamppte se afwesigheid van diens weens 'n siekte, ongesteldheid of besering wat nie te wyte is aan sy wan-gedrag of versuim om redelike voorsorgsmaatreëls te neem nie.

(2) In verband met senuwee-aandoenings, slaaploosheid, swakte of dergelike minder goed omskrewe siektes of ongesteldheid word siekteverlof slegs toegestaan as die raad oortuig is dat die applikant se gesondheidstoestand hom ongeskik vir sy werk maak en nie voortvloei uit sy versuim om van vakansieverlof gebruik te maak nie.

(3) As 'n beamppte van diens afwesig is vir 'n aaneenlopende tydperk van langer as drie dae kan siekteverlof aan hom toegestaan word slegs as hy 'n sertifikaat van 'n geregistreerde geneesheer [of 'n geregistreerde tandarts as subregulasie (5) hiervan op hom van toepassing is] wat duidelik die aard van die siekte omskryf en verklaar dat hy nie in staat is om sy amppligte waar te neem nie en die tydperk aandui wat vir sy herstel nodig is, by die raad indien; met dien verstande dat die raad na goeie oordeel kan eis dat 'n dergelike sertifikaat ook ten opsigte van tydperke van drie dae of minder ingedien word; met dien verstande voorts dat indien die raad daarvan oortuig is dat daar goeie redes bestaan waarom 'n geneeskundige sertifikaat nie ingedien word nie, hy kan afsien van die vereiste dat 'n geneeskundige sertifikaat ingedien word ten opsigte van siekteverlof van hoogstens 14 dae. Sodanige vrystelling moet op die verlofaansoek geëndosseer word.

(4) Siekteverlof ten opsigte waarvan 'n sertifikaat soos in subregulasie (3) hiervan beskryf, nie ingedien word nie, kan toegestaan word vir altesame 10 dae gedurende enige kalenderjaar; enige verdere afwesigheid moet gedek word

the grant of vacation leave and, if the 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 sub-regulation (3) hereof has been granted, nor are such periods taken into consideration in the determination of the 10 days.

(5) If an 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 described in sub-regulation (3) hereof and issued by a registered dentist may be accepted for the purpose of that sub-regulation. Notwithstanding the provisions of this sub-regulation the board may require that a certificate by a registered medical practitioner be submitted before sick leave is granted by it.

(6) Notwithstanding the submission of a certificate as described in sub-regulations (3) and (5) hereof a board may refuse to grant sick leave with pay in respect of any absence from duty to which the certificate relates, and such absence shall be regarded as unauthorised and subject to the provisions of regulation 45 (2) of this Part.

(7) The board may at any time require an employee to submit to an examination by one or more medical practitioners nominated by the board. The expenditure connected with such examination shall be met from the board's funds.

SPECIAL SICK LEAVE.

53. (1) An 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, sick leave with remuneration equal to the difference between full pay and the compensation payable to him in terms of that Act.

(2) Special sick leave in terms of this regulation shall not be granted if the board is of opinion that the accident is attributable to the serious and wilful misconduct of the employee.

(3) The provisions of regulation 52 (3), (5) and (7) of this Part are applicable *mutatis mutandis* to the grant of special sick leave.

SPECIAL LEAVE.

54. (1) Special leave, in addition to any other leave allowable in terms of these regulations, may be granted to an employee on the following conditions of pay and for the purposes indicated:—

(a) On full pay for the period during which—

- (i) he writes any university or other examination held within the Union and approved by a board;
- (ii) he is segregated or isolated on medical instructions because he was in contact with a person who contracted, or is suspected of having contracted, an infectious or contagious disease. The grant of special leave under this sub-regulation is subject to the submission of a certificate of a registered medical practitioner indicating the period of and reason for isolation;
- (iii) he is detained as a result of his arrest on a criminal charge and he is subsequently acquitted or the charge withdrawn;

(b) on such conditions in regard to pay as may from time to time be approved by the Secretary—

- (i) when, as a member of the Active Citizen Force, he is required, in terms of the South Africa Defence Act, 1912, or any regulation made thereunder, to undergo continuous or

deur die bestaan van vakansieverlof en as die beamppte geen vakansieverlof te goed het nie, van vakansieverlof sonder besoldiging. Die bepalings van hierdie subregulasie is nie van toepassing op tydperke van afwesigheid ten opsigte waarvan vrystelling kragtens subregulasie (3) hiervan verleen is nie en sodanige tydperke word ook nie ingereken by die vasstelling van die 10 dae nie.

(5) As 'n beamppte se afwesigheid te wyte is aan 'n tand- verswering, 'n kakebeenbreuk, akute Vincent-besmetting van die mond of komplikasies wat voortvloei uit die trek van tande, soos beenmurgontsteking, beenontsteking of sekondêre bloeding, kan 'n sertifikaat soos in subregulasie (3) hiervan beskryf en uitgereik deur 'n geregistreerde tandarts vir die toepassing van subregulasie (3) aangeneem word. Ondanks die bepaling van hierdie subregulasie, kan die raad vereis dat 'n sertifikaat deur 'n geregistreerde geneesheer ingedien word aler hy siekteverlof toestaan.

(6) Ondanks die indiening van 'n sertifikaat soos in subregulasies (3) en (5) hiervan beskryf, kan 'n raad weier om siekteverlof met besoldiging toe te staan ten opsigte van enige afwesigheid van diens waarop die sertifikaat betrekking het, en so 'n afwesigheid word as nie-goedgekeur beskou en is aan die bepalings van regulasie 45 (2) van hierdie Deel onderworpe.

(7) Die raad kan te eniger tyd eis dat 'n beamppte hom onderwerp aan 'n ondersoek deur een of meer geneesheer deur die raad aangewys. Die koste van so 'n ondersoek word uit die raad se fondse betaal.

SPESIALE SIEKTEVERLOF.

53. (1) Aan 'n beamppte wat van diens afwesig is weens 'n besering opgedoen in 'n ongeval wat uit en in die loop van sy diens ontstaan of weens 'n siekte wat in die loop van en as gevolg van sy diens opgedoen is, kan spesiale siekteverlof met volle besoldiging toegestaan word vir die tydperk wat hy nie geskik is om sy normale pligte uit te voer nie, of indien die geval binne die bestek van die Ongevalwet, 1941, soos gewysig, val, siekteverlof met besoldiging gelykstaande met die verskil tussen volle besoldiging en die skadeloosstelling wat aan hom kragtens genoemde Wet betaalbaar is.

(2) Spesiale siekteverlof kragtens hierdie regulasie word nie toegestaan as die raad van oordeel is dat die ongeval aan die ernstige en opsetlike wangedrag van die beamppte toe te skryf is nie.

(3) Die bepalings van regulasie 52 (3), (5) en (7) van hierdie Deel is *mutatis mutandis* van toepassing op die toestaan van spesiale siekteverlof.

SPESIALE VERLOF.

