

GENERAL ORDERS

CHAPTER I - VALIDITY OF GENERAL ORDERS AND

INSTRUCTIONS REGARDING THEIR USE

Validity of General Orders

1. The conditions of service for government officers, instructions for the conduct of public business and other miscellaneous matters are embodied in this code of regulations which are known as General Orders. These Orders are intended to be read in conjunction with Colonial Regulations, which are not repeated in the General Orders unless administratively convenient.

2. General Orders are orders of the Governor and authority for their interpretation is vested in him.

3. General Orders are applicable to all civil servants, i.e. monthly paid officers whether on the pensionable or non-pensionable establishment (which excludes casual employees on daily or weekly rates of pay), except insofar as:

(i) the contrary intention appears in the General Orders:

(ii) alternative provision is made for the officer in an Act of Parliament, an Ordinance of the Colony, or in a regulation, by-law or order made under an Act of Parliament or an Ordinance of the Colony;

(iii) the officer is excluded by the term of his appointment from the operation of General Orders or any one of them.

While for convenience, General Orders are worded so as to refer to officers in the masculine gender, they are equally applicable in the case of women officers.

4. The Chief Secretary, the Principal Auditor and the Auditor, the Commissioner of Police and the Gazetted Police Officers, officers serving in the offices of the Governor and the Chief Secretary and the clerical staff of the Leeward Islands Police Force, are subject to the General Orders of the Colony in which they are stationed. In their cases, the word "Administrator" in these General Orders will be taken to mean "Chief Secretary of the Leeward

5. Non-compliance with, or disobedience of, a General Order may form the basis of a disciplinary charge.

6. General Orders may be supplemented or amended from time to time and amendment will bear a serial number. Such additions and amendments have equal validity with and are issued under the same conditions as, General Orders.

Miscellaneous

7. It is the duty of all officers to be thoroughly acquainted with General Orders and the contents of all amendments and additions to them.

8. General Orders should be readily available in every Government Department for consultation by all officers and it is the duty of Heads of Departments to ensure that all officers in their Departments have access to a copy.

9. Like all official documents, copies of General Orders provided for the use of Government Departments are not to be regarded as the property of but as part of the equipment of the Government Office for which copies are provided. It is the duty of Heads of Departments to ensure that copies of General Orders are not retained by officers when transferred to another Department.

10. Requests for additional copies for any Department should be addressed in writing to the Administrator, with reasons for the request.

Amendments

11. Heads of Departments are responsible for ensuring that amendments and additions to General Orders are made immediately they are received and that all departmental copies are at all times kept fully up-to-date.

12. When an amendment is made, the serial number of the amendment, the date of issue and the date of making the amendment should be noted in the Register of Amendments at the end of these General Orders.

13. When it is necessary to refer to General Orders, reference should be to the serial number or numbers of the General Order or Orders and to the serial number of any amendments (e.g. 'General Order 56 as amended by amendment No. 7 of 1957'). If necessary for clarity, the General Order or Orders should also be quoted in full.

CHAPTER II - APPOINTMENTS, PROMOTIONS, TRANSFERS, TERMINATIONS AND RETIREMENTS

Authority for appointments

14. Appointments to public offices are made by the Governor (or by the Administrator on his behalf) on the authority of the Crown and are held during Her Majesty's pleasure,

15. Appointments to posts of which the initial salary is not less than \$4,800 per annum require the approval of the Secretary of State. Appointments to posts of which the initial salary is less than \$4,800 per annum are made by the Governor, save that appointments to posts in the Graded Service and to all posts of teacher below the grade of Graduate Teacher may be made by the Administrator. A list of posts and salary scales in the Graded Service is contained in Appendix I to these General Orders

Pensionable Offices

16. All posts are divided into **pensionable** and non-pensionable offices. Pensionable offices are those so declared by notification in the Official Gazette in accordance with the provisions of the Pensions Act No. 12 of 1947, as amended and adapted.

Applications for Appointment

17. Applications for appointment to the Government Service should be made on Form P/I and should be submitted to the Administrator, unless the advertisement for any particular post specifies otherwise.

Appointments and Promotions Procedure

18. When a post on the authorised establishment becomes vacant, it may be filled by the appointment of a candidate with the requisite qualifications and experience selected from within or outside the Service, but the claims of meritorious Officers, with adequate qualifications, already in the Service of the Colony and then of those in the Service of any other Colony will normally take precedence over those of persons not in the Service.

The Public Service Commission

19. The Public Service Commission consists of a Chairman, who shall not be a government officer, and two Members. At least one member of the Public Service Commission shall be a person who is not a government officer or a retired government officer. No person shall be appointed as, or shall remain, a Member of the Commission if he is a Member of the Legislative Council.

20. The Public Service Commission is required to advise the Governor or the Administrator on such appointments, promotions and transfers of government officers as are required to be submitted to the Secretary of State, or the Governor, or the Administrator for approval. When required, the Commission shall advise the Governor or the Administrator on disciplinary procedure, on recommendations that an officer should be retired on the grounds of general inefficiency, and such other functions as are vested in the Governor or the Administrator.

Appointments and Promotions Procedure

21. As soon as a vacancy occurs or is known to be impending in the Public Service, the Governor or the Administrator will notify the Secretary of the Public-Service Commission and furnish him with details of the post, the qualifications necessary, and the emoluments attached thereto, on Form V/F.

22. The following procedure will be followed on the notification of a vacant post to the Public Service Commission:

- (a) CLASS A posts - of which the initial salary is not less than \$4,800 per annum and the filling of which requires the approval of the Secretary of State.
 - (i) The Commission will consider government officers in the Colony, in accordance with General Order 18.
 - (ii) If in the opinion of the Commission there is no local government officer suitably qualified for appointment to the post, the Commission may seek the advice of Public Service Commissions in any other British Caribbean Colony or may consider local candidates not in the Public Service.
 - (iii) The Commission will then make recommendations to the Governor for filling the post, in order that the Governor may submit his recommendations to the Secretary of State when notifying the latter of the vacancy.
 - (iv) If the Commission is unable to recommend the appointment of a candidate, the Commission will inform the Governor accordingly, stating the steps which have been taken to ascertain whether a suitable candidate is available and the reasons why a recommendation cannot be made.
- (b) CLASS B posts - above Scale I in the Graded Service, the filling of which requires the approval of the Governor.
 - (i) The Commission will consider government officers in the Colony, in accordance with General Order 18.
 - (ii) If in the opinion of the Commission there is no government officer in the Colony who is suitably qualified to fill the post, the Commission may then consider other government officers outside the Colony and, if necessary, advertise the post.
 - (iii) The Commission will then make recommendations to the Governor for filling the post.
- (c) CLASS C posts - in the Graded Service (Scales I to XIV) and other posts, the filling of which requires the approval of the Administrator.
 - (i) The Commission will consider government officers in the colony, in accordance with General Order 18.
 - (ii) If in the opinion of the Commission there is no government officer in the Colony who is suitably qualified to fill the post, the Commission may then consider government officers outside the Colony, or candidates selected as a result of examinations, or may advertise the post.
 - (iii) The Commission will then make recommendations to the Administrator for filling the post.

23. In making recommendations for promotions in the Public Service, the Public Service Commission will consider the claims of government officers on the basis of official qualifications, experience and merit. Recommendations for promotion will state whether the officer recommended is the senior officer in his department eligible for promotion and, where this is not the case, detailed reasons will be given in respect of each officer in the same department over whom it is proposed that the officer recommended should be promoted.

Probation

24. The appointment of an officer to the pensionable establishment is subject to a period of probation for three years, which may, however, be reduced in the circumstances described in General Orders 27 and 28.

25. The period of probation begins on the date of assumption of duty on probation in the appointment. During the period of probation the officer should be regarded as being on trial with a view to learning his work and being tested as to

his suitability for it. He should, therefore, not only be given all possible facilities for acquiring experience of his duties but should be kept under continual and sympathetic observation and, so far as practicable, should not be posted where such observation is impossible. It is the responsibility of Heads of Departments to pay special attention to the training of officers on probation. If at any time during the period of probation the officer should exhibit tendencies which render it in any way doubtful that he will be suitable for permanent retention, he should at once be warned and given such assistance as may be possible to correct the faults. An officer's probationary period may be extended, for a period not exceeding one year, where the officer has not had proper opportunity, either through illness or for other good reason, of displaying fitness for confirmation.

26. Heads of Departments are required to forward in duplicate to the Administrator confidential reports on officers on probation at such intervals as the Administrator, after consultation with the Public Service Commission, may direct.

Probationary Period when Non-Pensionable Service is followed by Pensionable Service

27. When an officer is appointed or promoted to a pensionable office after service on the non-pensionable establishment in an office in which he has been performing the same or similar duties, the period of his probation in the pensionable post will be reduced by the length of his service on (the non-pensionable establishment provided that there is no break between his non-pensionable and his pensionable service.

Probationary Period when Pensionable Service follows Service on Contract

28. When an officer is appointed to the pensionable establishment after the satisfactory completion of a period of service on contract, the period of probation in the pensionable post will be reduced by the length of his service on contract, provided that there is no break between his service on contract and his pensionable service.

Re-appointment

29. An officer who is re-appointed after a break in service may be required to undergo a period of probation of one year even if re-appointed to the same grade or post.

Re-appointment of an officer who has been dismissed

30. No officer who has been dismissed from the Service, whether from a pensionable or non-pensionable post, may be re-employed in any capacity except with the prior approval of the Governor or the Administrator.

Confirmation to the Pensionable Establishment

31. Unless an officer's appointment on probation is extended under General Order 25 or is terminated under General Order 33, he will be confirmed to the pensionable establishment on satisfactory completion of the probationary period, and notified in writing. Confirmation to the pensionable establishment should also be published in the Official Gazette. It should not be left to an officer to apply for confirmation. Three months before the period of probation is due to expire, the Head of Department must notify the Administrator whether he is prepared to recommend confirmation, furnishing at the same time a detailed report on the officer's conduct and capabilities, stating whether his conduct and service have been satisfactory and whether he has acquired all the qualifications for confirmation.

32. Officers under the age of twenty years are not eligible for confirmation to the pensionable establishment.

Termination of Probation

33. The services of an officer on probation may be terminated at any time during the probationary period, without notice, without assigning any reason and without recourse to the normal disciplinary procedure, if the Governor or Administrator is satisfied that on account of general unsuitability of temperament or personal characteristics or by reason of misconduct it is undesirable that the officer should continue to hold office.

34. The approval of the Secretary of State is required for the termination of the probationary appointment of an officer holding a post of which the initial salary is not less than \$4,800 per annum. An appointment on probation may be terminated with the approval of the Governor in the case of an officer holding a post of which the initial salary is less than

\$4,800 per annum and with the approval of the Administrator of an officer holding a post in the Graded Service or of a teacher below the grade of Graduate Teacher.

Letters of Appointment

35. In the case of an offer of appointment made by the Secretary of State or the Crown Agents to an officer selected from outside the Colony, or an offer of appointment on contract for a term of years other than one made by the Governor or the Administrator or in respect of which a formal agreement is signed between the candidate and the Crown Agents, a letter of appointment will be issued to the officer in the Colony by the Administrator, on behalf of the Governor.

Non-pensionable Officers

36. Officers who are appointed to temporary posts or who are employed in posts other than those on pensionable establishment will be employed on contract or on month to month terms, when they should be issued with a letter of appointment on Form P/4.

Date of Appointment

37. In the case of officers selected for appointment from outside the Colony, the date of appointment is the date of embarkation for the Colony. If appointed locally, the date of appointment is the day on which the officer assumes duty. The date of assumption of duty, which is the date of commencement of resident service and normally the officer's incremental date, is the date of arrival in the Colony. The date of appointment of an officer transferred from another Colony is the effective date of his transfer, governed by Colonial Regulation 95(iii) which lays it down that the date of transfer is the date on which the officer begins to draw salary from the receiving Colony.

Medical examination

38. A candidate selected for appointment must undergo medical examination by an authorized medical officer and be passed as fully physically fit before a letter of appointment is issued.

Employment of married women

39. Married women will not be selected for appointment to posts on pensionable establishment, but may be engaged for service on a temporary basis. For the purposes of this General Order, divorcees and widows will be regarded as women.

40. Women officers in the Service who are married when these General Orders come into effect or who marry subsequently, will be allowed, if they so desire, to remain in the Service on their existing terms of service, but may be called upon to retire by the Governor or the Administrator if it is considered that their domestic responsibilities are interfering with the efficient discharge of their official duties. In such cases the officer must be warned in time that her retirement is contemplated and given an opportunity of replying to charges of loss of efficiency. A woman officer who marries is required to report her marriage through the Head of her Department to the Administrator.

Secondments

41. When an officer is required temporarily for duty in another post, with the intention of reverting to his substantive post at a later date, he will be seconded.

Acting Appointments

42. Unless it is required for statutory reasons, an acting appointment will not necessarily be made in all cases where an office is vacant. An officer is not entitled to receive acting pay unless he has been specifically appointed in writing to act and is actually performing the duties of the post in which he is acting. The decision whether an acting appointment is necessary or desirable in any particular case will rest with the Governor or the Administrator. Where the substantive holder of a post is absent on full pay leave, an acting appointment will only be made in the case of the posts shown in Appendix 2 to these General Orders. Regulations governing the payment of acting allowances are contained in General Orders 191 to 197.

Acting Appointments on Promotion

43. An officer may be required to act in a post in order to determine his suitability for promotion to that post. Officers will not in such circumstances normally be required to act for longer than one year. If he is not recommended for promotion the officer will revert to his substantive appointment or grade but will be allowed to count the trial period towards increments in that appointment or grade.

Seniority

44. Seniority is determined by the date of appointment to a particular class or grade, as defined in General Order 37.

45. Unless otherwise provided, seniority; is between officers selected for appointment from outside the Colony is determined by the date of assumption of duty in the Colony, as defined in General Order 37. Where, however, two or more persons selected from outside the Colony assume duty -on first appointment on the same day, seniority between them is determined by the date of the communication confirming selection.

46. An officer transferred on promotion from another Colony reckons his seniority from the date of promotion, i.e. the date of embarkation for the Colony.

47. An officer transferred from another Colony, the transfer not being in the nature of promotion, is granted seniority in accordance with his service in the equivalent grade in the Colony from which he is transferred, but the Governor has power to determine the seniority of such an officer with regard to any special circumstances.

48. Where two or more officers are promoted to a higher grade with effect from the same date, their relative seniority one to the other in the lower grade will be maintained on promotion.

49. The seniority of an officer who has served in a non-pensionable office and who, without interruption of service, is appointed on probation or confirmed to the pensionable establishment in a post with the same or similar duties, is reckoned from the date on which his uninterrupted service began, provided that he is not thereby given seniority above any other officer who has already been appointed on probation or confirmed to the pensionable establishment in the same grade or class.

50. The seniority of an officer who leaves the Service and is re-appointed to it will he reckoned from the date of re-appointment.

51. Nothing in General Orders 44 to 50 will affect the Governor's powers to determine the seniority of an officer in any special circumstances which may arise.

Annual Confidential Reports

52. In accordance with Colonial Regulations 33, annual confidential reports on officers in the following categories are required to be furnished to the Secretary of State

- (a) officers who have been selected for permanent appointment by the Secretary of State; and
- (b) other officers who desire to be considered for transfer and are drawing basic salaries of \$4,800 per annum or over.

Except as Provided in General Orders 55 to 57, annual confidential reports on officers in the above categories must be furnished to the Administrator in triplicate on Form P/9, not later than the 31st January In each year, for transmission by the Governor to the Secretary of State.

53. Except as provided in General Orders 55 to 57, annual confidential reports on officers who have been establishment and who hold posts above the Graded Service must be submitted in duplicate on Form P/9 by the Head of the Department to the Administrator not later than the 28th February in each year.

54. Annual confidential reports on officers in the Graded Service who have been confirmed to the pensionable establishment must be submitted in duplicate on Form P/10 by the Head of the Department to the Administrator not later than the 28th February in each year.