54. (1) Benewens ander verlof wat ooreenkomstig hierdie regulasies toelaatbaar is, kan spesiale verlof op die volgende voorwaardes van besoldiging en vir die doeleindes aangedui, aan 'n beamppte toegestaan word—

(a) met volle besoldiging vir die tydperk waarin hy—

- (i) 'n universiteitseksamen skryf of aan 'n ander eksamen wat binne die Unie afgeneem en deur 'n raad goedgekeur word, deelneem;
- (ii) apart gehou of afgesonder word kragtens geneeskundige instruksies omdat hy in aanraking was met 'n persoon wat 'n besmetlike of aansteeklike siekte opgedoen of vermoedelik opgedoen het. Die toestaan van spesiale verlof kragtens hierdie subregulasie is onderworpe aan die indiening van 'n sertifikaat van 'n geregistreerde geneesheer wat die tydperk en rede vir afsondering aandui;
- (iii) as gevolg van sy inhegtenisneming op 'n strafregtelike aanklag aangehou word en later vrygespreek word of die aanklag teruggetrek word;

(b) op sodanige voorwaardes betreffende besoldiging as wat die Sekretaris van tyd tot tyd goedkeur—

- (i) wanneer hy as lid van die Aktiewe Burgermag kragtens die Zuid Afrika Verdedigings Wet, 1912, of 'n regulasie daarkragtens uitgevaardig, ononderbroke of onderbroke opleiding moet

non-continuous training, except when he is undergoing whole-time training in terms of section *six bis* of the South Africa Defence Act Amendment Act, 1922, or is performing whole-time service in lieu of peace-time training in terms of section *nineteen* of the South Africa Defence Act, 1912;

- (ii) when, as a member of the Active Citizen Force, he voluntarily, or in pursuance of a special agreement between him and the Department of Defence relating to his training, 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 command or the South African Air Force Group concerned certifies that such training or course is necessary in the interest of the Union Defence Forces;
- (iii) when, as a member of a Rifle Commando, he is required in terms of regulations made under the South Africa Defence Act, 1912, to attend an official musketry practice; provided that the officer commanding the commando concerned certifies that attendance at such musketry practice is in accordance with the provisions of the aforesaid regulations;
- (iv) when, as a member of a Rifle Commando, he attends an instructional or qualifying course; provided that the officer commanding the commando concerned certifies that attendance at such course is necessary in the interests of the Union Defence Forces;
- (v) when, as a member of 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 and Marine Chief of Staff, certifies that such course or training is necessary in the interests of the Union Defence Forces;
- (vi) when, as a member of any portion of the Union Defence Forces (except a member of the Active Citizen Force who is undergoing whole-time training in terms of section *six bis* of the South Africa Defence Act Amendment Act, 1922, or performing whole-time service) he is called out in terms of section *seventy-nine* of the South Africa Defence Act, 1912, for service in the prevention or suppression of disorder in the Union;

- (c) on such conditions in regard to pay as may be determined by a board for the purpose of her confinement but not exceeding 28 days on full pay or its equivalent; provided that an employee may elect to take vacation leave standing to her credit in lieu of leave with half or without pay for the said purpose.

(2) The provisions of sub-regulation (1) (b) hereof are applicable to employees whose service conditions have been determined in accordance with the provisions of industrial and other agreements of a statutory nature.

(3) Special leave granted in terms of sub-regulations (1) (a) and (b) hereof may include any period actually and necessarily occupied in travelling for the purpose for which the leave is granted.

LEAVE—GENERAL.

55. (1) Sundays and public holidays falling within a period of vacation leave shall be deemed to be part of such leave.

(2) An employee shall not be paid salary or wage in respect of Sundays and public holidays falling within a period of leave without pay.

ondergaan, behalwe as hy voltydse opleiding kragtens artikel *ses bis* van die Zuid-Afrika Verdedigings Wet Wysigings Wet, 1922, ondergaan of voltydse diens kragtens artikel *negen-tien* van die Zuid Afrika Verdedigings Wet, 1912, in plaas van die vredestrydse opleiding verrig;

- (ii) wanneer hy as lid van die Aktiewe Burgermag vrywillig of ingevolge 'n spesiale ooreenkoms tussen hom en die Departement van Verdediging in verband met sy opleiding, bo en behalwe opleiding wat hy ooreenkomstig genoemde Wet moet ondergaan, ononderbroke of onderbroke opleiding ondergaan of 'n instruksie- of kwalifiserende kursus bywoon; met dien verstande dat die bevelvoerder van die betrokke kommandement of Suid-Afrikaanse Lugmaggroep sertifiseer dat sodanige opleiding of kursus nodig is in die belang van die Unieverdedigingsmag;
- (iii) wanneer hy as lid van 'n skietkommando ingevolge regulasies uitgevaardig kragtens die Zuid Afrika Verdedigings Wet, 1912, 'n amptelike skietoefening moet bywoon; met dien verstande dat die betrokke bevelvoerder van die betrokke kommandement sertifiseer dat bywoning van sodanige skietoefening in ooreenstemming met die bepalinge van voormelde regulasies is;
- (iv) wanneer hy as lid van 'n skietkommando 'n instruksie- of kwalifiserende kursus bywoon, mits die betrokke bevelvoerder van die betrokke kommandement sertifiseer dat bywoning van sodanige kursus nodig is in die belang van die Unieverdedigingsmag;
- (v) wanneer hy as lid van die Reserwe van Offisiere 'n herhalingskursus moet bywoon of herhalingsopleiding moet ondergaan ten einde sy bedrewenheid te behou; met dien verstande dat die Stafhoof van die betrokke landmag, lugmag of vloot- en mariniersmag sertifiseer dat sodanige kursus of opleiding nodig is in die belang van die Unieverdedigingsmag;
- (vi) wanneer hy as lid van 'n afdeling van die Unieverdedigingsmag (uitgesonderd 'n lid van die Aktiewe Burgermag wat voltydse opleiding kragtens artikel *ses bis* van die Zuid-Afrika Verdedigings Wet Wysigings Wet, 1922, ondergaan of voltydse diens verrig) kragtens artikel *nege-en-sewentig* van die Zuid Afrika Verdedigings Wet, 1912, opgeroep word vir diens in verband met die voorkoming of onderdrukking van onluste in die Unie;

- (c) Op sodanige voorwaardes betreffende besoldiging as wat 'n raad bepaal vir die doel van haar bevalling, maar hoogstens 28 dae met volle besoldiging of die ekwivalent daarvan; met dien verstande dat 'n beampde die keuse het om vakansieverlof wat sy te goed het, te neem in plaas van verlof met half- of sonder besoldiging vir gemelde doel.

(2) Die bepalinge van subregulasie (1) (b) hiervan is van toepassing op beamptes wie se diensvoorwaardes in ooreenstemming met die bepalinge van nywerheids- en ander ooreenkomste van 'n statutêre aard vasgestel is.

(3) Spesiale verlof wat ooreenkomstig subregulasies (1) (a) en (b) hiervan toegestaan word, kan enige tydperk werklik en noodsaaklikerwys deurgebring met reise vir die doel waarvoor die verlof toegestaan word, insluit.

VERLOF—ALGEMEEN.

55. (1) Daar word geag dat Sondae en openbare vakansiedae wat binne 'n tydperk van vakansieverlof val, 'n deel van sodanige verlof is.

(2) Aan 'n beampde word nie salaris of loon betaal ten opsigte van Sondae en openbare vakansiedae wat binne 'n tydperk van verlof sonder besoldiging val nie.

(3) A Sunday or public holiday—

- (a) falling between a period of special leave and a period of vacation leave (or vice versa) shall not be regarded as leave;
- (b) falling between a period of vacation leave and a period of sick leave (or vice versa) shall be recorded as vacation leave in the leave register unless the employee produces satisfactory evidence that he was actually ill on that day and is granted sick leave for the day, but payment of salary or wage for such day may be effected only if the employee, in terms of his conditions of employment, is entitled to payment for such day;
- (c) which immediately precedes or succeeds a period of leave without pay shall not be regarded as leave, unless the employee is called upon to attend for duty on such day and fails to do so in which case the day shall be regarded as vacation leave without pay;
- (d) falling between a period of special leave and a period of sick leave (or vice versa) shall not be regarded as leave.

(4) Leave which accrued to an employee in terms of any Act, ordinance, regulation or conditions of service recognised by the Secretary, and has not been taken prior to the date of coming into operation of these regulations, shall be placed to his credit and treated as leave under these regulations.

(5) The vacation leave which may have accrued to an employee transferred or appointed to an institution without a break in service from another institution or a government department or provincial administration or the Administration of the Territory of South West Africa, and not taken prior to the date of such transfer or appointment, may, with the approval of the Secretary, be placed to his credit and treated as leave under these regulations.

(6) If an employee referred to in sub-regulations (4) and (5) was entitled to leave in terms of the conditions or regulations applicable to him prior to the date on which he became entitled to leave in terms of these regulations, in respect of a definite period of service, he may be granted a proportional leave credit in respect of the completed portion of such definite period.

LEAVE WITHOUT PAY.

56. (1) Leave without pay for a period not exceeding three months may be granted in such circumstances and for such purposes as may be approved by the board.

(2) Leave without pay for the purpose of studies approved by a board may be granted for a period not exceeding twelve months.

(3) The grant of leave without pay for periods in excess of those specified in sub-regulations (1) and (2) is subject to the approval of the Secretary.

(4) Vacation leave with pay may not be granted continuous with and succeeding a period of leave without pay other than sick leave without pay.

OVERGRANT OF LEAVE.

57. In the event of an employee being granted in good faith leave in excess of that provided for in these regulations, such overgrant may be deducted from leave which subsequently accrued to him; provided that in the event of the employee resigning or his services being terminated before sufficient 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 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.

(3) 'n Sondag of openbare vakansiedag wat—

- (a) tussen 'n tydperk van spesiale verlof en 'n tydperk van vakansieverlof (of omgekeerd) val, word nie geag verlof te wees nie;
- (b) tussen 'n tydperk van vakansieverlof en 'n tydperk van siekteverlof (of omgekeerd) val, word in die verlofregister as vakansieverlof aangeteken, tensy die beampte bevredigende bewys lewer dat hy werklik op die betrokke dag ~~siek~~ was en vir die dag siekteverlof toegestaan word, maar betaling van salaris of loon vir sodanige dag geskied slegs as die beampte kragtens sy diensvoorwaardes op betaling vir die dag geregtig is;
- (c) 'n tydperk van verlof sonder besoldiging onmiddellik voorafgaan of daarop volg, word nie geag verlof te wees nie, tensy die beampte aangesê word om daardie dag op sy pos te wees en hy in gebreke bly om dit te doen; in so 'n geval word die dag as vakansieverlof sonder besoldiging beskou;
- (d) tussen 'n tydperk van spesiale verlof en 'n tydperk van siekteverlof (of omgekeerd) val, word nie geag verlof te wees nie.

(4) Verlof wat aan 'n beampte opgeloopt het kragtens 'n wet, ordonnansie, regulasie of diensvoorwaardes erken deur die Sekretaris, en wat nie op die datum van inwerkingtreding van hierdie regulasies geneem is nie, word as verloftegoed aan hom toegeken en as verlof ooreenkomstig hierdie regulasies behandel.

(5) Die vakansieverlof wat opgeloopt het aan 'n beampte wat sonder onderbreking in diens uit 'n ander inrigting of 'n staatsdepartement of provinsiale administrasie of die Administrasie van Suidwes-Afrika na 'n inrigting oorgeplaas of daarin aangestel is, en wat nie voor die datum van so 'n oorplasing of aanstelling geneem is nie, kan met die goedkeuring van die Sekretaris as verloftegoed aan hom toegeken word en as verlof ooreenkomstig hierdie regulasies behandel word.

(6) As 'n beampte wat in subregulasies (4) en (5) vermeld word, ten opsigte van 'n bepaalde dienстыdperk op verlof geregtig was ooreenkomstig die voorwaardes of regulasies wat op hom van toepassing was vóór die datum waarop hy op verlof geregtig geword het ooreenkomstig hierdie regulasies, kan daar aan hom 'n eweredige verloftegoed ten opsigte van die voltooide gedeelte van so 'n bepaalde tydperk toegeken word.

VERLOF SONDER BESOLDIGING.

56. (1) Verlof sonder besoldiging vir hoogstens drie maande kan toegestaan word in sodanige omstandighede en vir sodanige doeleindes as wat deur die raad goedgekeur word.

(2) Verlof sonder besoldiging vir die doel van studies wat 'n raad goedkeur, kan vir 'n tydperk van hoogstens twaalf maande toegestaan word.

(3) Die toestaan van verlof sonder besoldiging vir langer tydperke as wat in subregulasies (1) en (2) bepaal is, is onderworpe aan die Sekretaris se goedkeuring.

(4) Vakansieverlof met besoldiging kan nie aaneenlopend en in opvolging van 'n tydperk van verlof sonder besoldiging, uitgesonderd siekteverlof sonder besoldiging, toegestaan word nie.

VERLOF TE VEEL TOEGESTAAN.

57. As daar aan 'n beampte te goeder trou meer verlof toegestaan is as waarvoor in hierdie regulasies voorsiening gemaak word, kan die te veel toegestane verlof afgetrek word van verlof wat later aan hom ooploop; met dien verstande dat as die beampte bedank of sy diens beëindig word voordat voldoende verlof vir die doel van so 'n aftrekking aan hom opgeloopt het, die verskil tussen die te veel toegestane verlof en sy opgeloopte verlof op die laaste dag van sy diens as 'n oorbetalings van salaris beskou word wat teruggevorder of met bevoegde magtiging afgeskryf moet word.