55. Annual confidential reports on members of the Judiciary and Magistracy are made by the Chief Justice and forwarded to the Administrator.

56. Annual confidential reports on Gazetted Police Officers are made by the Commissioner of Police and forwarded by him to the Administrator, for submission to the Governor.

57. Annual confidential reports on the Auditor, on officers serving in the offices of the Governor and the Chief Secretary, and on the clerical staff of the Police Force should be forwarded to the Chief Secretary of the Leeward Islands.

58. Heads of Departments should complete the first page of the annual confidential report form in respect of themselves and then forward the forms to the Administrator. The Principal Auditor and the Commissioner of Police should forward their forms to the Chief Secretary of the Leeward Islands.

59. Annual confidential reports must in all cases be transmitted under sealed confidential cover addressed personally to the officer to whom they are being transmitted.

Personal Record Forms

60. Where a confidential report is made under General Orders 52 to 57 on an officer for the first time, the report must be accompanied by a personal Record Form (P/2) completed by the officer in triplicate.

Substance of Adverse Reports

61. The Head of Department or Reporting Officer must communicate the substance of his report to the officer reported upon insofar as it draws attention to faults or shortcomings which it may be within the officer's power to amend. In such cases, the Head of Department or the Reporting Officer must indicate in the appropriate place on the report form that the substance has been communicated to the officer. If an officer esquires as to the report made upon him, he must be informed fully and frankly of any adverse comments in the report.

62. The Governor or the Administrator may at any time call for a report from a Head of Department on any officer.

Confidential Report on expiry of contract

63. Upon expiry of the period of service of an officer appointed under a contract made with the Crown Agents, a confidential report on his service and conduct whilst in the Colony should be forwarded in triplicate by the Head of his Department to the Administrator, for transmission to the Crown Agents.

Certificates of Service

64. On leaving the Service, an officer may, if he so desires, obtain a formal certificate of service on Form P /11.

Testimonials

65. No officer, whether he is the Head of a Department or not, may give a personal testimonial to a serving officer other than a certificate of service as provided in General Order 64.

Applications for transfer or promotion

66. An officer who wishes to be considered for transfer or promotion to another Colony should make a written application, with the form of Personal Record (P/2) attached, in triplicate through the Head of his Department to the Administrator. The Head of the Department must add a confidential report in triplicate on the officer's suitability for transfer or promotion. In the case of a Head of a Department applying for transfer or promotion he should submit an application as above to the Administrator.

67. An officer who wishes to apply for transfer or promotion while on leave in the United Kingdom should do so direct to the Under Secretary of State, Colonial Office, sending a copy at the same time to the Administrator.

68. An officer who wishes to be considered for transfer within the Colony or who wishes to apply for transfer or promotion to a particular post within the Colony should apply in writing through the Head of his Department, who must transmit the application to the Administrator with his comments and recommendation.

Resignations

69. Officers who have been confirmed to the pensionable establishment should, if they intend to resign, give not less than three months notice of their intention, in order that arrangements may be made for filling their posts.

70. The resignation of an officer appointed by, or with the approval of, the Secretary of State, or who holds a post of which the initial salary is not less than \$4,800 per annum should be reported to the Secretary of State.

71. On resignation, an officer forfeits all rights, and privileges of his office, save as otherwise provided in these General Orders.

Offices held during pleasure

72. All offices are held at the pleasure of the Crown, and the pleasure of the Crown that an officer should no longer hold his office may be signified through the Secretary of State under Colonial Regulation 64, in which case no special formalities for termination of service are required. Subject to this, the services of an officer on the pensionable establishment may be terminated only in accordance with the disciplinary procedure set out in Colonial Regulations 66 to 71, which are reproduced in General Order 149.

Termination of Appointment on Contract

73. The services of an officer serving on contract may only be terminated in accordance with the terms of his contract.

Leave on Termination

74. In cases of termination of service under General Orders 33 and 73, except for disciplinary reasons, an officer may be granted the vacation leave for which he is eligible.

Retiring Age

75. The normal retiring age, i.e. the age at which an officer may retire or at which he may be called upon to retire, is fifty-five years in the case of officers coming within the provisions of the 1947 Pensions Act and sixty years in the case of officers who remained under the provisions of the Pensions Act, Cap. 130. Officers who come within the provisions of the 1947 Pensions Act may, with the prior approval of the Secretary of State, retire at fifty; officers who remained within the provisions of Cap. 130 may retire on reaching the age of fifty-five.

Retirement before normal Retiring Age

76. Provision is made in the pensions legislation for retirement with the award of pension and/or gratuity before reaching the normal retiring age in the following circumstances:-

- (a) *ill-health*, where the officer is certified to be incapable by reasons of infirmity of mind or body of discharging the duties of his office and the disability is likely to be permanent.
- (b) *abolition of office*, where an officer's post is no longer required, or if his services are dispensed with in order to facilitate improvements in the organisation of his department or on grounds of financial stringency; and
- (c) *in the public interest*, having regard to the conditions of the public service, the usefulness of the officer thereto, and all the other circumstances of the case.

Retention beyond normal Retiring Age

77. Retention beyond the normal retiring age, as set out in General Order 75, is subject to the approval of the Governor and the criterion is not the officer's convenience but the public interest. A recommendation for the retention of an officer beyond the normal retiring age must, therefore, be supported by strong reasons and should normally be submitted not less than twelve months before the officer reaches the normal retiring age,

78. Retention will be subject to a medical certificate from a Government Medical Officer that the officer is fully fit physically and mentally to perform all the duties of his post; it will not be for a longer period than five years beyond the officer's normal retiring age, save in very exceptional circumstances and it will be subject to annual review and the medical certificates that the officer continues to be fully fit physically and mentally to perform all the duties of his post.

Retention of Officers on the Non-pensionable Establishment

79. Officers holding non-pensionable posts will be called upon to retire from the Service on attaining the age of sixty years, unless the approval of the Governor has been given for their continued employment beyond that age. Retention beyond the age of sixty years will be subject to the conditions set out in General Order 78.

Notification of Officers reaching normal Retiring Age

80. Heads of Departments are required to notify the Administrator of all officers in their Departments who are within one year of the normal retiring age, as set out in General Orders 75 and 79. Such notifications should be made when the officer is within one year of the normal retiring age and should indicate whether the Head of the Department recommends that the officer should be retained beyond the normal retiring age.

Computation and award of Pension and Gratuity

81. The computation and authorisation of pensions and gratuities must be treated as urgent matters of high priority. The Administrator is required to ensure that the necessary particulars relating to an officer whose retirement is known to be impending are furnished with accuracy and the least possible delay, in order to enable the computation and checking of pension and/or gratuity to be completed by the Treasury and the Principal Auditor. As far as possible, authority for the payment of pension and/or gratuity should be given before the date of an officer's retirement; if this is not possible, consideration should be given to the payment of an alimentary allowance, where this is permissible, from the date of retirement.

Invaliding

82. If an officer is certified by a Government Medical Officer to be incapable by reason of infirmity of mind or body of discharging his duties efficiently, and if such infirmity is likely to be permanent, he will be required to appear before a Medical Board. If the Board recommends that the officer be invalided from the Service, he may be called upon to retire on the ground of ill-health, with the approval of the Secretary of State if the initial salary of the post which he holds is not less than \$4,800 per annum, with the approval of the Governor if the initial salary of his post is less than \$4,800 per annum and with the approval of the Administrator in the case of officers holding posts in the Graded Service and of teachers below the grade of Graduate Teacher.

83. An officer who is absent from the Colony may be invalided, in accordance with General Order 82, on the recommendation of a medical practitioner authorized to make an examination. If the officer is in the United Kingdom or Europe, authority for the medical examination will be given by the Secretary of State. If the officer is in any other part of the world, authority for the medical examination will be given by the Governor or the Administrator.

Pensions

84. The attention of all officers holding pensionable posts, is invited to the following legislation governing the award of pensions and gratuities:

- The Pensions Act, Cap. 130, as amended and adapted;
- The Pensions Act, No. 12 of 1947, as amended and adapted;
- The Pensions Regulations, 1947, as amended and adapted.

The award of pensions to police officers below the rank of Gazetted Police Officer is governed by the provisions of the Police Act, 1951, as amended and adapted, and to teachers in denominational schools by the Denominational School Teachers Pensions Ordinance.

85. No period of service under the age of twenty years may be taken into account as pensionable service, although it may count towards the ten years qualifying service towards an award under the pensions legislation.

Options for Gratuity and Reduced Pension

86. An officer who comes within the provision of the Pensions Act, No. 12 of 1947, as amended and adapted and who wishes to receive a gratuity and reduced pension on his retirement may exercise this option in writing up to the day preceding his retirement from the Service.

Officers injured or killed in the discharge of duty

87. If an officer is injured or killed while within the Colony in the performance of his duty, the I-head of his Department must at once report the full particulars to the Administrator, for investigation of the circumstances in such a manner as may be considered necessary by the Administrator. The pensions legislation provides for the payment of pensions in certain circumstances to dependants of an officer who dies as a result of injuries received in the actual discharge of duty, where the injuries received are not the fault of the officer himself and where the circumstances are specifically attributable to the nature of his duty.

Returns of Next of Kin

88. On first appointment from outside the Colony and on transfer from another Colony, an officer is required to furnish to the Administrator, on Form P/12, the names and addresses of not more than two relatives or friends whom he wishes to be notified in the event of his death or serious illness.

89. The names and addresses of person so reported will be forwarded to the Colonial Office where such persons are resident in the United Kingdom or Europe.

90. Any alteration in the names and addresses furnished for this purpose should be notified promptly to the Administrator.

CHAPTER 111 - CONDUCT AND DISCIPLINE

Officers subject to General Orders, Departmental Regulations and Colonial Regulations

91. For purpose's of discipline, all officers are subject to the General Orders of the Colony, to any regulations, orders or directions for the time being in force in their Departments which apply to posts held by them, and to Colonial Regulations insofar as these are applicable to them. This chapter of General Orders is to be read in conjunction with Colonial Regulations 50 to 80.

Duties

92. The duties of an officer include the usual duties of the post in which he is engaged and any other duties which the Head of his Department or the Governor or the Administrator may reasonably call upon him to perform,

Training of other officers

93. Senior officers in the Government Service are expected whenever possible to train and instruct other members of the Service.

Method of Travel

94. An officer may be required to travel by air by a scheduled air service when proceeding on duty, or when proceeding on or returning from leave at the expense of Government, unless he produces a medical certificate to the effect that travel by air is likely to prejudice his health. An officer proceeding on duty may also be required to travel by such means of surface transport as the Administrator may prescribe, unless he produces a medical certificate to the effect that such means of transport is likely to prejudice his health.

Officers liable to make good damage arising from disregard of General Orders and other Instructions

95. In the event of any pecuniary damage arising from disregard of, or failure to comply with, any General Order, Financial Instruction, Stores Rule, or departmental instruction or from any neglect of duty whatsoever on his part, an officer may be liable to deduction from salary to make good the damage or any part thereof.

Officers not allowed access to records relating to themselves

96. No officer is allowed to take extracts or copies of minutes or correspondence for his own purpose, unless such correspondence is addressed to him personally; nor will any officer be allowed access to records relating to himself, except where a document is sent to him expressly for comment or noting.

Giving of evidence in Court

97. An officer may not, except as provided by General Orders 98 and 99, give expert evidence in Court in civil cases other than as a witness for the Crown. There is no objection to his evidence of a non-technical nature or evidence not connected with his official duties.

98. An officer who is requested to give voluntarily in Court advice or evidence of a technical nature, in respect of which by virtue of his qualifications and appointment he is regarded as an expert, must obtain through the Head of his Department permission to do so before complying with the request. A Head of a Department who is requested to give such evidence should seek the prior permission of the Administrator.

Subpoena

99. An officer who receives a subpoena to give technical advice or evidence in Court of a technical nature must, of course, obey the subpoena. He must report the fact immediately in writing to the Head of his Department. A Head of a Department who receives a subpoena should notify the Administrator.

Fees for expert evidence

100. All fees received by an officer in respect of technical advice or evidence which he gives in Court must be paid into the Treasury. Only in exceptional cases, and with the express approval of the Administrator, will the officer be permitted to retain any part of such fees.

Leaving Presidency or Colony

101. Heads of Departments are prohibited from leaving the Colony without the prior permission of the Administrator. Other officers must obtain the permission of the Head of the Department. An officer contravening this General Order, or an officer who is absent from the Colony without permission, is liable to summary dismissal without further disciplinary proceedings, in accordance with Colonial Regulation 51.

Absence from duty or refusal to perform duties

102. Any officer who is absent from duty without reasonable cause will be liable to disciplinary action.

103. Any officer who wilfully refuses to perform his duties or who wilfully omits to perform his duties will be liable to disciplinary action.

Hours of Work

104. With the exception of officer-, whose terms of service provide otherwise, the entire time of officers is at the disposal of the Government and officers are required to complete the duties assigned to them, as far as may be reasonable.

105. The normal hours of work for both indoor and outdoor staff are thirty-six hour, in each week, excluding the periods for lunch, as prescribed in the regulations contained in Appendix 3 to these General Orders. The actual hours of arrival and departure will be decided by the Administrator and it is within the discretion of the Administrator, or the Head of a Department, to require the attendance of staff on such days and for such hours as he considers necessary for the, efficient conduct of public business and to vary the hours of arrival and departure to meet departmental requirements.

Public Holidays

106. In respect of public holidays, the normal working week will be reduced by the number of hours which would otherwise normally have been worked on the day on which the public holiday occurs. An officer may be required by the Head of his Department to work on any public holiday but in such cases the officer will, wherever possible, be compensated by being given time off in lieu on another occasion, unless he receives overtime payment in respect of such duty.

Attendance Registers

107. Regular and punctual attendance is required of every officer. In each Department there should be kept an Attendance Register in the charge of a senior officer designated by the Head of the Department. All officers engaged on indoor duties are required to record the time of arrival and departure and the times of departure and return at the luncheon interval. The Attendance Register should be examined at least once a month by the Head of the Department and officers should be warned in writing of cases of "short time" or irregular attendance. Working of hours less than the minimum laid down, or irregular attendance, may form the basis of disciplinary charges.

Private work

108. Officers whose whole time is at the disposal of the Government will not be permitted to undertake private work for remuneration, save in exceptional circumstances. Prior permission must be obtained from the Administrator and full details of the private work for which permission is sought, together with particulars of the remuneration which is offered, must accompany the application. Approval will be granted only on the recommendation of the Head of the Department, based -on exceptional circumstances where the work is in the public interest and cannot adequately be undertaken by another person not in the Government Service. The work must be undertaken outside office hours. Failure to obtain the necessary permission beforehand may form the basis of a disciplinary charge.

109. In no case will approval to undertake private work be given for a period -of more than a year at a time. In all cases, approval will be subject to periodic review to ensure that the private work is not prejudicing the efficient performance of the officer's duties in the Government Service.

Work for public Boards or Committees

110. Officers are not permitted to undertake work for public boards or committees either within or outside official hours, without the prior approval of the Administrator. As a general rule, permission will not be given if the board or committee can obtain the necessary assistance or advice from non-Government sources. If such assistance or advice cannot be obtained by the board or committee from non-Government sources, approval may be given for the work to be undertaken by an officer:

- (a) during official hours, in which case the board or committee will be required to pay a fee and this payment will be credited to Revenue; or
- (b) in special circumstances, outside official hours, in which case the officer will be entitled to remuneration by the board or committee of such kit amount as may be approved by the Administrator.

111. No officer in the full-time employment of Government will be eligible to receive any fee or other emoluments from Government funds in respect of his membership of, or services to, a public board or committee.

Fees to Currency Commissioner and Currency Officers

112. General Order 111 does not apply in the case of officers who are appointed under the Currency Regulations to be Currency Commissioner or Currency Officers and who receive fees paid from the funds of the British Caribbean Currency Board.

Paid employment while on leave

113. No officer is allowed to accept any paid employment while on leave without previously obtaining the permission of the Administrator, or, if such leave is spent in the United Kingdom, of the Secretary of State.