LEAVE WHICH COUNTS AS SERVICE FOR LEAVE PURPOSES.

58. Continuous leave without pay not exceeding fifteen days and leave on full or half-pay shall be deemed to be service for the purposes of leave in terms of these regulations.

LEAVE WHICH COUNTS FOR INCREMENTAL PURPOSES.

59. (1) Study leave without pay granted in accordance with regulation 56 (2) of this Part, leave without pay not exceeding in the aggregate one hundred and twenty days in the case of sick leave, or thirty days in the case of other leave, calculated from the date of the last annual increment, and leave with pay, shall be deemed to be service for the purpose of salary increments.

(2) All absences on leave without pay in excess of the number of days mentioned in sub-regulation (1) shall have the effect that an employee's next salary increment shall be postponed by an equal number of days, and the date on which this increment is granted shall determine the new incremental date.

(3) An increment of salary normally becoming due during a period of leave without pay shall, subject to the provisions of sub-regulation (1) of this regulation, be deferred until the employee concerned resumes duty and has completed twelve months' service admissible as service for salary incremental purposes and calculated from the date of the last increment.

LEAVE REGISTER.

60. (1) A leave register shall be kept by each institution and all leave granted in terms of these regulations shall be recorded in such register.

(2) A copy of each application for leave, with the board's decision endorsed thereon, shall be filed for record and audit purposes at the institution concerned.

CASH PAYMENT IN LIEU OF VACATIONAL LEAVE DUE ON TERMINATION OF SERVICE.

61. (1) If an employee is retired or discharged from the service of an institution for any reason described in regulation 35 (3) (a), (b), (c), (d) or (e) of Part IV or dies while in the service of an institution, the board may pay to him or to his dependants, as the case may be, and subject to such conditions as may be determined by the Secretary, the cash value of any accumulated vacation leave standing to the credit of the employee at the date of his retirement or discharge or death, up to a maximum of 184 days.

(2) If a female employee retires or is discharged from the service of an institution on account of her marriage, the board may, subject to such conditions as the Secretary may determine, pay to her the cash value of any accumulated leave up to a maximum of 91 days standing to her credit at the date of her retirement or discharge.

PART VI.**MISCONDUCT.**

62. An employee who—

- (a) disobeys, disregards or makes wilful default in carrying out a lawful order given to him by a person having authority to give the same or by word or conduct displays insubordination; or
- (b) is negligent or indolent in the discharge of his duties; or
- (c) does, or causes or permits to be done, or connives at, any act which is prejudicial to the administration, discipline or efficiency of an institution; or
- (d) undertakes, without the authority prescribed in regulation 36 (4), Part IV, of these regulations, any private agency or work in any matter connected with the exercise or performance of his official duties; or
- (e) contravenes any regulation relating to the institution or any instructions of the board; or

VERLOF WAT AS DIENS VIR VERLOFDOELENDES GEREKEN WORD.

58. Aaneenlopende verlof sonder besoldiging vir hoogstens vyftien dae en verlof met volle of halfbesoldiging word as diens vir doeleindes van verlof ooreenkomstig hierdie regulasie beskou.

VERLOF WAT VIR VERHOEGINGSDOELENDES GEREKEN WORD.

59. (1) Studieverlof toegestaan ooreenkomstig regulasie 56 (2) van hierdie Deel, verlof sonder besoldiging van altesame hoogstens honderd-en-twintig dae in die geval van siekteverlof of dertig dae in die geval van ander verlof, bereken vanaf die datum van die vorige jaarlikse verhoging, en verlof met besoldiging word beskou as diens vir doeleindes van salarisverhogings.

(2) Alle afwesigheid met verlof sonder besoldiging bo die getal dae in subregulasie (1) vermeld, het die uitwerking dat 'n beampte se volgende salarisverhoging met 'n gelyke aantal dae uitgestel word, en die datum waarop hierdie verhoging toegestaan word, bepaal die nuwe salarisverhogingsdatum.

(3) 'n Salarisverhoging wat op die gewone wyse gedurende 'n verloftydperk sonder besoldiging 'n beampte toekom, word behoudens die bepalinge van subregulasie (1) van hierdie regulasie, uitgestel totdat die betrokke beampte sy diens hervat en twaalf maande diens, wat as diens vir salarisverhogingsdoeleindes in aanmerking kom en vanaf die datum van die vorige verhoging bereken word, voltooi het.

VERLOFREGISTER.

60. (1) Elke inrigting moet 'n verlofregister hou en alle verlof wat ooreenkomstig hierdie regulasies toegestaan word, moet in daardie register aangeteken word.

(2) 'n Afskrif van elke aansoek om verlof, met die raad se beslissing daarop aangeteken, moet vir naslaan- en ouditeringsdoeleindes by die betrokke inrigting gebêre word.

KONTANTBETALING TEN OPSIGTE VAN VERLOFTEGOED BY BEËINDIGING VAN DIENS.

61. (1) As 'n beampte om 'n rede soos beskryf in regulasie 35 (3) (a), (b), (c), (d) of (e) van Deel IV afgedank of ontslaan word uit die diens van 'n inrigting, of sterf terwyl hy in die diens van 'n inrigting is, kan die raad aan hom of sy afhanklikes, na gelang van die geval, en behoudens voorwaardes wat die Sekretaris stel, die kontantwaarde betaal van enige opgelope vakansieverlof wat die beampte te goed gehad het op die datum van sy afdanking of ontslag of dood, tot 'n maksimum van 184 dae.

(2) As 'n vroulike beampte uit diens van 'n inrigting tree of ontslaan word weens haar huwelik, kan die raad, behoudens voorwaardes wat die Sekretaris stel, die kontantwaarde van enige opgelope verlof wat sy te goed gehad het op die datum van uitdienstreding of ontslag tot 'n maksimum van 91 dae aan haar betaal.