Officers not allowed to undertake private agencies

114. Officers are prohibited from undertaking any private agency in any matter connected with the exercise of their public duties.

Disclosure of investments or shareholding

115. In order that an officer's private affairs may not be brought into real or apparent conflict with his public duties and that they shall not influence him in any way in the discharge of his duties, an officer, whether or not his whole time is at the disposal of the Government, is required on appointment to disclose through the Head of his Department particulars of any investment or shareholding which he may possess in any company carrying on business in the Colony, or any other direct or indirect interest in such company or companies, or in any local occupation or undertaking, whether commercial or agricultural, or whether in a company or a private venture. This information will be treated as confidential. The Head of the Department, when forwarding this statement to the Administrator, should recommend whether the officer should be allowed to retain his investments or interests or whether he should be called upon to divest himself of them. Heads of Departments are similarly required to disclose to the Administrator any such investments, shares, or Interests held by them. The Administrator may decide that, by reason of the facts disclosed, the officer should be directed to divest himself of such investments or interests.

Officers not to acquire investment without permission

116. No officer may directly or indirectly acquire during his service any investments or interests of the nature mentioned in General Order 115, without the express permission of the Administrator. No such permission is, however, required for holdings in Government securities.

Officers prohibited from engaging in trade or employment in commercial or agricultural undertakings

117. The prior approval of the Administrator must be obtained before any officer who is in the full-time employment of Government may engage in trade or in any commercial or agricultural undertaking. Approval will be withheld if, in the opinion of the Administrator, the engagement of the officer in such undertakings is likely to conflict with the efficient performance of his official duties.

Engagement of wives in trade, commerce, &c.

118. An officer is required to report any interests in trade, commerce or agricultural undertakings held by his wife as a principal or on her own account. Where it is considered by the Administrator that the interests of an officer's wife in this connection conflict, or are likely to conflict, with the efficient and faithful performance of the officer's duties, the officer may be transferred to other duties where such conflict does not exist, unless his wife has in the meantime divested herself of her interests. The restriction in this General Order does not extend to the employment of an officer's wife as a paid employee of Government or of any private firm.

119. When these General Orders are brought into effect, any officer who is already engaging in trade, commerce or agricultural undertakings, or whose wife is so engaged in accordance with General Order 118, is required to report the fact and the circumstances to the Head of his Department, and, if it is decided that these activities conflict with the efficient performance of the officer's duties, to seek permission to continue such activities. Heads of Departments who are in a similar position are required to report to the Administrator.

Officers not permitted to act as editors of newspapers

120. Colonial Regulation 57, which prohibits officers from acting as editors of newspapers or taking part in the management thereof, is reproduced for convenience of reference:

"An officer shall not, without the express permission of the Secretary "of State or of the Governor, act as the editor of any newspaper, nor take "part directly or indirectly in the management thereof, nor contribute "anonymously thereto, nor publish in any manner anything which may be "reasonably regarded as of a political or administrative nature".

Publications

121. No officer may, without permission, publish in any manner or broadcast on the wireless anything which may reasonably be regarded as of a political or administrative nature. An officer may, however, publish in his own name matter relating to subjects of general interest or give broadcast talks on the wireless on such matters. In cases of doubt, prior reference should be made to the Administrator.

Publication of official information

122. No officer may, without the prior and express permission of the Administrator, make public or communicate to the Press or to individuals, or make private copies of, documents, papers or information of which he may have, become possessed in his official capacity.

Interviews on public policy

123. In accordance with Colonial Regulation 58, no officer, whether on duty or on leave of absence, may allow himself to be interviewed on questions of public policy or on matters affecting the defence or military resources of the British Commonwealth.

124. No officer may call a public meeting to consider any action of the Government or actively participate in the proceedings of a public meeting called for such purpose.

Officers may not sign public petitions regarding actions or proposals of Government

125. No officer may sign, or procure signatures to, any public petition regarding the actions or proposals of Government.

Engagement of Government Officers in political activities and trade union affairs

126. In order to ensure the impartiality and political integrity of the Civil Service, the following instructions have been issued in regard to the engagement in political activities of persons employed by the Government (as defined in General Order 127) and also the position of such persons in relation to trade unions in places where the objects of a trade union are wholly or in part political.

127. In General Orders 128 to 131, a clear distinction is drawn between permanent and pensionable officers (who are described for the purpose of the following General Orders as "Civil Servants") on the one hand, and non-pensionable employees of Government (described for this purpose as "Government Employees"). All officers holding temporary appointments, under agreement or contract, which are equivalent in status to posts on the permanent establishment are regarded for this purpose as "Civil Servants".

128. Government Employees (as defined in General Order 127) have no limitations placed on their political activities. They are free to join a political party or trade union even if the objects of the union are partly or wholly political; they can hold office in a political party or a union; they can attend private or public meetings of a political nature and may speak and vote at such meetings; and they can stand for election to the Legislature (though they would have to surrender their government employment during periods when they are serving as members of the Legislature).

129. Civil Servants (as defined in General Order 127) may be members, of a political party and may subscribe to the funds of the party. They may attend private political meetings of the party and may speak and vote at such meetings. They may not, however, hold office in a political party nor may they speak or vote at public political meetings.

130. Civil Servants who are eligible may record their votes at an election to the Legislature or to a local government body; it is indeed desirable that as good citizens they should do so. But they may not, by canvassing or any other means, attempt publicly to further the activities or aspirations of a political party or the return of a member of a political party to the Legislature or to a local government body. They may not issue an address to the electors, nor in any way publicly announce themselves as candidates or prospective candidates for election unless they have first resigned from their government appointments.

131. Civil Servants may be members of a trade union and they are entitled attend private meetings of their union, even if of a political character, and to Speak and vote at such meetings. But they may not hold office in a trade union, the objects of which are wholly or in part political. Nor may civil servants speak or vote at public meetings organised by a trade union.

Officers forbidden to solicit outside influence to support claims for promotion, &c.

132. Officers are forbidden from soliciting the intervention or influence of Members of Parliament and other persons in the United Kingdom or of Members of the Executive Council or the Legislative Council or other prominent members of the community in pursuing their claims for promotion or seeking such influence as a means of bringing personal representations or complaints about their conditions of service, otherwise than through the proper channels.

133. Officers are not permitted to make representations direct to the Public Service Commission in regard to appointments, promotions or transfers. Any such representations which an officer wishes to make must be submitted to the Administrator.

Memorials and Petitions

134. The attention of officers is invited to Colonial Regulations 77 to 80 which lay down the procedure to be followed in connection with the submission of memorials and petitions. Petitions to Her Majesty the Queen and to the Secretary of State must be submitted in typescript and in quintuplicate through the Head of the officer's Department, who is required to forward the copies to the Administrator, with such comments as he considers necessary. Such petitions will be transmitted to the Secretary of State by the Governor.

135. Petitions to the Governor must be forwarded in typescript and in triplicate through the Head of the officer's Department to the Administrator, who is required to forward such petitions with any comments which he may consider necessary.

Interviews with Governor or the Administrator

136. Requests for interviews with the Governor or the Administrator should clearly state the reasons for the request and must be submitted through the Head of the officer's Department, who should record his views on the matter.

Lending money at interest

137. Save with the express permission of the Administrator, no officer is permitted to lend money at interest or in return for payment of a larger sum or any other valuable consideration whatever. Heads of Departments are responsible for reporting to the Administrator, any officer who is known to be lending money at interest and such an officer will render himself liable to disciplinary action.

Pecuniary embarrassment

138. Serious pecuniary embarrassment, from whatever cause, is regarded as a circumstance which impairs the efficiency of an officer and renders him less valuable than he would otherwise be and, if occasioned by imprudence or other reprehensible cause, may form the basis of a disciplinary charge.

139. Heads of Departments are responsible reporting to the Administrator any case in which it appears that an officer is suffering from serious pecuniary embarrassment.

Bankruptcy

140. If proceedings in bankruptcy are taken against an officer, he is required to notify the Head of his Department immediately. Failure to do so will render the officer liable to summary dismissal without further disciplinary proceedings being necessary. The Head of the Department must notify the Administrator immediately of any notification received from an officer of his Department under this General Order and at the same time make any recommendations which he thinks fit.

141. An officer who becomes so financially involved that he is unable to meet his obligations is required at the earliest possible moment to submit a complete statement of the facts of his case to the Head of his Department, for transmission confidentially to the Administrator.

Officers who are bankrupt or insolvent not to be employed on duties involving handling of public money

142. Even though the circumstances may not warrant the interdiction of the Officer from duty, in no case may an officer who is so financially involved that he is unable to meet his obligations continue to be employed on duties involving the handling of public money.

Gifts

143. An officer is prohibited during his service from receiving Presents (other than the ordinary gifts of personal friends) whether in the shape of money, goods, free passages or other personal benefits, and from giving such Presents. This prohibition extends to an officer's family and he is held responsible for its observance by his family. It does not apply, however, to cases of remuneration for special services rendered and paid for with the consent of the Administrator under General Orders 108 to 110.

Presents from foreign Governments or from organisations

144. A present given to an officer by an officer or representative of a foreign Government or a member of a recognised organisation in the Colony, either official or unofficial, which cannot be refused without giving offence, may be accepted, but the fact must at once be reported through the Head of the officer's Department (or by the Head of the Department if he is the recipient) to the Administrator, for a decision as to the disposal of the gift.

Gifts to mark public approbation of an officer

145. Money which has been subscribed, with the prior approval of the Administrator, with a view to marking public approbation of an officer's conduct or service may be dedicated to objects of public purpose and connected with the name of the officer who has merited such proof of general esteem.

Presentation on retirement

146. The prohibition against the acceptance of gifts contained in General Order 143 may be relaxed on the occasion of an officer's retirement from the Service but, in accordance with Colonial Regulation 59, such relaxation requires the prior approval of the Secretary of State. Applications for permission to organize a subscription for this purpose should be made through the Head of the retiring officer's Department to the Administrator and arrangements to organize a subscription must not be made until permission has been received from the Secretary of State.

Bribes

147. If a bribe, or present which is not essentially the ordinary gift of a personal friend, is offered or given to an officer, the officer must immediately inform the Head of his Department, who should report the matter to the Administrator with such recommendations as he thinks fit. Heads of Departments who are offered or given bribes or presents of this nature should immediately inform the Administrator. In no case, may an officer dispose of such a bribe or present by forwarding it to a charitable or other organisation, unless approval has been given for it to be disposed of in this manner.

Legal proceedings by officers

148. No officer may on his own behalf initiate any legal proceedings against another officer or against any member of the public with respect to any matter which has arisen in the course of his duty, unless he first submits in writing through the Head of his Department to the Administrator a statement setting out the facts of the case and obtains written permission to proceed. Leave to proceed will be refused only on grounds of public policy or on the ground that the proposed proceedings would be detrimental to the discipline or good repute of the Service.

Disciplinary procedure against officers on the pensionable establishment

149. Disciplinary procedure against officers on the pensionable establishment is governed by Colonial Regulations 65 to 76, and these regulations are reproduced below for convenience of reference:

"65. If it is represented to the Governor that an officer has been guilty of misconduct, and the Governor is of opinion that the misconduct alleged is not serious enough to warrant proceedings under Regulations 66 and 68 with a view to dismissal he may cause an investigation to be made into the matter in such manner as he shall think proper, and the officer shall be entitled to know the whole case made against him, and shall have an adequate opportunity throughout of making his defence.

If as a result the Governor is of opinion that the allegation is proved, he may inflict such punishment upon the officer by way of fine or reduction in rank, or otherwise, as may seem to him just.

In the case of an officer holding an office appointment to Which is subject to the approval of the Secretary of State, or an officer who, though not holding such an office, was selected for appointment to the Colonial Service by the Secretary of State, the punishment proposed shall be immediately reported to the Secretary of State and the report shall be accompanied by a statement of the offence, the evidence in support, and such observations as the officer has made or desires to make. The Secretary of State may approve, vary, or remit the punishment.

This Regulation is without prejudice to any local law or regulation providing for the punishment of officers by the Governor or the Head of the Department".

"66. For the purpose of this and the next succeeding Regulation, the term 'officer' means an officer who neither holds an office appointment to which is subject to the approval of the Secretary of State, nor was selected for appointment to the Colonial Service by the Secretary of State. Such an officer may be dismissed by the Governor only in accordance with the following rules unless the method of dismissal is otherwise provided for in these Regulations, or by local law or regulations:

- (i) The officer shall be notified in writing of the ground,, upon which it is intended to dismiss him; and he shall be given a full opportunity of exculpating himself.
- (ii) The matter shall be investigated by the Governor with the aid of the Head of the officer's Department or such other officer or officers as the Governor may appoint; provided that in the case of an officer whose pensionable emoluments exceed \$?? 600 per annum, the procedure laid down in Colonial Regulations 68(i) to (vii) shall be followed.
- (iii) If any witnesses are called to give evidence, the officer shall be entitled to be present and to put question to the witnesses.
- (iv) No documentary evidence shall be used against the officer has previously been supplied with a copy thereof or given access thereto.
- (v) In lieu of dismissal the Governor may at his discretion impose so lesser penalty such as reduction in rank, stoppage of increment, fine or reprimand. Alternatively, if the proceedings disclose grounds for so doing, he may without further proceedings require the officer to 'retire in accordance with Regulation 67.
- (vi) If the officer is convicted on a criminal charge, the Governor may, upon a consideration of the proceedings of the court, dismiss the officer or subject him to some lesser penalty".

"67. Notwithstanding the above provisions, if the Governor considers that it is desirable in the public interest that any officer should be required to retire from the Service on grounds which cannot suitably be dealt with by the procedure laid down in Regulation 66, he shall call for a full report from the Heads of the Departments in which the officer has served; and if, after considering that report and giving the officer an opportunity of submitting a reply to the complaints by reason of which his retirement is contemplated, he is satisfied, having regard to the conditions of the Service, the usefulness of the officer thereto and all the other circumstances of the case, that it is desirable in the public interest so to do, he may require the officer to 'retire, and the officer's service shall accordingly terminate on such date as the Governor shall specify. In every such case the question of pension will be dealt with under the laws or regulations of the Colony".

"68. An officer holding an office appointment to which is subject to the approval of the Secretary of State, or who, though not holding such an office, was selected for appointment to the Colonial Service by the Secretary of State, may be dismissed by the Governor only in accordance with the following rules unless the method of dismissal is otherwise provided for in these Regulations or by local law or regulations

- (1) The officer shall by direction of the Governor be notified in writing of the grounds on which it is proposed to dismiss him and he shall be called upon to state in writing before a day to be specified (which day must allow a reasonable interval for the purpose) any grounds upon which he relies to exculpate himself.
- (ii) If the officer does not furnish such statement within the time fixed by the Governor, or if he fails to exculpate himself to the satisfaction of the Governor, the Governor shall appoint a Committee to inquire into the matter. The Committee shall consist of not less than three persons. The chairman shall be a judge, Magistrate, or Legal Officer. The members of the Committee need not be members of the Executive Council, but they shall be selected with due regard to the standing of the officer concerned, and to the nature and quality of the complaints which are the subject of the inquiry. The Head of the officer's Department shall not be a member of the Committee.
- (iii) The officer shall be informed that on a specified day the question of his dismissal will be brought before the Committee and that he will be allowed and, if the Committee shall so determine, required to appear before the Committee and defend himself.
- (iv) If witnesses are examined by the Committee, the officer shall be given an opportunity of being present and of putting questions to the witnesses on his own behalf, and no documentary evidence shall be used against him unless he has previously been supplied with a copy thereof or given access thereto.
- (v) The Committee may in its discretion permit the Government, or the officer, to be represented by an officer in the public service, or in exceptional cases, by solicitor or counsel, and may at any time, subject to such adjournment as in the circumstances may be required, withdraw such permission; provided that where the Committee permit the Government to be represented they shall not refuse the officer permission to be similarly represented.
- (vi) If during the course of the inquiry further grounds of dismissal are disclosed, and the Governor thinks fit to proceed against the officer upon such grounds, the officer shall by the Governor's direction be furnished with a written statement thereof and the same steps shall be taken as are above prescribed in respect of the original grounds,
- (vii) The Committee having inquired into the matter shall make a report to the Governor, who shall consider the same in Executive Council. If the Council are of opinion that the report should be amplified in any respect or that further inquiry is desirable, they may refer any matter back to the Committee for further inquiry or report accordingly. The Council shall not itself hear witnesses save in exceptional circumstances and at the request of the Governor,
- (viii) If upon considering the report of the Committee the Governor is of opinion that the officer should be dismissed he shall forthwith suspend him from the exercise of his office and from the enjoyment of his salary and shall without loss of time report the matter to the Secretary of State, transmitting the minutes of the Council, the report of the Committee, a copy of the evidence and of all material documents relating to the case, together with a recommendation that the officer should be dismissed.
- (ix) If the Secretary of State approves the recommendation for dismissal, the Governor shall dismiss the officer and the dismissal shall take effect from the date upon which he was suspended by the Governor and he shall not be entitled to any salary subsequent to such date.
- (x) If the Secretary of State does not approve the officer's dismissal and does not consider that any penalty should be inflicted, the officer shall be forthwith reinstated and shall be entitled to the full amount of salary which he would have received if he had not been suspended.
- (xi) If the Secretary of State considers that the officer deserves some punishment, but not dismissal, he will direct the, Governor accordingly.'
- (xii) If upon considering the report of the Committee the Governor is of opinion that the officer does not deserve to be dismissed, but deserve-, some lesser punishment, he shall deal with the matter as provided in Regulation 65.

- (xiii) If, upon considering the report of the Committee, the Governor is of the opinion that the officer does not deserve to be dismissed but that the proceedings, disclosed grounds for requiring him to retire in accordance with Regulation 76, he may recommend accordingly.
- (xiv) An officer who has been suspended may, pending the decision of the Secretary of State thereon, be granted an alimentary allowance if the Governor shall consider him to be in need of such assistance.
- (xv) If the officer concerned is a Magistrate or judge of a Court subordinate to the Supreme Court or High Court, then in place of the Committee referred to in paragraph (ii) of this Regulation, there shall be a consisting of one or more judges of the Supreme Court or High Court; and in any such case, the expression "the Committee" wherever it occurs in other paragraphs of this Regulation shall be construed as meaning the judicial Commission. If the officer is the holder of some other office in addition to that of Magistrate or judge of a subordinate Court, this paragraph shall not apply, unless the Governor shall otherwise direct, in so far as the grounds upon which it is proposed to dismiss him are not related to his functions as Magistrate or judge."

"69. If in any case the Governor considers that the public interest requires that an officer should cease to exercise the powers and functions of his office instantly, he may interdict the officer from the exercise of the powers and functions of his office provided that proceedings, for his dismissal are being taken or are about to be taken, or that criminal proceedings are being instituted against him. Subject to Regulation 72 an officer who has been interdicted shall, unless and until he is suspended, be allowed to receive such portion of the emoluments to his office, not being less than one half, as the Governor shall think fit. If the proceedings against any such officer do not result in the dismissal or other punishment of the officer, he shall be entitled to the full amount of the emoluments which he would have received if he had not been interdicted".

"70. If criminal proceedings are instituted against an officer, proceedings for his dismissal upon any grounds involved in the criminal charge shall not be taken pending the criminal proceedings".

"71. If an officer is convicted on a criminal charge, the Governor may cause the proceedings of the criminal court on such charge to be considered in Executive Council, and if he is of opinion that the officer should be dismissed or subjected to some lesser penalty on account of the offence for which he has been convicted the officer may thereupon be dismissed or otherwise punished without any of the proceedings prescribed in Regulation 68) being taken, but the action must be reported to the Secretary of State for approval".

"72. An officer convicted on a criminal charge shall not receive any emoluments from the date of conviction, pending consideration of his case by the Governor".

"73. An officer acquitted of a criminal charge, shall not be dismissed on but nothing any charge upon which he has been acquitted, but nothing in this Regulation shall prevent his being dismissed or otherwise punished on any other arising out of his conduct in the matter, provided that they do not raise substantially the same issues as those on which he has been acquitted and if the Governor thinks fit the usual proceedings may be taken for the purpose".

"74. An officer who is dismissed forfeits all claim to a retiring allowance, even though he has paid contributions towards such allowance".

"75. An officer who is under interdiction or suspension may not, without the permission of the Governor, leave the Colony during the interval before he is reinstated or dismissed".

"76. Notwithstanding the above provisions, if the Governor considers that an officer holding an office appointment to which is subject to the approval of the Secretary of State, or who, though not holding such an office, was selected for appointment to the Colonial Service by the Secretary of State, should be required to retire from the Service on grounds which cannot suitably be dealt with by specific charges under the foregoing Regulations he shall be dealt with by specific charges under the foregoing Regulations submit a full report upon the case to the Secretary of State, forwarding statements from the Heads of the Departments in which the officer has served and the officer's reply to, the complaints by reason of which his retirement is contemplated; and if the Secretary of State is satisfied having regard to the conditions of the Service, the usefulness of the officer thereto and all other circumstances of the case, that the officer's retirement is desirable in the public interest, the Secretary of State may require him to retire, and his service shall accordingly terminate on such date as the Secretary of State shall specify. In every such case the question of pension will be dealt with under the laws or regulations of the Colony.

Disciplinary procedure against Police Officers and Prison Officers

150. Disciplinary procedure against police officer-, below the rank of Gazetted Police Officer is governed by the provisions of the Police Act, 1951, as amended and adapted, and against prison officers below the Rank of Superintendent or Keeper of Prisons by the Prison Rules.

Disciplinary procedure against officers on contract

151. In the case of officers appointed on agreement or contract, disciplinary procedure will, if necessary, be taken in accordance with the terms of the contract.

Disciplinary proceedings generally

152. The value of disciplinary action is largely lost unless the correct procedure as laid down in Colonial Regulations is followed exactly and unless such action is taken without delay at all stages. The attention of Heads of Departments is particularly drawn to the need for exercising the greatest care in following exactly the procedure as laid down and as may be appropriate in each case. The attention of all officers concerned in disciplinary action is also drawn to the importance of dealing with the very minimum of delay with all papers referred to them or initiated by them, in disciplinary cases.

153. Where an officer is performing his duties in an unsatisfactory manner, or commits an offence which does not call for disciplinary proceedings under General Orders 149 to 151 or for incremental action under General Order 154, the Head of his Department must record in writing the shortcomings or offence and require the officer to sign the statement, with or without comment.

Incremental Action

154. Procedure in connection with the granting of increments is set out in General Orders 170 to 176 in Chapter IV of these General Orders. Where, for any reason, the increment certificate of an officer is not signed when the increment becomes due, the following action may be taken or recommended

- (a) *Suspension*: This is in the nature of a warning and merely postpones a decision as to whether the increment due should be granted. If the increment is subsequently granted, it is granted retrospectively from the date on which it originally became due.
- (b) *Deferment*: When an increment is deferred, the value of the increment is lost only during the period of deferment and the original incremental date is retained (for example, if an officer due for an increment on the 1st March, has his increment deferred for six months and is then granted it on the 1st September, he loses the value of the increment for the period 1st March to 31st August, receives it with effect from the 1st September, but becomes eligible for his next increment on the 1st March in the following year).
- (c) *Stoppage*: If an officer's increment is stopped, he loses his incremental date and the value of the increment in every succeeding year until he reaches the maximum of his salary scale (for example, if an increment due on the 1st March, is stopped for six months and is then granted on the 1st September, the value of the increment is lost for the six months and the officer's future incremental date becomes the 1st September and he will not be eligible for a further increment until the 1st September in the following year).

155. Recommendations for suspension, deferment or stoppage of an increment should be made by the Head of the officer's Department to the Administrator, with a statement of the reasons for the recommendation. The report of the Head of the Department should state whether suspension, deferment, or stoppage is recommended and for what period. Should an increment not be granted when it becomes due, the officer must be informed in writing of the reasons and the action taken in regard to the increment.

CHAPTER IV - SALARIES AND ALLOWANCES

156. Full salary will be paid to an officer with effect from the date of assumption of duty in the Colony on first appointment, the (date of assumption being fixed in accordance with General Order 37 of these General Orders or from the date of transfer or secondment from another Colony or Service. An officer selected for first appointment from outside the Colony is normally allowed to receive half salary from the date of embarkation until the day prior to the date of assumption of duty.

157. In accordance with Colonial Regulation 41, an officer on promotion in the ordinary course may receive the salary of his new appointment, if it be available, from the date when the vacancy occurred, even if he is on leave at the time in question.

Salaries paid into a Bank

158. An officer who wishes his salary paid into a bank account in the Colony is required to notify the Treasury on Form P/ 13.

Allotments of salary through Crown Agents or other Agents

159. An officer may remit through the Crown Agents or other authorised agent of the Government, in equal monthly instalments, a portion of his salary for payment to any bank, firm or individual he may nominate. Applications to make such allotments must be made in duplicate to the Treasury, through the Head of the Officer's Department, giving the name and address of the recipient, and must reach the Treasury by the first day of the month in which the allotment is to take effect. The Head of the Department will then be responsible for ensuring that appropriate deductions are made from the officer's salary in the monthly pay sheet. Amounts so remitted may not exceed one half of the officer's total emoluments, except with the prior permission of the Administrator, and such permission will only be given in exceptional circumstances.

160. The Crown Agents will not pay a remittance to any specified bank account but only to the branch of the bank named. Officers must make their own arrangements with their bank manager regarding the account or accounts which should be credited.

161. Any alteration of payment of a monthly allotment must be notified to the Treasury by the first day of the month in which the alteration is to take effect.

Salary of officers proceeding on leave

162. An officer who is proceeding on leave outside the Colony may receive, prior to embarkation, his salary for the whole of the month in which he leaves the Colony.

Incremental credit for Teachers with special qualifications

163. Teachers, Grade 1, who enter the Service with, or who acquire during their service, the post-graduate Diploma in Education of a British University are eligible for the grant of three increments, provided that they shall not in consequence be eligible to receive salary in excess of the maximum provided in the salary scale.

164. Teachers other than Grade 1, who enter the Service with, or who acquire during their service, the Higher School Certificate of a recognised examining body or who pass the Intermediate Examination in Arts or Science of a British University are eligible for the grant of two increments, provided that they shall not in consequence be eligible to receive salary in excess of the maximum of the salary scale.

Incremental credit for Medical Officers

165. Medical Officers will be eligible to receive incremental credit on first appointment at the rate of one increment for each year, or part of a year not less than six months, of post-graduate or preregistration experience prior to first appoint. Candidates appointed to medical posts will be eligible to receive, in addition, one increment for special qualifications which are of especial value in the posts for which they are recruited.

Incremental credit for Stenographers

166. On first appointment, junior Clerks who have certificates of proficiency in typing and shorthand as set out below are eligible to receive salary at the point in the junior Clerk scale indicated:

- (a) 40 words a minute typing and 80 words a minute shorthand -one increment up Scale VIII;
- (b) 50 words a minute typing and 100 words a minute shorthand -three increments up Scale VIII;
- (c) 60 words a minute typing and 120 words a minute shorthand -five increments up Scale VIII;
- (d) 70 words a minute typing and 140 words a minute shorthand -at the maximum of Scale VIII;
- (e) 75 words a minute typing and 160 words a minute shorthand -two increments up Scale V.

Junior Clerks already in the Service who obtain certificates of proficiency as above will be granted such increments as will bring them to the appropriate point in the salary scale as from the date of the certificate and their incremental dates thereafter will be the date of the certificate.

167. Tests of proficiency in typing and shorthand will be held twice annually, if required, under such conditions as may be laid down by the Administrator

Incremental date

168. An officer's incremental date is the anniversary of the date of his first appointment or promotion to his grade or, in the case of an officer on first appointment from outside the Colony, the anniversary of the date of his assumption of duty unless the incremental date is altered in the circumstances set out in Colonial Regulation 44 governing increments on promotion, or in connexion with incremental credit gained in accordance with General Orders 163 to 166, or on conversion arrangements arising out of a salary scale revision.

169. An officer who is transferred from one grade or class to another in the same salary scale in the Colony will retain his previous incremental date. The incremental date of an officer who is transferred on promotion from outside the Colony is the effective date of his promotion, which is usually the date on which he sails for the Colony.

Increment Certificates

170. If the conduct and efficiency of an officer has been satisfactory, a certificate on Form P / 14 should be signed by the Head of his Department to the effect that an officer has discharged his duties with efficiency, diligence and fidelity during the period under review,

171. It should not be left to an officer to apply for the grant of an increment. Heads of Departments are required to ensure that consideration is given to the granting of the increments of all officers in their Departments who are on incremental scales and such consideration should be given one month before each increment is due.

172. When the Head of a Department considers that the increment due should be granted, the following action will be taken:

- (a) in the case of officers in Scale VII and below, the Head of the Department must sign the certificate on Form P/14, approve the increment, attach one copy of the increment certificate to the monthly pay sheet and forward the duplicate to the Administrator;
- (b) in the case of officers in VI and above, the Head of the Department must sign the increment certificate and forward it in duplicate to the Administrator for approval. When the increment is approved, the certificate will be so endorsed and returned to the Head of the Department, who must attach the certificate to the monthly pay sheet, The duplicate will be retained for record in the office of the Administrator.

Recommendations when Head of Department is not in a position to sign increment certificates

173. If, for any reason such as his recent assumption of his post or recent return from long leave, the Head of a Department or the acting Head is not in a position to sign an increment certificate he should delegate a senior officer who is in a position to do so and in that case should counter-sign the certificate,

Increments due to Officers on Leave

174. If an officer's increment falls due while he is absent from the Colony, the Head of his Department must, unless he has reason to withhold his recommendation, furnish a certificate in accordance with General Order 172 and, if the increment is approved, the procedure set out in that General Order will be followed. The Treasury will issue any necessary instruction regarding payment of the increment to the Crown Agents if the officer is on leave in the United Kingdom or to the Government through which salary is being paid.

Increments due to Head of Departments

175. A Head of a Department, or an acting Head, who is on an incremental scale of salary should notify the Administrator a month before the increment becomes due, in order that action may be taken under General Orders 172 and 174.

Action when increment certificate is not signed

176. When the Head of a Department is unable to certify that an officer has performed his duties with efficiency, diligence and fidelity, the increment due may be suspended, deferred or stopped, in accordance with the procedure laid down in General Orders 154 and 155. In such cases, the Head of the officer's Department must report to the Administrator that he is unable to recommend that the increment should be granted, giving detailed reasons and submitting his recommendations as to the action to be taken.

Efficiency Bars

177. An efficiency bar which occurs at an intermediate point in a salary scale is a bar over which advancement is dependent upon qualifications, efficiency and general suitability for advancement. There may be more than one efficiency bar in a salary scale for a grade or class.

178. When, owing to the fact that an officer has been permitted to enter a salary scale at an intermediate point, an efficiency bar occurs during the probationary period, the officer will not be eligible to draw salary at a higher rate than the point in the scale at which the efficiency bar occurs unless and until he has been confirmed at the end of the probationary period.

179. Twelve months before an officer is due to reach an efficiency bar, the Head of his Department should give preliminary consideration to whether he is prepared to recommend that the officer should proceed beyond the bar. This period is necessary in order that ample warning may be conveyed to an officer who is thought to be below standard so as to give him a chance to improve before he actually reaches the bar. If the Head of a Department considers that an officer is below standard he must, at this stage, warn him in writing of the fact and draw attention to any shortcomings.

Efficiency Bar Certificates

180. When the Head of a Department considers that an officer who has reached an efficiency bar is fully qualified to pass the bar, he must submit on Form P / 15 a certificate to the effect that the officer is thoroughly competent to perform efficiently work of a more responsible character and attach it to the increment certificate, when forwarding the latter to the Administrator under General Order 172.