DEEL VI.**WANGEDRAG.**

62. 'n Beampte wat—

- (a) 'n wettige bevel aan hom gegee deur iemand wat daartoe bevoeg is, nie gehoorsaam nie, verontagsaam of opsetlik nie uitvoer nie, of deur woord of gedrag insubordinasie pleeg; of
- (b) nalatig of traag is in die vervulling van sy pligte; of
- (c) 'n handeling wat tot nadeel strek van die administrasie, tug of doeltreffendheid van 'n inrigting, verrig, laat verrig of die verrigting daarvan toelaat; of
- (d) sonder die magtiging voorgeskryf in regulasie 36 (4), Deel IV, van hierdie regulasies enige private agentskap of werksaamhede onderneem in sake wat in verband staan met die uitoefening of vervulling van sy amptelike pligte; of
- (e) enige regulasie met betrekking tot die inrigting of enige bevel van die raad, oortree; of

- (f) takes any public part in political matters or publicly comments on the administration of an institution; or
- (g) conducts himself in a disgraceful, improper or unbecoming manner, or indulges in the excessive use of intoxicants or stupefying drugs; or
- (h) becomes insolvent or assigns his estate for the benefit of or compromises with his creditors, or has a decree of civil imprisonment made against him by any court of law (unless he can show that his insolvency, assignment or the order of civil imprisonment has been occasioned by unavoidable misfortune); or
- (i) discloses or uses otherwise than for the discharge of his duties information acquired in the course thereof; provided that an employee may publish, with or without remuneration, papers or articles in any journal (such paper or article and journal having been approved by the director prior to publication); or
- (j) accepts without the approval of the board, fees or rewards, pecuniary or otherwise, in respect of the performance of his duties; or
- (k) misappropriates or misuses property belonging to or in possession of the institution, or fails to take proper care of any such property while in his charge or under his control; or
- (l) commits a criminal offence; or
- (m) absents himself from duty without leave or valid cause; or
- (n) becomes inefficient from causes within his own control and not attributable to his official duties, shall be deemed to be guilty of misconduct.

63. (1) A permanent employee alleged to be guilty of misconduct as defined in regulation 62 of this Part may be charged therewith in writing by the chairman of the board or, if delegated thereto, by the director.

(2) The person who signed the charge shall cause it to be sent by post in a registered letter or to be delivered to the employee charged or to be left at his last-known place of residence.

(3) The charge shall contain or shall be accompanied by a direction calling upon the employee charged to transmit or deliver, within a reasonable period specified in the direction, to a person likewise specified, a written admission or denial of the charge and, if he so desires, a written explanation of the misconduct charged.

(4) Any permanent employee charged under this regulation may be suspended temporarily from duty by the chairman of the board or the director if delegated thereto by the said chairman. Such order of suspension may be withdrawn at any time without prejudice to the prosecution of the charge.

(5) A permanent employee who has been suspended from duty in terms of sub-regulation (4) shall not be entitled to any emoluments for the period of his suspension; but the Secretary may order payment to such employee of the whole or a portion of his emoluments.

(6) If the employee charged denies the charge or fails to comply with the direction mentioned in sub-regulation (3) the board shall appoint a person or persons to be approved by the Minister to investigate the charge at a time and place to be determined by the board and of which the said employee shall be given reasonable notice.

(7) The person who signed the charge may authorise any person to attend the enquiry and to adduce evidence and arguments in support of the charge and to cross-examine any person called as a witness for the employee charged.

- (f) in die openbaar deelneem aan politieke sake of in die openbaar kritiek uitoefen aangaande die administrasie van 'n inrigting; of
- (g) hom op skandelijke, onbehoorlike of onbetaamlike wyse gedra, of verslaaf is aan buitensporige gebruik van bedwelmende drank of verdowende middels; of
- (h) insolvent word of sy boedel afstaan ten behoeve van sy skuldeisers of met hulle 'n akkoord aangaan, of teen wie 'n vonnis van siviele gyseling deur 'n geregshof gegee is (tensy hy kan aantoon dat sy insolvensie, boedelafstand, akkoord of siviele gyseling veroorsaak is deur onvermydelike teenspoed; of
- (i) anders as in die vervulling van sy pligte inligting deur hom in die loop van sy diens verkry, onthul of gebruik; met dien verstande dat 'n beampte teen of sonder besoldiging verhandelings of artikels in 'n tydskrif kan publiseer, mits sodanige verhandeling of artikel en tydskrif vooraf deur die direkteur goedgekeur is; of
- (j) sonder die goedkeuring van die raad gelde of beloning van geldelike of ander aard in verband met die uitoefening van sy pligte aanneem; of
- (k) eiendom wat behoort aan of in die besit is van die inrigting wederregtelik toeëien of misbruik, of versuim om enige sodanige eiendom onder sy toesig en beheer behoorlik te versorg; of
- (l) 'n strafregtelike misdryf begaan; of
- (m) van diens wegbly sonder verlof of gegronde rede; of
- (n) onbevoeg word as gevolg van oorsake binne sy eie beheer wat nie aan sy amptelike pligte toe te skryf is nie;

word geag aan wangedrag skuldig te wees.

63. (1) 'n Permanente beampte van wie beweer word dat hy aan wangedrag soos omskryf in regulasie 62 van hierdie Deel, skuldig is, kan deur die voorsitter van die raad, of indien daartoe gemagtig, die direkteur, skriftelik daarvan aangekla word.

(2) Die persoon wat die aanklag onderteken het, moet dit deur die pos in 'n aangetekende brief laat stuur of dit laat aflewer aan die aangeklaagde of toesien dat dit by sy laaste bekende woonplek gelaat word.

(3) Die aanklag moet 'n opdrag bevat, of van 'n opdrag vergesel gaan, waarby die aangeklaagde beampte aangesê word om binne 'n redelike tyd in die opdrag vermeld, 'n skriftelike erkenning of ontkenning van die aanklag, en as hy wil, ook 'n skriftelike verduideliking van die wangedrag waarvan hy aangekla word te stuur of af te lewer aan 'n persoon wat ook in die opdrag genoem word.

(4) 'n Permanente beampte wat kragtens hierdie regulasies aangekla word, kan deur die voorsitter van die raad, of die direkteur indien daartoe deur voormelde voorsitter gemagtig, tydelik van sy diens geskors word. So 'n skorsingsbevel kan te eniger tyd ingetrek word sonder benadeling van die voortsetting van die aanklag.

(5) 'n Permanente beampte wat ingevolge subregulasie (4) van sy diens geskors is, is nie geregtig op emolumente gedurende sy skorsing nie; maar die Sekretaris kan gelas dat aan sodanige beampte al sy emolumente of 'n deel daarvan betaal moet word.

(6) As die aangeklaagde beampte die aanklag ontken of in gebreke bly om gevolg te gee aan die opdrag genoem in subregulasie (3), moet die raad 'n persoon of persone aanstel wat deur die Minister goedgekeur moet word om die aanklag te ondersoek op 'n tyd en plek wat die raad bepaal en waarvan genoemde beampte redelike kennis vooraf moet ontvang.

(7) Die persoon wat die aanklag onderteken het, kan enige persoon magtig om die ondersoek by te woon en om getuienis en argumente ter stawing van die aanklag aan te voer, en enige persoon wat as getuie vir die aangeklaagde beampte opgeroep is, onder kruisverhoor te neem.

(8) At the enquiry the employee charged may be present and be heard either personally or by a representative and may cross-examine any person called as a witness in support of the charge, inspect any document produced in evidence, give evidence himself and call any other person as a witness. The person holding the enquiry shall keep a record of the proceedings at the enquiry and of all evidence given thereat. The failure of the employee charged to attend the enquiry shall not invalidate the proceedings.

(9) If the person who is to hold the enquiry has reason to believe that any person is able to give evidence or to produce a document or article which will be relevant to the enquiry, he may, either on his own initiative or at the request of any person interested in the enquiry summon the person in question by a summons under his hand, to attend the enquiry at a time and place specified in the summons and to give evidence or to produce the document or article in question thereat, and at the enquiry the person holding it may administer the oath to any person giving evidence.

(10) Subject to the provisions of sub-regulation (11), any person who—

- (a) after having been summoned as aforesaid fails, without reasonable excuse, to attend the enquiry or to bring with him a document or article in accordance with the summons, or absents himself from the enquiry before its conclusion without having been excused by the person holding the enquiry from further attendance; or
- (b) when present at the enquiry, refuses to be sworn or having been sworn refuses to answer fully and satisfactorily any relevant question put to him, or to produce any document or article which he was summoned to produce; or
- (c) hinders or intimidates any person taking part in the enquiry of giving evidence thereat,

shall be guilty of an offence and liable to a fine not exceeding fifty pounds.

(11) At the enquiry no person shall be obliged to answer a question, if the answer to that question may render him liable to a criminal prosecution, and no person shall produce any document or article at the enquiry if any Minister of State has stated in writing that the production of that document or article at the enquiry would be contrary to the public interest.

(12) Any person who, while giving evidence on oath at the enquiry, makes a material statement relevant to the enquiry, which he knows to be false or which he does not believe to be true, shall be deemed to be guilty of perjury.

(13) If the misconduct with which the employee is charged amounts to an offence of which he has been convicted by a court of law, a certified copy of the record of his trial and conviction by that court shall be sufficient proof of the commission by him of such offence unless he has been pardoned or unless the conviction has been set aside by a superior court; provided that it shall be competent for the employee charged to adduce evidence that he was in fact wrongly convicted.

(14) At the conclusion of the enquiry the person holding it shall make a finding as to whether the employee charged is guilty or not guilty of the misconduct with which he was charged and shall inform the employee charged of his finding. He shall report the result of the enquiry to the board.

(15) An employee who has been found guilty of misconduct as aforesaid may, within a period of seven days from the date on which he was informed of the finding, appeal to the Minister against such finding.

(8) By die ondersoek kan die aangeklaagde beampte teenwoordig wees en persoonlik of deur bemiddeling van 'n verteenwoordiger gehoor word, en kan hy enige persoon wat opgeroep is as getuie tot stawing van die aanklag, onder kruisverhoor neem, insae hê in enige dokument wat as bewysstuk oorgelê is, self getuienis aflê en enige ander persoon as getuie oproep. Die persoon wat die ondersoek instel, moet aantekening hou van die verrigtings by die ondersoek en van al die getuienis wat afgelê is. As die aangeklaagde beampte versuim om die ondersoek by te woon, word die verrigtings nie daardeur ongeldig gemaak nie.

(9) Indien die persoon wat die ondersoek moet instel, 'n gegronde vermoede het dat die een of ander persoon in staat is om getuienis af te lê, of om 'n dokument of voorwerp oor te lê wat by die ondersoek ter sake sal wees, kan hy, hetsy uit eie beweging, hetsy op versoek van 'n persoon wat by die ondersoek belang het, die betrokke persoon deur middel van 'n dagvaarding deur hom onderteken dagvaar om die ondersoek op 'n tyd en plek in die dagvaarding vermeld by te woon en om aldaar getuienis af te lê, of om die betrokke dokument of voorwerp oor te lê, en by die ondersoek kan die persoon wat dit instel enigeen wat by die ondersoek aanwesig is die eed laat aflê.

(10) Behoudens die bepalinge van subregulasie (11) is enigeen wat—

- (a) nadat hy soos voormeld gedagvaar is, sonder redelike verontskuldiging versuim om volgens die dagvaarding die ondersoek by te woon of 'n dokument of voorwerp saam te bring, of van die ondersoek wegbly voordat dit voltooi is, sonder dat die persoon wat die ondersoek instel hom van verdere bywoning daarvan vrygestel het; of
- (b) wanneer hy by die ondersoek teenwoordig is, weier om die eed af te lê of nadat hy die eed afgelê het, weier om 'n vraag wat ter sake is en aan hom gestel is, volledig en bevredigend te beantwoord, of om 'n dokument of voorwerp oor te lê wat hy in die dagvaarding aangesê is om oor te lê; of
- (c) iemand wat aan die ondersoek deelneem of daarby getuienis aflê, hinder of intimideer,

aan 'n misdryf skuldig en strafbaar met 'n boete van hoogstens vyftig pond.

(11) By die ondersoek is niemand verplig om 'n vraag te beantwoord as die antwoord op daardie vraag hom aan 'n strafvervolgning kan blootstel nie, en niemand mag 'n dokument of voorwerp by die ondersoek oorlê nie as 'n Staatsminister skriftelik verklaar het dat die oorlegging van daardie dokument of voorwerp by die ondersoek in stryd met die openbare belang sal wees.

(12) Enigeen wat, terwyl hy by die ondersoek onder eed getuienis aflê, 'n bewering van wesenlike belang maak wat by die ondersoek ter sake is en wat, na hy weet, vals is of waarvan hy nie glo dat dit waar is nie, word aan meened skuldig geag.

(13) Indien die wangedrag waarvan die beampte aangekla word 'n misdryf uitmaak waaraan 'n geregshof die aangeklaagde skuldig bevind het, is 'n gewaarmerkte afskrif van die notule van sy verhoor en skuldigbevinding voldoende bewys dat hy daardie misdryf gepleeg het, tensy gracie aan hom verleen is of tensy die skuldigbevinding deur 'n hoër hof ter syde gestel is; met dien verstande dat dit die aangeklaagde beampte vrystaan om getuienis aan te voer dat hy inderdaad ten onregte skuldig bevind is.

(14) Aan die einde van die ondersoek moet die persoon wat die ondersoek instel, bevind of die aangeklaagde beampte skuldig of onskuldig is aan die wangedrag waarvan hy aangekla is, en moet hy die aangeklaagde meedeel wat sy bevinding is. Hy moet die uitslag van die ondersoek aan die raad rapporteer.

(15) 'n Beampte wat aan voornoemde wangedrag skuldig bevind is, kan binne sewe dae na die datum waarop die bevinding aan hom meegedeel is, by die Minister teen sodanige bevinding appelleer.

(16) If the employee charged admits the charge or has been found guilty, and does not note an appeal in terms of sub-regulation (15), of this regulation, or notes an appeal but such appeal is not upheld by the Minister, the board shall deal with such employee in the following manner:—

- (a) Summarily dismiss him from the service of the institution; or
- (b) suitably caution or reprimand him; or
- (c) reduce his salary or grade or reduce both his salary and his grade.

(17) Should the charge as proved disclose any loss of moneys or property to the institution through theft, fraud or any dishonesty on the part of the employee, a board may deduct from any moneys payable to him the amount of the loss certified by the chairman, in consultation with the auditors of the board, to have been sustained by the institution.