Advances of Salary

181. Advances of salary, other than those specified in General Orders, 182 to 189, will only be granted in very exceptional circumstances, with the prior approval of the Administrator and approval will be limited to circumstances of serious illness or unforeseen domestic calamity or where the officer can show that he could not reasonably have been expected to make prior provision for the expenditure with which he is faced. Advances, if approved, will be recovered by deductions from the officer's salary in such monthly instalments as may be directed by the Administrator. Advances on account of subsistence allowance are dealt with in General Order 201.

Advance on first appointment or return from leave

182. An officer selected from outside the Colony on first appointment, or an officer who has been on leave outside the Colony and is about to resume duty, may receive an advance of salary not exceeding half of one month's salary from the Crown Agents or authorised agent of the Government or from the Treasury. Advances made under this General Order will be recovered in three equal monthly instalments deducted from salary after the officer's arrival in the Colony.

Advance towards passages of dependents

183. An officer eligible for leave passages or proportionate passage grants under Chapter V of these General Orders may be granted an advance towards the cost of the passages of his dependants where the cost of the passages of such dependants is not wholly provided under Chapter V. Advances made for this purpose will be recovered in such manner and in such time as the Administrator may direct.

Motor car and, motor cycle advances

184. With the prior approval of the Administrator, officers who are required to travel for the performance of their duties may be granted advances towards the purchase of motor cars or motor cycles. Such advances will be made only on the following conditions:

- (a) if the advance is for the purchase of a new vehicle, repayment will be required within five years in the case of officers on the pensionable establishment and within the period of the contract in the case of officers on contract;
- (b) if the advance is for the purchase of a second-hand car or motor cycle, repayment will be required within a period to be determined in each case by the Administrator;
- (c) until the advance has been repaid, the officer will be required to insure the vehicle fully against accident, theft, fire and unlimited third party risks, for an amount not less than the sum advanced or remaining unpaid from the advance, and to produce evidence of such insurance within seven days of receiving the advance;
- (d) the advance (together with the interest due as in General Order 190) will be recovered from the officer's salary by such instalments as are laid down when the advance is approved;
- (e) an officer who receives an advance for the purchase of a motor car or motor cycle will be required to sign an agreement with Government covering repayment of the advance and undertaking not to sell or otherwise dispose of the vehicle until the whole advance has been repaid; and a second advance will not be made while any part of an earlier advance remains outstanding.

185. An officer in the Colony who wishes to apply for an advance towards the purchase of a motor car or motor cycle should submit his application through the Head of his Department, who should forward the application to the Administrator with his recommendations. Heads of Departments should submit applications direct to the Administrator. Officers in the United Kingdom should submit applications through the Crown Agents for Oversea Governments and Administrations.

Advances for tyres and batteries

186. Officers who are required to travel for the performance of their duties may, with the prior approval of the Administrator, be granted advances towards the purchase of motor car or motor cycle tyres and car batteries. Advances will be recovered from the officer's salary by such instalments as are laid down when the advance is approved and will be liable to interest under General Order 190. A second advance will not be approved while any part of an earlier advance for this purpose remains outstanding.

Bicycle Advances

187. Officers who are required to maintain bicycles for the performance of their duties will be eligible for advances for the purchase of bicycles. Such advances will be made only on the following conditions:

- (a) repayment will be required within a period of two years;
- (b) the advance (together with the interest due as in General Order 190) will be recovered from the officer's salary by such instalments as are laid down when the advance is approved;
- (c) the officer will be required to sign an agreement with Government, covering repayment of the advance and undertaking not to sell or otherwise dispose of the bicycle until the whole advance has been repaid;
- (d) a second advance will not be made while any part of an earlier advance remains outstanding.

Advances for, the purchase of horse and saddlery

188. Officers who are required to maintain a horse for the performance of their duties are eligible for advances for the purchase of a horse and saddlery. The amount of the advance in each case will be determined by the Administrator in the light of the circumstances. Advances made for this purpose must be refunded within a period not exceeding eighteen months and officers will be required, at the time of receiving the advance, to sign an agreement undertaking not to sell or otherwise dispose of the horse and/or saddlery without the prior approval of the Administrator while any part of the advance remains outstanding. Advances made under this General Order will not be subject to interest charges under General Order 190.

Advances on first Appointment or Transfer for the purchase of Furniture

189. On first appointment from outside the Colony, or on transfer, an officer will be eligible, on the decision of the Administrator, for an advance not exceeding \$1,200 towards the cost of purchasing furniture. Such advances must be refunded within a period not exceeding three years and will be subject to interest charges as laid down in General Order 190.

Advances subject to interest charges

190. All advances made under General Orders 184, 186, 187 and 189 will be subject to interest at the rate of 3 per cent. per annum calculated monthly on the outstanding balance then due and owing.

Acting Allowances during the absence on full pay leave of substantive holder

191. An officer who is formally appointed in writing to act in one of the posts listed in Appendix 2 to these General Orders during the absence on full-paid leave of the substantive holder will, in accordance with Colonial Regulations 34 and 35, be remunerated on the following basis: -

- (a) when he is not required to discharge the duties of his substantive post while acting in the higher appointment
 - (i) if his substantive emoluments are not less than the minimum emoluments of the post in which he is acting, he will continue to receive the former;
 - (ii) otherwise, he will receive half the initial salary of the office in which he is acting and half the initial salary of his substantive post and all the increments which he has earned in his substantive post, provided that he shall not receive in all more than the minimum emoluments of the office in which he is acting.
- (b) When he is required to discharge the duties of his substantive office in addition to those of the office in which he is acting-
 - (i) if the offices are distinct and separate offices in different Departments or do not stand in any immediate relation of superiority or subordination, he will receive half the initial emoluments of the office in which he is acting and the whole of the emoluments of his substantive office;
 - (ii) otherwise, he will be remunerated as though his case fell under sub-paragraph (a) of this General Order.

Acting allowances when Post is vacant other than by reason of absence of substantive holder on full pay leave

192. When a post is vacant for any reason other than the absence substantive holder on full pay leave and when the salary of the post is available, an officer who is formally appointed in writing to act in the vacant post will be eligible to receive an acting allowance calculated in accordance with General Order 191.

Acting Allowances to Senior Medical Officers and Medical Officers

193. Where it is necessary for a Senior Medical Officer to perform the duties a District Medical Officer in addition to his own, the Senior Medical Officer will be eligible to receive an acting allowance in the same way as a District Medical Officer would receive an acting allowance when performing the duties of another District Medical Officer.

194. Where two Medical Officers are appointed to share the duties of a vacant post they will be eligible to share the acting allowance payable (e.g. in the case of two Medical Officers sharing the duties of a third Medical Officer during his absence, in addition to their own duties, they will each be eligible to receive one-quarter of the initial emoluments of the third post).

Acting Allowances not payable for periods of 28 days or less

195. Unless it is necessary for statutory reasons, an acting appointment will not be made nor will an acting allowance be payable until the officer has been acting continuously for a period exceeding twenty-eight days, although payment will then be made retrospectively to the date on which the officer began to act. The decision whether an acting appointment is necessary or desirable in any particular case will rest with the Governor or the Administrator.

Acting Allowances not payable to officer on leave

196. Acting allowances will not be payable in respect of periods during which the officer while holding the acting appointment is absent on leave.

197. Any emoluments in excess of his substantive pensionable emoluments which are drawn by an officer while acting in an appointment are not pensionable. For this purpose, an officer's substantive pensionable emoluments include salary and any pensionable personal allowances but do not include any cost of living allowance. The term "emoluments of the office in which he is acting" excludes any personal allowance which may be drawn by the substantive holder of the post or which may have been drawn by the last substantive holder.

Subsistence Allowances

198. The payment of a subsistence allowance is intended to ensure that an officer who is required to travel on duty should not be out of pocket as a result but that, on the other hand, no officer should derive any pecuniary benefit from travelling on duty. Subsistence allowances are therefore calculated to meet only the additional expenditure which an officer when travelling on duty away from home has unavoidably to incur over and above the expenses which he would otherwise normally incur at home.

199. Claims for subsistence must be submitted on Form P / 16 to the Head of the officer's Department, who is required to complete the certificate on the form. Heads of Departments are required to satisfy themselves personally that claims are in order and reasonable and that the claimant was actually travelling on duty during the period covered by the claim. After he has certified and approved the claim, it should be attached to a payment voucher and forwarded to the Treasury for payment. Heads of Departments who are required to travel on duty should complete a claim on Form P / 16 and, after certifying and approving the claim should forward it to the Treasury for payment, accompanied by a payment voucher.

200. Regulations governing the payment of subsistence allowances and the rates of such allowances payable to officers when travelling on duty, when attending conferences, or on training courses are set out in Appendix 4 to these General Orders

Advances on account of Subsistence

201. An officer who is required to travel on duty may be given an advance, before leaving his station, on account of hotel expenses and subsistence and may, if necessary draw further advances on this account while absent on duty. All such advances must be recorded on Form P/ 17 which will be issued to all officers travelling on duty before they leave their stations and which must be completed in respect of each advance made and attached to the claim for subsistence. Claims for subsistence should not be passed for payment unless Form P/ 17 is attached to them and any advances made will be deducted from the claim.

Hotel Expenses on first appointment, transfer or secondment

202. On first appointment, transfer or secondment, an officer will be eligible to be **refunded** his actual hotel expenses (but not to receive a subsistence allowance in addition while he is securing quarters, for himself for a period not exceeding seven days in the case of a single officer or a married officer who is not accompanied by his family, and for himself and his family for a period not exceeding fourteen days in the case of a married officer who is accompanied by his family).

Transport Allowances

203. Regulations for the payment of transport and mileage allowances and the rates of such allowances are contained in Appendix 5 to these General Orders. Officers who do not maintain cars and who are not eligible for transport

allowance must arrange through the Heads of their Departments for the hire of transport when they are required to travel on duty.

Cashiers' Allowances

204. Regulations governing the payment of cashiers' allowances and the rates of such allowances are contained in Appendix 6 to these General Orders.

Technical Allowances

205. Officers employed in mental hospitals and leper homes who are required to give technical instruction are eligible to receive a technical allowance at the rate of 24 cents UK- a day, provided that the Head of the Department certifies that the officer concerned possesses the necessary technical skill and that he is actually imparting such technical instruction or is undertaking such technical work at the institutions. The payment of technical allowances to prison officers is governed by the provisions of the Prison Rules.

Good Conduct Pay

206. Officers on the staffs of the Central Lunatic Asylum and the Leper Homes are eligible for good conduct pay, at rates laid down in Appendix 10 to these General Orders. The payment of good conduct pay to police personnel is governed by the provisions of the Police Act, 1951, as amended and adapted, and to prison officers by the provisions of the Prison Rules.

CHAPTER V - LEAVE AND PASSAGES

(A) Leave

207. All leave is at the discretion of the Governor or the Administrator. It is not a right; and leave, other than sick leave and maternity leave, is granted subject to the exigencies of the Public Service. No officer is entitled to any form of compensation if, owing to the exigencies of the Service, it proves impossible to allow him to take the full amount of leave for which he is eligible. An officer on leave may be recalled at any time if such a step is deemed necessary in the interests of the Service; in such circumstances, an officer who has to be recalled on leave will be eligible to enjoy the unexpired portion of leave on a future occasion. An officer recalled from leave will be provided with a free return passage or passages to the Colony, irrespective of whether he would otherwise be eligible under these General Orders for a full passage.

Leave which may be granted

208. Leave granted may be one of the following:

- (a) vacation leave;
- (b) sick leave;
- (c) study leave-
- (d) maternity leave;
- (e) leave on the grounds of urgent private affairs;
- (f) special leave to attend annual training of Defence Forces; and
- (g) leave of absence to take part in sports competitions (counted as part of vacation leave).

Service which may be counted in calculating leave

209. Vacation leave will only be granted in respect of resident service, i.e. absences on vacation leave will be deducted in calculating an officer's eligibility for vacation leave. Absences on duty and short absences on vacation leave if less than thirty days will not, however, be so deducted. Absence on sick leave will be regarded as resident service for the purpose of calculating leave eligibility, provided that the absence on sick leave does not exceed six months in any one year.

Officers to whom General Orders 211 to 250 apply

210. The rates of leave and the conditions governing the grant of leave set out in General Orders 211 to 250 apply to all monthly paid officers whether on the pensionable establishment or on temporary terms of service, except that in the cases of officers referred to in General Orders- 220 and 221 *special* conditions are laid down governing the grant of leave and the rates permitted.

Vacation Leave

211. Vacation leave may be granted at the rates shown in the following table and may be accumulated up to the maximum periods indicated:

	<i>At the rate of</i>	<i>Accumulable up to to a maximum of</i>
(a) officers in receipt of salaries of \$3,168 per annum and over	48 days per annum	183 days
(b) officers in receipt of salaries of \$1,785.60 per annum and over but less than \$3,168 per annum	42 days per annum	183 days
(c) officers in receipt of salaries of \$1,180.80 per annum and over but less than \$1,785.60 per annum	36 days per annum	183 days
(d) officers in receipt of salaries of less than \$1,180.80 per annum	21 days per annum	84 days

Vacation leave is granted in "calendar" days, i.e. Sundays and public holidays falling within a period of leave will count as days of leave.

212. All absences on vacation leave, whether for short periods or for periods of accumulated leave, will be counted against the eligibility shown in General Order 211. Heads of Departments may grant vacation leave up to seven (lays on any occasion but such absences must be reported to the Administrator's office for record.

213. Should an officer apply in writing for vacation leave when he has accumulated the maximum amount of leave allowed by General Order 211 and M= it not be possible, owing to the exigencies of the Service, to grant him vacation leave at that time, the officer will be eligible to continue to accumulate vacation at the appropriate rate under General Order 211, up to a maximum (it 240 days laid down in General Order 219. In such cases, the officer must be granted vacation leave within a reasonable period from the date of his application and in any event by the date on which he becomes eligible for the maximum period permitted under General Order 219.

214. The rate of vacation leave for which an officer is eligible will be determined by the salary which he is drawing at the date on which he proceed on leave.

215. General Order 211 will take effect from the 1st January, 1955. In *respect of service tip* to that (late, leave. will be calculated in accordance with the Public Officers Leave Regulations, 1930, as amended, and the leave thus earned and not taken at the 1st January, 1955, will be carried forward, subject to a maximum of "overseas" leave and 183 days. Any leave so carried forward will be regarded as "overseas calculated at the rate of four days for each completed month of service in accordance with the provisions of the Public Officers Leave Regulations, 1930, as amended.

Travel Leave

216. Where an officer is granted permission to spend vacation leave outside the Colony, he will be granted, in addition, leave on full pay for the period of the direct journeys to the place where he has previously stated his intention of spending such leave and back to the Colony after leave, up to a maximum of fourteen days in respect of each such journey. Any period in excess of fourteen days will be counted against vacation leave.

Return from Leave

217. (a) An officer who spends his vacation leave outside the Colony is required to arrange to return by the steamer or aircraft which is due to leave the country where he is spending his leave nearest the date of expiration of his leave, provided that if there is a later steamer or aircraft which is timed to arrive at his destination before the earlier one he should travel by the later one.

(b) If an officer returns to duty or leaves for the Colony before his vacation leave expires, he will be eligible to carry forward the unexpired portion of his vacation leave to a future occasion, subject to the limit laid down by General Order 219.

Deferred leave on transfer from another Colony

218. Where an officer is transferred from another Colony and at the time of his transfer has vacation leave due which he is unable to enjoy before assuming duty on transfer he will be eligible to carry forward any unexpired portion of such vacation leave and enjoy it on a future occasion, in accordance with Colonial Regulation 99 but subject to the maximum laid down in General Order 219.

Maximum period of leave which may be granted

219. The maximum period of vacation leave under General Orders 211 and 213 plus deferred leave under General Orders 215, 217(b) and 218 which may be granted at any one time will not exceed 240 calendar days.

Teachers

220. Teachers will not normally be eligible for vacation leave under General Order 211 during term time. They may, however, be granted vacation leave to be spent outside the Colony at intervals of not less than four years, calculated in accordance with General Order 211, and they will then be eligible for leave passages in accordance with the provisions of General Orders 271 to 288. Approval will not, however, be given for such absences (including the periods of the journeys under General Order 216) to exceed one school term and the school vacations immediately before and after it and leave so granted must be arranged so that the teacher is not absent for any part of another school term.

Officers on contract, agreement, or secondment

221. Unless the terms of their service provide otherwise, officers on contract, agreement or secondment will be eligible for vacation leave in accordance with the rates laid down in General Order 211.

Sick Leave

222. Provided that illness is not caused by an officer's own misconduct and that his own negligence is not a contributory cause, sick leave may be granted in accordance with the following General Orders. Absence from duty owing to sickness caused by an officer's own misconduct or negligence will be counted as vacation leave and such absence may form the basis of a disciplinary charge.

223. Heads of Departments may grant two days' sick leave on any one occasion without the submission of a medical certificate, up to an aggregate of 28 calendar days in any calendar year, and may similarly take sick leave without submitting a medical certificate. Sick leave granted under this General Order must be reported to the Administrator for record. Sundays and public holidays falling within a period of sick leave will count as days of sick leave.

224. If an officer is absent on account of sickness for a period exceeding two days, he must forward to the Head of his Department a certificate signed and dated by a registered medical practitioner or a Government Medical Officer, stating the probable duration of the illness or incapacity. Further medical certificates will be required from time to time as circumstances dictate. Where prolonged sick leave is necessary, the officer may be required to appear before a Medical Board.

225. Provided there is a reasonable prospect of eventual recovery, supported by medical certificates, sick leave may be granted by the Administrator, with full salary, up to a maximum period of six months during any period of twelve months or less. Thereafter, further extensions of sick leave may be granted, with half salary, subject to a maximum period of sick leave in all, with full and half salary, not exceeding twelve months in any period of four years or less. Where sick leave is not continuous, six months' and twelve months' sick leave will be reckoned as 183 and 365 days respectively,

including Sundays and public holidays falling within a period of sick leave. Where, however, an officer was eligible for any period of vacation leave at the date on which he was granted sick leave, he may be allowed to take such vacation leave with full salary and so reduce the period of sick leave on half salary, provided however that the maximum period of twelve months is not exceeded.

226. Sick leave beyond an aggregate of twelve months in any period of four years or less will only be granted in exceptional circumstances and with the approval of the Administrator. Should leave be granted beyond this aggregate, the Administrator may, in his discretion, grant such further extension of sick leave either with half salary or without salary.

Medical Boards and Medical Examinations

227. The Governor or the Administrator may at any time call upon an officer to submit himself to examination by such Medical Officer or such Medical Board as the Governor or Administrator may designate for the purpose. Where an officer has been on leave for a continuous period of three months, he will be required to submit himself for examination by a Medical Board. Subsequent examinations may be required after consideration of the first report of the Medical Board.

Sick leave outside the Colony

228. Sick leave will not normally be granted to be spent outside the Colony, Where, however, an officer is certified by a Medical Board or a Government Medical Officer as being incapacitated by bodily or mental infirmity, or following serious illness or where it is recommended that an officer should seek medical or surgical treatment not available in the Colony, and if the Medical Board or Government Medical Officer so recommends, the officer may be given permission to leave the Colony. In such cases, the officer will be granted sick leave in accordance with General Orders 225 and 226. Arrangements will be made for him to undergo further medical examination as necessary in the country to which he proceeds and for reports on his progress to be rendered. Leave passages will be granted in accordance with General Orders 271 to 288.

Officers falling ill while on vacation leave

229. Should an officer fall ill while on vacation leave, such periods of illness will be counted against vacation leave. Should, however an extension of leave be necessary on medical grounds on the expiration of the vacation leave for which the officer is eligible, such extension will be regarded as sick leave and dealt with in accordance with General Orders 225 and 226. In these cases, an officer may be required to furnish from time to time reports by a registered medical practitioner and if he is on leave in the United Kingdom and is required to undergo examination by the Consulting Physician to the Colonial Office he will be required to pay the necessary fees.

Study Leave

230. In accordance with Colonial Regulation 87, officers may be required by the Secretary of State (or the Governor) to discharge any duty or to attend any course of instruction which he may think necessary during their leave of absence, and will not be entitled to any additional remuneration in consideration of such employment. Allowances may, however, be granted to cover necessary out-of-pocket expenses, and extensions of leave may be granted in appropriate cases.

231. When an officer is required to undertake, or with the approval of the Governor or Administrator undertakes, any course of study (including any training course or refresher course) in the interests of the Public Service, he will be required to utilise for this purpose half the vacation leave for which he is eligible and he may, If necessary, be granted additional study leave with full salary up to a maximum of six months to enable him to complete the course. Should the combined period of vacation leave devoted to the course and study leave prove insufficient to enable the officer to complete the course of study, he may be granted a further period of study leave with half pay not exceeding twelve months.

232. On the completion of the course, the officer may enjoy the balance of his vacation leave due to be utilised for the purpose of recreation, or if he is required to return to duty before the expiration of the balance of the vacation leave he will be permitted to carry forward the unexpired balance.

Bond

233. Where a course of study or a training course exceeds six months, the grant of study leave under General Order 231 will be subject to the execution of a bond by the officer, or someone on his behalf, that he undertakes to remain in the Government Service for a period of not less than three years after the expiration of the course, or in default, to pay to the Government such sum or sums as may be provided in the bond.

Certificates of attendance at course

234. The officer may be required to furnish at such periods as may be prescribed certificates from the appropriate authority of the institution at which he is pursuing the course of study in proof of his regular attendance and of his diligence and energy in his studies.

Correspondence Courses

235. An officer who undertakes an approved course of study by correspondence which involves an examination by a recognised body on completion of the course may be granted study leave, on the conditions set out in General Order 231, for a period prior to the examination. Such study leave, however, will only be granted in exceptional cases where the course of study and the passing of the examination are regarded as being in the interests of the Service.

Maternity Leave

236. Married women officers will be eligible for the grant of maternity leave in accordance with General Orders 237 to 239. Maternity leave is not counted as sick leave and sick leave is not granted for maternity purposes.

237. Applications for maternity leave should be forwarded by the officer to the Head of her Department three months before the estimated date of confinement and should be accompanied by a medical certificate stating that the officer is pregnant and requires leave and giving the estimated date of confinement.

238. A married woman officer who is granted leave of absence for maternity purposes will be required to take the vacation leave with full salary for which she is eligible at the time and may be granted additional maternity leave with full salary for a period not exceeding one month. Should the medical practitioner certify that she is not fit to resume duty at the end of the maternity leave she may be granted additional maternity leave without salary, provided that her total absence, either with full or no salary, does not exceed six months.

Temporary Women Officers

239. Married women officers who are employed on a temporary basis will not be eligible for the grant of special maternity leave under General Order 238.

Leave on urgent private affairs

240. Applications for the grant of leave on the grounds of urgent private affairs must be accompanied by a statement of the reasons for the application, which will, if desired, be treated as confidential.

241. An officer granted leave on the grounds of urgent private affairs will be required to take the vacation leave due to him and may, if he so desires, be granted free or proportionate passages in accordance with General Orders 271 to 288. If he is granted free or proportionate passages, he will be regarded as commencing a new tour of service, so far as passage privileges are concerned, on his return to duty, in accordance with General Order 271.

Leave without salary on urgent private affairs

242. If the vacation leave for which an officer is eligible is not sufficient for the purpose, he may be granted additional leave without salary. If he has no vacation leave due to him, he may be granted leave without salary on the grounds of urgent private affairs. Such leave without salary will not count as pensionable service but will not be regarded as constituting a break in the officer's service for purposes of pension.

Travel Leave not granted on urgent private affairs

243. An officer who is granted leave to be spent outside the Colony on the spent grounds of urgent private affairs, whether with full salary or without salary, will not be eligible for travel leave under General Order 216, unless he is given free or assisted passages under General Order 241.

Defence Forces annual training

244. Special leave of absence with full salary will be granted to officers who are members of the Defence Forces to enable them to attend annual training. Such leave will not be counted against vacation leave.

Sports Competitions

245. Officers may be granted leave of absence to take part in sports competitions either within or outside the Colony but they will be required to count such absence as part of vacation leave.

Leave counting for pension

246. Leave granted on full pay or half pay counts as pensionable service and as qualifying service for pension purposes. Leave granted without pay counts as qualifying service for pension as defined in paragraph 14 of the Pensions Regulations 1947, and does not break continuity of pensionable service; but it counts as pensionable service only when granted on grounds of public policy and with I of the Secretary of State under paragraph 16 of the Pensions the approval Regulations, 1947.

Leave without pay counting for increments

247. Leave of absence without pay granted under General Order 242 on the grounds of urgent private affairs will count for purposes of increment. Sick leave, either with or without pay, beyond an aggregate of twelve months in any period of four years granted under General Order 226 will not count for purposes of increment.

Leave on termination and resignation

248. Leave may not be included as a part of the period of notice of termination of service given either by an officer or by Government except as provided under General Order 249.

249. (a) An officer who, while on duty, gives the requisite period of notice under General Order 69 may be granted any vacation leave which he has earned, provided that the leave so granted does not exceed the maximum period permissible under General Order 219;

(b) An officer who, while on duty, resigns from the Service and fails to serve the requisite period of notice under General Order 69, or who is paid salary in lieu of notice, will forfeit any leave which he may have earned.

Applications for leave outside the Colony

250. All applications for leave, other than sick leave, must be submitted on Form P / 18. Save in exceptional circumstances, applications for leave to be spent outside of the Colony must be submitted through the Head of the officer's Department to the Administrator at least three months before the date on which it is desired that the leave should commence. The approval of the Governor is required for leave of absence to the Administrator.

Leave and Last Pay Certificate

251. In the case of an officer proceeding to the United Kingdom on leave, the following procedures should be followed when the application for leave has been approved and prior to his departure from the Colony: -

(a) A Leave and Last Pay Certificate should be prepared on Form P/19 in quintuplicate in the office of the Administrator and sent to the officer for the addition of specimen signatures, and a record of his address in the United Kingdom.

(b) The Leave and Last Pay Certificate should then be sent by the Head of the officer's Department to the Treasury for completion and submission to the Administrator's office.

(c) Two copies of the completed Leave and Last Pay Certificate should be sent to the Secretary of State; one copy should be sent direct to the Crown Agents; one copy given to the officer; and one copy retained by the Administrator for record.

252. An officer proceeding on leave to the United Kingdom is required to report his arrival by letter to the Under Secretary of State, Colonial Office, and to the Crown Agents for Overseas Governments and Administrations as soon as possible after the date of his arrival in the United Kingdom, giving an address at which communications can reach him with the minimum of delay. He should also report any change of address while in the United Kingdom and, as soon as his return passage is arranged, he should notify the Colonial Office and the Crown Agents of the date of his departure and the vessel or aircraft by which he will travel.

253. In the case of an officer proceeding on leave to another British Caribbean territory who wishes his salary or part thereof to be paid in the territory in which he is spending his leave, a Leave and Last Pay Certificate should be prepared by the Treasury in triplicate on Form P/ 19 after the application for leave has been approved. One copy should be sent to the Government of the territory where the officer proposes to spend his leave; one copy given to the officer; and one copy retained by the Administrator for record. Before his departure, the officer should notify an address at which communications can reach him with a minimum, or should notify the Administrator promptly of all changes of address during his leave.

254. An officer who is granted permission to spend leave in a country other than the United Kingdom or a British Caribbean territory will be required to notify the Administrator before proceeding on leave of an address at which communications can reach him with a minimum of delay and should report all changes of address promptly during his absence. He will also be required to make arrangements with the Treasury before proceeding on leave for payment of his salary during his absence

255. An officer who has drawn salary outside the Colony during his leave, under General Orders 251 to 253, is required to have his leave and last pay certificate completed by the last paying officer, indicating the date up to which he last drew salary. The leave and last pay certificate must be forwarded to the Treasury by the officer on his resumption of duty, in order that salary payments may be resumed in accordance with Financial Instruction 55(1).

Extension of vacation leave

256. No officer who has been granted leave may remain absent from his post beyond the period of the leave granted to him, unless he has obtained prior approval. An officer who is absent from the Colony without permission will be liable to summary dismissal under Colonial Regulation 51.

257. (a) An officer on leave in the United Kingdom or in Europe seeking an extension of leave must apply to the Under Secretary of State, Colonial Office. Such applications should, save in exceptional circumstances, be submitted in sufficient time to enable reference to the Colony by airmail and should give full reasons for the application.

(b) An officer on leave in another British Caribbean territory or elsewhere than in the United Kingdom or Europe who seeks an extension of leave should submit his application direct to the Administrator. Such applications should, save in exceptional circumstances, be submitted in time to enable a reply to be sent by air or surface mail and should give full reasons for the application.

(c) Unless there are exceptional circumstances, the cost of any telegram which may be necessitated by an officer's delayed application for extension of leave will be charged to him.

Employment of Substitutes during leave

258. In forwarding applications for vacation leave, Heads of Departments must indicate whether an officer's duties can be performed during his absence without the employment of a substitute. Leave of absence of officers in each Department should as far as possible be so arranged that the employment of temporary staff is unnecessary or is reduced to a minimum. Where the Head of the Department considers it essential to employ a substitute to continue the officer's duties during his leave, the reasons for this should be given and the source indicated from which funds are available to meet the salary of the substitute.

Handing over of cash, stores or furniture

259. When an officer proceeding on leave or transfer is responsible for cash, stores or furniture, the procedure laid down in the Financial Instructions and Stores Rules will be followed. Except as provided therein, any officer leaving his post without obtaining the necessary certificate from his successor will be liable for any deficiency which may subsequently be discovered.

Leave Records

260. All officers resuming duty after leave of absence are required to report in writing to the Heads of their Departments- the date on which they proceeded on leave and the date on which they resumed duty. In the case of officers who have been on leave outside the Colony, the date of, arrival in and departure from the place in which the leave was spent must also be reported in writing at the same time. It is the responsibility of Heads of Departments to transmit this information promptly to the office of the Administrator and also to furnish similar details in respect of leave granted to themselves.

261. Details of all leave granted to and enjoyed by officers will be recorded on the Personal Record Cards kept in the office of the Administrator. When an officer is transferred to another Colony in the Leeward Islands, his Personal Record Card should be sent to the receiving Colony.

(B) PASSAGES AND BAGGAGE ALLOWANCE ON APPOINTMENT, TRANSFER AND TERMINATION

Passages on first appointment

262. In the case of an officer on first appointment, who is recruited from outside the Colony, free passages, including rail fares to the port of embarkation, will be provided for the officer and also for his wife and not more than three children under the age of eighteen years who are unmarried and are dependent upon him, provided that they accompany him or join him in the Colony within twelve months of his appointment. If it is necessary for the officer and/or his family to trans-ship during the journey, any expenses necessarily incurred in respect of hotel expenses for board and lodging will be refunded, on the presentation of receipted bills, and also any necessary taxi fares between the ship and hotel.

Passages on transfer

263. Officers transferred from or to another Colony will be eligible for leave and passages in accordance with Colonial Regulations 95 to 100, which are reproduced below for ease of reference:

- "95. (i) In these Regulations
- 'children' means the children of an officer who are below the age of eighteen years, unmarried, and dependent upon him;
 - 'free passage' means a passage provided at the expense of the transferring or receiving Colony as the case may be;
 - 'passage' means a passage by a route approved as a normal route, the grade of accommodation being the grade which is prescribed for the officer when travelling on vacation leave or which would be provided for him when travelling on duty, and includes railway journeys necessarily undertaken in any process of transshipment;
 - 'receiving' Colony' means the Colony to which the officer is being transferred;
 - 'transferring' Colony' means the Colony from which the officer is being transferred;
 - 'vacation leave' means leave with full salary as ordinarily granted in respect of resident service under the regulations applicable to the officer concerned in the transferring Colony.
- (ii) Except in the case of passages granted under Regulation 96(i) (f) and the last sentence of Regulation 97(ii) no passage shall be granted under these Regulations for an officer's wife or children unless they accompany him or follow him within twelve months and are permanently giving up residence in the transferring Colony.
- (iii) When an officer is transferred, the date of transfer shall be the date on which he begins to draw salary from the receiving Colony.
- (iv) An officer who is transferred from one Colony to another is eligible for any vacation leave for which he may be qualified at the date of departure from the transferring Colony. If he is not qualified for vacation leave on account of his not having completed the prescribed minimum term of resident service, he shall,

nevertheless, be deemed to have earned a period of leave with full salary from the transferring Colony bearing the same proportion to the period of vacation leave for which he would have been qualified if he had completed the prescribed minimum term of resident service as his actual period of resident service bears to the prescribed minimum term.