(18) If the employee charged was suspended from duty and the person holding the enquiry finds that he is not guilty of the misconduct with which he was charged, the said employee shall be reinstated in his post and paid his full emoluments for the period of his suspension.

64. A director may in the manner set out in regulation 63 (16) (a), (b) or (c) of this Part deal with temporary employees and non-European labourers who in his opinion are guilty of misconduct.

65. (1) If at any time it is alleged that a permanent employee is unfitted for, or is incapable of performing efficiently, the duties of his office or post, a board shall advise the employee concerned of the allegation, in writing, and shall appoint a person or persons to be approved by the Minister, to enquire into the allegation.

(2) The person who is to hold the enquiry shall fix the time and place of such enquiry, and the board or the director if delegated thereto by the board, shall furnish the employee concerned with a written statement of the grounds on which it is alleged that he is unfitted for, or is incapable of performing efficiently, the duties of his office or post.

(3) A board may authorise any person to attend the enquiry and to adduce evidence and arguments in support of the allegation and to cross-examine any person called as a witness in support of the allegation.

(4) At the enquiry the employee concerned may be present and be heard either personally or by a representative, cross-examine any person called as a witness in support of the allegation, inspect any document produced in evidence, give evidence himself and call any other person as a witness. The person holding the enquiry shall keep a record of the proceedings at the enquiry and of all evidence given thereat. The failure of the employee concerned to attend the enquiry shall not invalidate the proceedings.

(5) The provisions of sub-regulations 63 (9), (10), (11) and (12) of Part VI shall *mutatis mutandis* apply to enquiries held in terms of this Part.

(6) At the conclusion of the enquiry the person holding it shall make a finding as to whether the employee concerned is unfitted for, or incapable of performing efficiently the duties of his office or post, shall inform the employee concerned of his finding and shall report the result to the board.

(7) If the employee concerned has been found unfitted for, or incapable of performing efficiently the duties of his office or post from causes not within his own control, and not attributable to the performance of his official duties, the board may—

- (a) discharge him from the service of the institution; or
- (b) appoint him to a post of a lower grade and reduce his annual emoluments to the maximum notch of the salary scale of such lower grade.

(16) As die aangeklaagde beampte die aanklag erken of skuldig bevind is, en nie appél aanteken ingevolge sub-regulasie (15) van hierdie regulasie nie, of appél aanteken maar sodanige appél nie deur die Minister bekragtig word nie, moet die raad as volg met sodanige beampte handel:—

- (a) Hom summier uit die diens van die inrigting ontslaan; of
- (b) hom gepas waarsku of berispe; of
- (c) sy salaris of sy graad of beide sy salaris en sy graad verlaag.

(17) Indien die aanklag soos bewys aan die lig bring dat die inrigting geld of eiendom verloor het deur diefstal, bedrog of oneerlikheid van die kant van die beampte, kan 'n raad die bedrag van die verlies wat die inrigting gelyk het volgens 'n verklaring van die voorsitter in oorleg met die ouditeure van die raad, aftrek van enige gelde wat aan hom betaalbaar is.

(18) As die aangeklaagde beampte van sy diens geskors is en die persoon wat die ondersoek ingestel het, bevind dat hy nie skuldig is aan die wangedrag waarvan hy aangekla is nie, moet genoemde beampte in sy pos herstel word en moet die volle emolumente vir die tydperk van sy skorsing aan hom betaal word.

64. Die direkteur kan op die wyse vermeld in regulasie 63 (16) (a), (b) of (c) van hierdie Deel met tydelike beamptes en nie-blanke arbeiders handel as hulle na sy mening skuldig aan wangedrag is.

65. (1) Indien te eniger tyd beweer word dat 'n permanente beampte ongeskik vir sy betrekking of pos is, of nie in staat is om sy werksaamhede daarin op 'n bekwame wyse te verrig nie, moet die raad die betrokke beampte van die bewering skriftelik in kennis stel en 'n persoon of persone benoem, wat deur die Minister goedgekeur moet word, om 'n ondersoek na die bewering in te stel.

(2) Die persoon wat die ondersoek moet instel, moet 'n tyd en plek vir die ondersoek bepaal en die raad, of direkteur indien deur die raad daartoe gemagtig, moet aan die betrokke beampte 'n skriftelike uiteensetting verstrek van die redes op grond waarvan beweer word dat hy ongeskik is vir sy betrekking of pos, of nie in staat is om sy werksaamhede daarin op bekwame wyse te verrig nie.

(3) 'n Raad kan enige persoon magtig om die ondersoek by te woon en om bewyse en argumente aan te voer ter staving van die bewering en om enige persoon wat getuienis aflê ter staving van die bewering, onder kruisverhoor te neem.

(4) By die ondersoek kan die betrokke beampte teenwoordig wees en persoonlik of deur bemiddeling van 'n verteenwoordiger gehoor word, persone wat opgeroep is om getuienis ter staving van die bewering af te lê onder kruisverhoor neem, insae hê in enige dokument wat as bewysstuk voorgelê is, self getuienis aflê en enige ander persoon as getuie oproep. Die persoon wat die ondersoek instel, moet aantekening hou van die verrigtings by die ondersoek en van al die getuienis wat afgelê is. As die betrokke beampte versuim om die ondersoek by te woon, word die verrigtings nie daardeur ongeldig gemaak nie.

(5) Die bepalinge van subregulasies 63 (9), (10), (11) en (12) van Deel VI is *mutatis mutandis* van toepassing op ondersoeke wat ingevolge hierdie Deel ingestel word.

(6) Aan die einde van die ondersoek moet die persoon wat die ondersoek ingestel het, bevind of die betrokke beampte ongeskik is vir sy betrekking of pos, of nie in staat is om sy werksaamhede op bekwame wyse daarin te verrig nie, en moet hy die betrokke beampte meedeel wat sy bevinding is en die uitslag van die ondersoek aan die raad rapporteer.

(7) As bevind word dat die beampte ongeskik is of nie in staat is om sy werksaamhede in sy betrekking of pos op bekwame wyse te verrig nie om redes nie binne sy eie beheer nie, en wat nie te wyte is aan die uitvoering van sy amptelike pligte nie, kan die raad—

- (a) hom ontslaan uit die diens van die inrigting; of
- (b) hom aanstel in 'n betrekking van 'n laer graad en sy jaarlikse emolumente verminder tot die maksimum kerf van die salarisskaal van sodanige laer graad.

(8) An employee who has been found to be unfitted for, or incapable of performing efficiently the duties of his office or post, may, within a period of seven days from the date on which he was informed of the finding, appeal to the Minister against such finding.

PART VII.

FINANCE.