- (v) An officer who is transferred from one Colony to another will normally be required to proceed to the receiving Colony by the cheapest and most direct route. If this route is not via the United Kingdom he may, nevertheless, be permitted, subject to the approval of the Secretary of State to proceed via the United Kingdom and to take some or all of any leave for which he may be eligible before his transfer takes effect.

96. (i) An officer who is transferred from one Colony to another shall, if he proceeds via the United Kingdom, receive -

- (a) such vacation leave as may be available under Regulation
 - (b) leave with full salary at the expense of the transferring Colony for the period of the voyage to the United Kingdom if not included in (a);
 - (c) full salary at the expense of the receiving Colony for the period of the voyage from the United Kingdom;
 - (d) free passages for himself from the transferring Colony to the United Kingdom and from the United Kingdom to the receiving Colony;
 - (e) free passages, not exceeding four in all, for his wife and children from the transferring Colony to the United Kingdom;
 - (f) such privileges in respect of passages for his wife and children from the United Kingdom to the receiving Colony as may be prescribed for officers on first appointment to that Colony.
- (ii) If the officer proceeds to the receiving Colony via the United Kingdom but his wife and/or his children proceed by some other route, he will be granted in respect of the passages for his wife and/or children
- (a) if the cheapest and most direct route is via the United Kingdom, a contribution from public funds towards the cost of the passages for his wife and/or each child not exceeding in each case the cost which would have been payable from public funds if they had proceeded from the transferring to the receiving Colony via the United Kingdom;
 - (b) if the cheapest and most direct route is not via the United Kingdom, free passages not exceeding four in all for his wife and/or children by the cheapest and most direct route.
- (iii) If the vacation leave or leave with full salary granted to an officer on transfer who proceeds via the United Kingdom in respect of service in the transferring Colony is not exhausted by the date of his transfer, the balance, if it amounts to not less than seven days, may be deferred.
- (iv) If the officer is not eligible under Regulation 95 (iv) for any leave with full salary from the transferring Colony on the conclusion of the voyage to the United Kingdom, or if it is not possible for him to leave the United Kingdom before the expiration of such leave, his leave will be extended with full salary from the transferring Colony from the date of arrival in the United Kingdom or from the date of expiration of the leave with full pay granted to him provided that he leaves the United Kingdom by the first reasonable opportunity. In such a case the receiving Colony will refund to the transferring Colony the salary paid in respect of such extension of leave.

97. The following conditions shall apply to an officer who is transferred from one Colony to another if he proceeds otherwise than via the United Kingdom:-

- (i) He shall receive full salary from the receiving Colony for the period of the journey to that Colony provided that he proceeds by the cheapest and most direct route.
- (ii) Free passages shall be provided by the cheapest and most direct route from the transferring to the receiving Colony for himself, and for his wife and children up to a total of four passages besides his own. Alternatively, if his wife and/or children proceed to the United Kingdom, free passages not exceeding four in all to the United Kingdom will be provided for them. In this event the question whether he should receive any assistance towards the cost of passages for them from the United Kingdom to the receiving Colony shall be governed by the regulations of that Colony.
- (iii) The officer shall remain eligible for any vacation leave which he has earned in respect of his service in the transferring Colony, in accordance with Regulation 95 (iv), but such leave shall be deferred.

98. An officer who is transferred from one Colony to another shall also be granted a reasonable allowance for the transport of his heavy baggage (i.e., ordinary household effects other than furniture).
99. Leave deferred under these Regulations shall be granted to the officer at the first convenient opportunity by the Government of the receiving Colony with full salary at the rate which the officer is drawing at the time.
100. The expense falling upon public funds in respect of the passages of an officer, his wife and his children under these Regulations shall fall upon the receiving Colony, provided that if the officer and/or his wife proceed via the United Kingdom the Government of the transferring Colony shall contribute towards the cost of the passages for him and/or his wife a sum bearing in each case the same proportion to the full cost of a passage to the United Kingdom as the number of months of resident service which the officer has completed during the tour preceding his transfer from the transferring Colony bears to the minimum term of resident service necessary to qualify him for vacation leave. The allowance for the transport of baggage as provided in Regulation 98 will be borne by the receiving Colony",

In the case referred to in the last sentence of the above extract from Colonial Regulation 97(ii), assistance towards the cost of the passages of an officer's wife and children who travel via the United Kingdom will be limited to the cost of passages for the officer's wife and not more than three children under the age of eighteen years who are unmarried and dependent upon him by the cheapest and most direct route from the transferring Colony, provided that they join him within twelve months of his transfer.

Baggage Allowance

264. Officers on first appointment and on transfer will be eligible for a baggage allowance at the following rates:
- (a) in the case of a married officer, up to a maximum of 5 shipping tons (200 cubic feet) exclusive of the baggage allowed on the passage tickets;
 - (b) in the case of a single officer, up to a maximum of 5 shipping tons (200 cubic feet) inclusive of the baggage allowed on the passage ticket; and
 - (c) in both cases, an allowance not exceeding \$24 on each occasion towards the incidental expenses of crating, packing and handling, on the production of receipted bills.

Within the above limits an officer may use his discretion as to what items of household furniture and effects are included, but no additional payments will be made to cover the transport of cars, motor cycles, refrigerators, &c.

Harbour Dues and Customs Entry Charges

265. Harbour dues and customs entry charges (except in regard to customs duty on motor cars, as to which see General Order 266) will be met from public funds in the case of officers on first appointment or transfer.

266. On first appointment or on transfer, an officer will be eligible **for the refund** of the customs duty on his car, motor cycle or cycle, provided that he is required to maintain a car, motor cycle or cycle for the performance of his duty and that he produces evidence that he has previously paid customs duty or purchase tax on the vehicle. In other cases, customs duty will have to be borne by the officer.

Insurance of Baggage

267. Insurance charges in respect of baggage will in all cases have to be met by the officer and no claims in respect of insurance premiums or of loss or damage of baggage in transit will be entertained.

Passages and Baggage Allowance on Retirement

268. Officers on retirement will be eligible for passages in accordance with General Orders 271 to 288. Officers who leave the Colony on retirement to reside elsewhere will be eligible for single passages to the place of retirement, up to an amount not exceeding the passage grant for which they would otherwise be eligible under General Orders 271 to 288. Officers leaving the Colony on retirement or on pre-retirement leave, provided that they are giving up permanent residence in the Colony, will be eligible for baggage allowance as laid down in General Order 264.

269. Locally-recruited officers proceeding on retirement or on pre-retirement leave will similarly be given baggage allowance as laid down in General Order 264, if they are proceeding to another British Caribbean Colony on retirement.

Passages and Baggage Allowance to Widows and Dependents of Officers who die while in the Service

270. If an officer dies whilst in the Service, passages will be provided for his widow and children under the age of eighteen years who are unmarried and who were dependent upon him to the place where the officer was originally recruited or to the birthplace of the widow. Should the widow intend to reside elsewhere, she will be provided with passages not exceeding the cost of passages to the place above mentioned. In all such cases, widows will be eligible for a baggage allowance in accordance with General Order 264.

(C) LEAVE PASSAGES

271. Nothing in General Orders 272 to 288 shall give any officer a right to free passages, passage grants, or other privileges.

In General Orders 272 to 288:-

"leave" means vacation leave, sick leave, study leave, and leave on the grounds of private affairs which is spent outside the Colony;

"salary" includes any personal or other allowance which is payable in money and which ranks as a pensionable emolument;

"tour" means any period commencing not earlier than the 1st January, 1950, during which an officer serves continuously in the Colony counting from the date of first appointment (if appointed locally whilst in the Colony) or the date of resumption of duty after the last return from leave, whichever is the later, until the day preceding the date of departure on leave; provided that in the case of an officer appointed from outside the Colony a tour will count from the date of disembarkation in the Colony or from the date of resumption of duty after last return from leave, whichever is the later.

Officers eligible for Leave Passages

272. Officers coming within the following categories may be granted passages when proceeding on leave in accordance with General Orders 273 to 288:

Category A - officers receiving salaries of \$5,760 per annum and over;

Category B - officers receiving salaries of \$4,320 per annum and over but less than \$5,760 per annum;

Category C - officers receiving salaries of \$2,880 per annum and over but less than \$4,320 per annum; and

Category D - officers receiving salaries of \$1,440 per annum and over but less than \$2,880 per annum.

273. The category in which an officer will be eligible for a free passage or passages or for a proportionate passage grant will be determined by the salary which he is drawing at the date on which he proceeds on leave.

274. Where a Medical Officer, Dental Officer, or Veterinary Officer, proposes to go on leave and intends to under-take post-graduate work or to acquire specialist qualifications during the period of such leave, he will, notwithstanding his rate of salary, be regarded as coming within Category A in General Order 272 above, provided that such post-graduate work or qualifications are approved by the Administrator.

Minimum tour qualifying for Leave Passages or Proportionate Passage Grants

275. Except in the case of leave granted on medical grounds or on the grounds of urgent private affairs, an officer is required to complete a minimum tour of twenty-four months before he can be provided with leave passages or a proportionate passage grant. Leave passages or proportionate passage grant will then be provided on the conditions laid down in General Order 278.

276. Where an officer is granted leave on medical grounds or on the grounds of urgent private affairs, before completing a minimum tour of twenty-four months, he will be eligible for a proportionate passage grant in accordance with General Order 278.

Minimum period of leave in respect of which Passages will be provided

277. Except for 'reasons of ill-health, which must be supported by a medical certificate signed by a Government Medical Officer, or on grounds of urgent private affairs, a free passage or passages or a proportionate passage grant will not be provided for an officer or for an officer and his wife in respect of a period of less than thirty days' leave to be spent in a British Caribbean Colony or elsewhere in the tropics or in respect of a period of less than seventy-two days' leave to be spent outside the tropics.

Leave Passage Eligibility

278. An officer who is granted permission to proceed on leave outside the Colony will, subject to the provisions of General Orders 272 to 277 above, be eligible for a return passage for himself in the case of a single officer or return passages for himself and his wife in the case of a married officer to and from the place where he has previously announced his intention of spending his leave, provided that expenditure from public funds in each case does not exceed the amounts shown below.

The following table shows the rates at which eligibility for grants accumulates during a tour and the maximum grants which will be payable

	Officers in							
	<i>Category A</i>		<i>Category B</i>		<i>Category C</i>		<i>Category D</i>	
	Single	Married	Single	Married	Single	Married	Single	Married
	\$	\$	\$	\$	\$	\$	\$	\$
in respect of each completed month of resident service during the tour, at the rate of	20	40	20	20	13.50	13.50	7.50	7.50

up to a maximum grant in all categories of \$960 for a single officer and \$1,920 for a married officer.

The rates and maximum grants are liable to variation on any upward or downward movement of passenger fares by sea or air.

Reckoning of minimum tour

279. Where an officer is not eligible for, or though eligible does not elect to receive, a free passage or free passages or a proportionate passage grant, he may be permitted to count, for purposes of a free passage or free passages or a proportionate passage grant, as part of his minimum tour when next he is granted leave, the period in respect of which he did not receive a free passage or free passages or a proportionate grant.

Reckoning of minimum tour in the case of transferred Officers

280. An officer who is transferred from another Colony and who is unable to enjoy any vacation leave for which he is eligible prior to transfer, will be permitted to count towards the minimum" tour qualifying him for the grant of leave passages the number of months of 'resident service during his last tour in the Colony from which he is transferred, provided that, in those circumstances, he will not be eligible for leave passages or proportionate passage grants until he has served for at least twelve months after transfer.

Passages for Wife

281. A free passage or a proportionate passage grant in respect of a wife will only be paid if she accompanies her husband on leave or if she leaves the Colony within twelve months before her husband's departure on leave or if she returns to the Colony within twelve months of her husband's resumption of duty. Where, however, owing to the exigencies of the Service, it is not possible for an officer to be granted leave for which he applies within twelve months of his wife's departure, he will nevertheless be eligible for a free passage or proportionate passage grant.

282. The passage grant to be made in respect of the passage of an officer's wife who leaves the Colony before he proceeds on leave will, subject to the provisions of General Order 281 above, be based on the length of the officer's tour and not on the period of residence in the Colony of his wife during such tour.

283. Where an officer's wife is eligible for leave passages in her own right under General Order 278 and receives a free passage or proportionate grant, as the case may be, by virtue of her resident service, her husband, if he proceeds on leave after her return to duty, shall, notwithstanding the provisions of General Order 278, not be eligible to receive a free passage in respect of his wife unless the meantime since her return from leave she has herself completed a minimum tour. Provided that where in such case she has not completed such minimum tour the husband shall be eligible to receive a grant towards the cost of a passage for his wife bearing the same proportion to the cost of a free passage as the number of months of her resident service which she has completed since her last return from leave bears to the number of months of the minimum tour.

Passage Grant in respect of Wife when Officer marries while on Leave

284. Where an officer marries after proceeding on leave and before returning to duty in the Colony, he will be eligible to receive in respect of a passage for his wife to the Colony a proportionate grant based on the length of his last tour.

Passage Agreements

285. Officers granted leave passages or given proportionate passage grants under General Orders 272 to 284 will be required to enter into such agreements as may be prescribed from time to time binding them to refund the cost of the *return passage or passages to the Colony, or part thereof, in the event of their not completing a minimum tour of two years after having been provided with a return passage or passages, or with a proportionate passage grant in respect of return passages to the Colony. Officers who are granted leave passages or given proportionate grants on retirement or pre-retirement leave, under General Order 269, will not be required to sign such leave passage agreements. An officer who is subsequently transferred to another Colony before completing a minimum tour of two years after being granted return passages or given a proportionate grant will be relieved of any liability under such leave passage agreements.

Passages to be booked by Government

286. All passages to the United Kingdom and return passages to British Caribbean Colonies will be booked by the Administrator. In the case of officers eligible for free passages from the United Kingdom to the Colony, the Crown Agents will be requested to make the bookings. Where officers returning from the United Kingdom are eligible for only proportionate passage grants, the Crown Agents will be authorised to pay the proportionate passage grants on the production of evidence that passages have been booked by the officers.

287. Passages for officers in Categories A and B will normally be first class passages by sea or air, where available. Passages for officers in Categories C and D will normally be second class passages by sea, where available, and tourist class by air, where available.

Savings applied to Family Passages

288. Any officer who wishes to travel by a lower grade of accommodation, in order to devote the savings thus effected towards the cost of the fares of his wife and/or children, may apply to the Administrator to do so, within the limits of passage grants laid down in the table in General Order 278.

CHAPTER VI - MISCELLANEOUS

Quarters

289. Regulations governing the provision of free quarters and a list of posts of which the holders are provided with quarters either free or on payment of rent, are contained in Appendix 7 to these General Orders.

290. All officers occupying government quarters not on the list of quarters to be occupied free of charge are required to pay a rental contribution of ten per cent. of their salary or an assessed annual rental, whichever is the less, subject to a maximum contribution to rental of \$60 a month.

Value of quarters for pension purposes

291. Where an officer is provided with free quarters, the value of the quarters for pension purposes will be calculated at the rate of one-sixth of the actual salary of the office.

Uniforms

292. The list of officers who are eligible for the issue of free uniforms is contained in Appendix 8 to these General Orders.

Telephones

293. The list of officers who are provided with telephones in their quarters, free of charge or at reduced rates, is contained in Appendix 9 to these General Orders.