66. All moneys received by a board shall be paid into a banking account which shall be maintained in the name of the institution and which shall be approved by the Secretary, and all withdrawals therefrom, except petty payments not exceeding R10, shall be made by cheque. Cheques shall be signed by the director or other staff member authorised thereto by the board and countersigned by any member of the board authorised thereto by the board. All expenditure shall be authorised by the board.

67. A board shall cause proper books of account to be kept as well as all necessary books and records in relation thereto. Such books and records with the vouchers for payment made shall be kept in safe custody.

68. Each board shall determine its own financial year.

69. (1) All financial books of an institution shall be closed at the end of the financial year and, except where otherwise provided by law, shall be audited by an auditor appointed by the board and approved by the Secretary. The annual financial statement and balance sheet and the report of the auditor shall be laid before the board as soon as possible for its consideration.

(2) The board shall submit to the Secretary not later than the 1st March of each year, copies of its financial statement and balance sheet in respect of the preceding financial year.

70. A director shall at the end of each financial year or at such other time as the board may decide, report to the board on the progress of the institution.

71. A board shall submit to the Secretary on or before the thirty-first day of August in each year an estimate of revenue and expenditure of the institution for the ensuing financial year in such form as may from time to time be indicated by the Secretary.

PART VIII.

MISCELLANEOUS.

ENQUIRIES INTO ALLEGED IRREGULARITIES.

72. (1) The Minister may appoint a person to conduct an enquiry into any alleged irregularity in connection with the affairs of an institution.

(2) The person so appointed shall after completion of the enquiry submit to the Minister a report containing the evidence taken, his findings, and recommendations if necessary.

(3) The provisions of sub-regulations 63 (9), (10), (11) and (12) of Part VI shall *mutatis mutandis* apply to an enquiry conducted in accordance with this regulation.

TIMES DURING WHICH INSTITUTION SHALL BE OPEN TO PUBLIC.

73. An institution, or such sections thereof as may be determined by the board, shall be open to the public at such times and upon such conditions as may be determined by the board and approved by the Minister.

SECRETARY MAY CALL FOR INFORMATION.

74. The Secretary may at any time call upon a board to furnish such information as he considers necessary for the purposes of these regulations.

(8) 'n Beampste van wie bevind is dat hy ongeskik is o nie in staat is om sy werksaamhede in sy betrekking o pos op bekwame wyse te verrig nie, kan binne sewe da na die datum waarop sodanige bevinding aan hom mee gedeel is, by die Minister daarteen appelleer.

DEEL VII.

FINANSIES.

66. Alle gelde wat deur 'n raad ontvang word, moet in 'n bankrekening gestort word wat op naam van die inrigting gehou moet word en wat deur die Sekretaris goed-gekeur moet word, en alle trekkings daaruit, uitgesonderd kleinkasbetalings van hoogstens R10, moet per tjek gedoen word. Tjeks moet deur die direkteur of 'n ander personeelid, deur die raad daartoe gemagtig, onderteken en deur 'n lid van die raad, deur die raad daartoe gemagtig mede-onderteken word. Alle uitgawes moet deur die raad goedgekeur word.

67. 'n Raad moet toesien dat behoorlike rekeningboeke asook nodige boeke en stukke in verband daarmee gehou word. Sodanige boeke en stukke met bewysstukke van betalings wat gedoen is, moet veilig bewaar word.

68. Elke raad moet sy eie boekjaar vasstel.

69. (1) Alle finansiële boeke van 'n inrigting moet aan die einde van die boekjaar afgesluit en, uitgesonderd waar anders by Wet bepaal, geouditeer word deur 'n ouditeur wat die raad aanstel en wat die Sekretaris goedkeur. Die jaarlikse finansiële state en balansstaat, tesame met die ouditeur se verslag, moet so gou doenlik vir oorweging aan die raad voorgelê word.

(2) Die raad moet afskrifte van finansiële state en balansstaat ten opsigte van die vorige boekjaar by die Sekretaris indien voor of op 1 Maart van elke jaar.

70. Aan die einde van elke boekjaar of op 'n ander tyd-
stip wat die raad bepaal, moet die direkteur aan die raad verslag doen oor die vordering wat die inrigting gemaak het.

71. 'n Raad moet voor of op die een-en-dertigste dag van Augustus van elke jaar 'n begroting van inkomste en uitgawes van die inrigting vir die volgende boekjaar in die vorm wat van tyd tot tyd deur die Sekretaris voorgeskryf word, aan die Sekretaris voorlê.

DEEL VIII.

DIVERSE.

ONDERSOEKE NA BEWEERDE ONREËLMATIGHED.

72. (1) Die Minister kan 'n persoon benoem om ondersoek in te stel na enige beweerde onreëlmatigheid in verband met die sake van 'n inrigting.

(2) Die persoon wat aldus benoem is, moet aan die Minister na afloop van die ondersoek 'n verslag verstrek met die getuienis wat afgelê is, sy bevindings en indien nodig, sy aanbevelings.

(3) Die bepalinge van subregulasies 63 (9), (10), (11) en (12) van Deel VI is *mutatis mutandis* van toepassing op 'n ondersoek wat ooreenkomstig hierdie regulasie ingestel word.

TYE WANNEER 'N INRIGTING VIR DIE PUBLIEK OOP IS.

73. 'n Inrigting of sodanige afdelings daarvan as wat die raad bepaal, is oop vir die publiek op die tye en voorwaardes wat die raad bepaal en die Minister goedkeur.

SEKRETARIS KAN OM INLIGTING VRA.

74. Die Sekretaris kan te eniger tyd van 'n raad vereis om, vir doeleindes van hierdie regulasies, aan hom die inligting te verstrek wat hy nodig ag.

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(a) Verenigde Koninkryk, Noord-Ierland, Republiek Ierland, Ciprus en Malta	12½	7	5	5
(b) Alle ander lande, met inbegrip van die Unie van die Sosialistiese Sowjetrepublieke en eilande in die Middellandse See, behalwe Ciprus en Malta	15	7½	5	6
(c) Asore, Kanariese Eilande, Kaap-Verdiëse Eilande, Ysland, Madeira	15	7½	5	6
Nabye Ooste. —				
Bahreineilande, Dubai, Iran, Irak, Israel, Jordanië (Hasjimitiese Koninkryk), Koeweit, Libanon, Maskat, Saoedi-Arabië, Sjarja, Sirië, Turkye	12½	7	5	5
AMERIKA. —				
Kanada, Verenigde State van Amerika, Sentraal- en Suid-Amerika	22½	12	10	10
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Australië, Nieu-Seeland.....	25	12½	10	10
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(b) Brunei, Sjina, Kokoseilande, Formosa, Hongkong, Indonesië, Korea, Macao, Maleisie, Federasie, Mantsjoerye, Noord-Borneo, Filippyne, Serawak, Timor	22½	12	10	10
(c) Japan.....	25	12½	10	10

(Nadere besonderhede word vervat in die pamflet PB. 7 wat by alle poskantore verkrygbaar is.)

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