Compensation for loss of officer's property

294. Colonial Regulation 49 is set out below for convenience of reference:

"No officer shall be entitled to claim compensation in respect of losses or of damage to private property incurred through fire, theft, riot, or otherwise, in the course of his service; but in special cases, the Governor may consider the grant of compensation as an act of grace. No such concession shall, however, be made in respect of losses which in the opinion of the Governor were due to negligence for which the officer was responsible or which could reasonably have been covered by insurance."

295. In submitting any claims to the Administrator, for transmission to the Governor, the Head of Department of the claimant officer:-

- (a) must certify either from corroborative evidence or personal knowledge that he is satisfied that the article was lost or damaged in the execution of duty by the officer concerned;
- (b) must certify that reasonable precautions were taken by the officer concerned to avoid such loss or damage.
- (c) must, in the case of a damaged article, which shall be produced by the officer suffering the damage, inspect such article; and
- (d) must certify in each case whether repair or replacement of the article is necessary and that the amount claimed is either a fair valuation to repair the damage or to restore the lost article.

Fires

296. Heads of Departments are responsible for ensuring that all public buildings under their charge are equipped, where necessary, with fire extinguishers and that arrangements are made for the periodical examination of such equipment and the supply of refills.

Hurricanes

297. Heads of Departments are responsible for ensuring that all public buildings under their charge are, as far as practicable, hurricane-proof and that all doors, windows, &c., are made secure on notification of a hurricane warning.

Annotation of Laws

298. Heads of Departments to whom bound volumes of the laws are issued are responsible for ensuring that they are correctly annotated and that such annotation is kept up-to-date.

Keys

299. Heads of Departments are required to keep a register of all keys to buildings and offices under their control and all officers to whom keys are issued for retention should be required to acknowledge the receipt of keys by signature in the register. Duplicates of keys should not be kept in the offices or buildings for which they are used.

300. Heads of Departments are responsible for ensuring that keys of offices and buildings are handled only by responsible officers. Loss of keys must be reported at once to the Head of the Department and an officer who loses a key may be called upon to meet any expenditure resulting from the loss, unless he can satisfactorily establish that the loss did not arise from his negligence.

Official seals

301. Officers are strictly forbidden to give an impression of any official seal to any private person; the use of such seals must be strictly confined to official requirements.

Office furniture and equipment

302. As soon as possible after the annual Estimates have been approved by the Secretary of State, Heads of Departments should notify the Administrator of their requirements of new items of furniture or equipment, or of necessary repairs to furniture, in respect of their offices. Each item of furniture should be shewn separately, together with the estimated cost of the item or repairs. In the case of new items, it should also be stated whether they are additional to items on the inventory and, if so, the purpose for which they are required. If the new items are required as replacements, it should be certified that the items which they are to replace have been condemned by a Board of Survey.

Typewriters

303. Save in exceptional circumstances, typewriters will be purchased through the Crown Agents.

304. As soon as possible after the annual Estimates have been approved by the Secretary of State, Heads of Departments who have included in the departmental estimates provision for new typewriters (or other office equipment) should submit to the Administrator indents for such typewriters (or other office equipment).

305. It is the duty of officers who use typewriters to ensure that they are kept properly cleaned, oiled and in good working condition, and to report promptly the need for any repairs.

Driving licences for drivers of departmental vehicles

306. Heads of Departments are responsible for ensuring that all persons authorized by them to drive Government motor cars or motor cycles hold valid driving licences under the appropriate traffic legislation.

Official purchases from officers

307. Before any Department purchases any article from an officer, such article must first be valued by an independent valuer approved by the Administrator; thereafter, prior approval of the purchase must be obtained from the Administrator.

Oaths

308. Attention is invited to the provisions of the Promissory Oaths Act, Cap. 120, which prescribes the oaths to be taken by various officers and other persons. The Administrator will be responsible for ensuring that such oaths are in fact taken as circumstances demand.

Civil Uniforms

309. The class of Civil Uniform which may be worn by officers under the rank of Governor is, regulated by the Uniform List promulgated from time to time with the approval of Her Majesty the Queen. The Uniform List for the Leeward Islands is as follows:

3rd Class - Administrator of Antigua. Administrator of St. Kitts-Nevis-Anguilla. Chief Secretary of the Leeward Islands. Administrator of Montserrat. Administrator of the British Virgin Islands. Economic and Financial Adviser.

4th Class - Official members of the Executive Council.

5th Class - Warden of Nevis.

Warden of Anguilla.

Private Secretary to the Governor.

Decorations and medals

310. Full size decorations and medals should be worn with Civil Uniform or the white tropical uniform.

311. Miniature decorations and medals should only be worn with evening dress when their wear is specified in the official invitation.

Court Mourning

312. During a period of court mourning, the Governor and Administrator will wear black ties; on any occasion on which they are in uniform, they will wear a mourning band on the left arm. Officers who are entitled to wear Civil Uniform should wear a mourning band on the left arm when wearing uniform.

313. During a period of court mourning, the Governor and Administrator will give no official dinners or other parties, necessitating the use of printed official invitations, but may give small parties of a personal nature or for the purpose of meeting distinguished visitors. The Governor and Administrator will not attend any functions of a purely social nature, whether for charity or otherwise, but will attend all the usual official functions.

314. Special instructions will be issued as occasion demands with regard to the application and duration of "Service mourning".

Flags

315. No flag other than the Union flag may be flown on public buildings, save with the prior permission of the Administrator.

316. Remembrance Sunday is the Sunday prior to the 13th November and flags should be flown right up all day.

317. Except on the occasion of the parades to celebrate Her Majesty's Birthday, the Royal Standard should only be hoisted when the Queen is actually present in a building and never when Her Majesty is passing in procession.

318. The Union flag, with the approved Arms or Badge of the Governor of the Leeward Islands emblazoned in the centre thereof on a white ground surrounded by a green garland, will be flown at Government House from sunrise to sunset when the Governor is in residence.

319. The Union flag, with the approved Arms or Badge of the Colony emblazoned in the centre thereof on a white ground surrounded by a green garland, will be flown from sunrise to sunset at Government House or such place where the Administrator, but not the Governor, is in residence.

320. The Union flag will be flown at Government House from sunrise to sunset when neither the Governor nor the Administrator is in residence.

321. The Union flag, with the approved Arms or Badge of the Governor of the Leeward Islands emblazoned in the centre thereof on a white ground surrounded by a green garland, will be flown on the car of the Governor when he is travelling in it.

322. The Union flag, with the approved Arms -or Badge of the Colony emblazoned in the centre thereof on a white ground surrounded by a green garland, will be flown on the car of the Administrator when he is travelling in it.

Half-mast

323. Flags should be flown at half-mast on Government buildings in the following circumstances:-

(a) Government House

- (i) in the case of the death of the Sovereign, the flag at Government House should be flown at half-mast on the day of the death and should remain at half -mast until after the funeral;
- (ii) in the case of the death of a Member of the Royal Family to whom Royal Honours are accorded, the flag should be flown at half-mast on the actual day of the funeral, subject to any special Commands from the Queen in each case;
- (iii) subject to any Commands which the Queen may be pleased to give, the flag should be flown at half-mast on the day of the funeral in the case of the death of the Head of any of the following foreign States (Crowned Heads or Presidents)

Belgium	Norway
Denmark	Portugal
France	Sweden
Greece	Turkey
Italy	United States of America
Netherlands	

- (iv) in the event of the death of the President of the Republic of Ireland, the procedure noted in (iii) above should be followed;
- (v) in all other cases, including those of members of foreign Royal Families not the Head of the State, the Governor will give directions in his discretion;

(b) Government and public buildings

Flags should be flown at half-mast on the same occasions as in the case of Government House - see (a) above.

Precedence

324. Subject to the provisions of General Orders 325 to 328, the following is the approved order of precedence for the Colony of the Leeward Islands:

The Governor or Officer Administering the Government.

The Administrators in their own Colonies in the absence of the Governor or the Officer Administering the Government.

The officer in command of the Naval Forces on the Station in which the Colony is included if holding rank equivalent or superior to that of Rear Admiral, the officer in command of the land forces in the Caribbean Area if holding rank equivalent or superior to that of Major-General, and the officer in command of the air forces in the Caribbean Area if holding rank equivalent or superior to that of Air Vice-Marshal, their own relative rank and precedence being determined by the Queen's Regulations on that subject.

The Chief Justice of the Windward and Leeward Islands.

The officer in command of the Naval Forces on the Station in which the Colony is included if of the rank of Commodore, the officer in command of the land forces in the Caribbean Area if of the rank of Brigadier, the officer in command of the air forces in the Caribbean Area if of the rank of Air Commodore, their own relative rank and precedence being determined by the Queen's Regulations on that subject.

The Administrators of Antigua and St. Kitts-Nevis-Anguilla, in their order of seniority.

The Chief Secretary of the Leeward Islands.

The Administrators of Montserrat and British Virgin Islands, in their order of seniority.

Members of the Executive Council in their order of precedence when within their own Colony.

The officer in command of the Naval Forces on the Station in which the Colony is included if of the rank of Captain or Commander, the officer in command of the land forces in the Caribbean Area if of the rank of Colonel or Lieutenant-Colonel, and the officer in command of the air forces in the Caribbean Area if of the rank of Group Captain or Wing-Commander, their own relative rank and precedence being determined by the Queen's Regulations on that subject.

The Puisne judges in their order of seniority.

The principal officers of Government in such order as may be assigned by the Governor or the Administrator.

The officer in command of the Naval Forces on the Station in which the Colony is included if below the rank of Commander, the officer in command rank of Lieutenant of the land forces in the Caribbean Area if below the Caribbean Area Colonel, and the officer in command of the air forces in if below the rank of Wing-Commander, their relative rank and precedence being determined by the Queen's Regulations on the subject.

325. Officers acting in any office specified in General Order 324 are entitled during such tenure of office to the precedence that appertains to such office.

326. Members of the Royal Family take precedence next after the Governor or, in his absence from the Colony, next after the Administrator.

327. Courtesy precedence may be accorded by the Governor or the Administrator to distinguished visitors and ecclesiastics. The Comptroller for Development and Welfare in the West Indies will be given courtesy precedence next after the Governor or Officer Administering the Government, or next after the Administrator when the Governor or Officer Administering the Government is absent from the Colony. The Bishop of Antigua will be accorded courtesy precedence next after the Comptroller for Development and Welfare in the West Indies.

328. Members of the Executive Council and the Legislative Council have no precedence as of right outside the Colony in which their office is held, but they may be accorded courtesy precedence next after the Puisne judges.

CHAPTER VII - CORRESPONDENCE AND PUBLIC BUSINESS

Correspondence

329. As far as possible, communications to the Governor and the Administrator should be confined to a single subject and wherever possible should be typewritten. In every communication, paragraphs must be numbered consecutively throughout and each page should be numbered.

330. Communications on subjects about which there has been previous correspondence must always refer to that correspondence, the reference number and date of the last relevant communication being quoted.

331. When reference is made to any particular provision in the Annual Estimates of Revenue and Expenditure, the head and sub-head under which the provision is made must be quoted.

Confidential and worst correspondence

332. Confidential and secret correspondence and documents must always be kept separate from open correspondence and material, and must be stored under lock and key. No reference to confidential or secret correspondence should be made in any open correspondence.

333. All confidential correspondence for transmission should be enclosed in a sealed envelope marked "Confidential" and then placed in an outer envelope bearing only the title and address of the officer to whom it is addressed; the outer envelope must not be marked confidential. Confidential correspondence must be opened by no one but the addressee or an officer specifically deputed to deal with confidential correspondence.

334. Secret correspondence and documents must be handled strictly in accordance with the special rules issued in this connection. Secret material must be kept separate from confidential and open material; must be stored under lock and key; and handled only by officers specifically deputed to deal with secret correspondence.

Replies to correspondence

335. All communications, whether from the public or from other departments, must be answered with least possible delay. Where it is not possible for a prompt reply to be sent, an interim acknowledgement should be made and a reply sent as soon thereafter as possible.

Communications to the Governor

336. All communications addressed to the Governor should be forwarded through the Chief Secretary, except those from the Chief justice and Puisne judge, who communicate direct with the Governor. An officer who wishes to make any representations of a public or private nature to the Governor must forward such correspondence in triplicate through the Head of his Department, who must forward it to the Administrator, for transmission to the Governor.

Use of official stationery

337. Official stationery must on no account be used for private correspondence or for any purpose not directly connected with the work of the department concerned. Heads of Departments are required to ensure that the strictest economy in the use of stationery is exercised. All orders for stationery must be scrutinized by the Head of the Department or a responsible officer deputed for this purpose before they are issued.

Franking of envelopes

338. Correspondence which it is permissible to send free through the post must be enclosed in envelopes superscribed "On Her Majesty's Service" and must be franked by the impression of the official franking stamp on the face of the envelope or packet. Officers who are authorised to send correspondence free through the post will be issued with approved franking stamps and it is the duty of such officers to ensure that franking stamps are not put to unauthorised use.

Telegrams

339. Telegrams may only be authorised for despatch by officers specially deputed to so do. In the interests of economy, the use of telegrams must be avoided wherever possible (such correspondence being dealt with expeditiously by air mail) unless a telegraphic reply has been specifically requested.

Annual Reports

340. The following Departmental annual reports are required for transmission to the Secretary of State and must be forwarded in quintuplicate to the Administrator as soon as possible after the 1st January, and, in any event, not later than the 31st March in the succeeding year to which the report refers

Agriculture	Medical
Education	Prisons
Labour	Veterinary.

341. Paragraphs must be numbered consecutively throughout the report, which should be divided into suitable chapters. When comparative tables are given, they should, if possible, cover a period of five years including the year under review.

Disclosure of confidential documents

342. Heads of Departments and other officers must not disclose or produce in evidence any official document of a confidential or secret nature without previously obtaining the permission of the Administrator.

Gazette

343. The Official Gazette is published on Thursday in each week. Material for publication in the Gazette must reach the Superintendent of the Government Printing Office by noon on Tuesday in each week.

344. Material for publication in the Official Gazette should be sent to the Superintendent of the Government Printing Office through the Administrator of Antigua.

345. Extraordinary issues of the Official Gazette will only be printed and issued with the prior approval of the Administrator of Antigua.

346. The Superintendent of the Government Printing Office will send to the Chief Secretary and the Administrators on the 15th of October in each year a copy of the distribution list of the Official Gazette and they will notify the Superintendent by the 15th of December in each year of any changes to be made in the list for the succeeding year.

347. Requests from outside the Colony for free copies of the Official Gazette, as issued or in the form of bound volumes, should be referred to the Administrator of Antigua for reply.

348. Copies of the Official Gazette ordered by private persons or bodies must be paid for in advance; otherwise the supply will be stopped until payment is made.

349. Governments will pay for copies of the Official Gazette ordered by them for official use.

Printing

350. The Administrator of Antigua, in consultation with the Superintendent of the Government Printing Office, will be responsible for assigning priorities regarding printing and binding work at the Government Printing Office.

351. No printing or binding work for private individuals or bodies will be undertaken by the Government Printing Office unless approval of the Administrator of Antigua has first been obtained.

Records

352. The preservation and destruction of Government documents is governed by the following rules:

- (a) No documents or correspondence may be destroyed without the prior approval of the Administrator and correspondence should not be recommended for destruction before it is ten years old;
- (b) every Head of Department and the chief clerk in the office of the Administrator should review in June of each year, the correspondence in his charge which is over ten years old, and should submit to the Administrator lists showing the documents and correspondence which it is recommended should be preserved and those which it is considered should be destroyed;
- (c) a record must be kept of all documents and files destroyed and the date on which they were written;
- (d) the following documents should not be destroyed:
 - (i) those required by law or regulations to be preserved;
 - (ii) documents of historical or other interest, particularly those relating to the history of the Colony or the West Indies;
 - (iii) documents relating to land and claim thereto, and to the value of land and property especially Crown Lands;
 - (iv) documents which are more than a hundred years old, unless they are of a routine nature.