

HIGH COMMISSIONER'S NOTICE No. 145 of 1925.

It is hereby notified for general information that, under and by virtue of the powers in him vested by section *seven* of the Bechuanaland Protectorate Public Service Proclamation, 1924, His Excellency the High Commissioner has been pleased to make the following Regulations.

By Command of His Excellency the  
High Commissioner.

SHIRLEY EALES,  
Acting Imperial Secretary.

High Commissioner's Office,  
Pretoria, 28th September, 1925.

BECHUANALAND PROTECTORATE.

PUBLIC SERVICE REGULATIONS.

CHAPTER I

GENERAL.

1. The regulations for His Majesty's Colonial Service (herein after referred to as the Colonial Regulations) shall *mutatis mutandis* and in so far as they may be applicable apply to all members of the Public Service of the Bechuanaland Protectorate or in the employment of the Government of the Bechuanaland Protectorate, except in so far as they may be modified by regulations made by the High Commissioner under the provisions of section *seven* of the Bechuanaland Protectorate Public Service Proclamation, 1924.

2. No person shall be appointed to a pensionable office unless he shall have attained the age of eighteen years and has not, at the date of his probationary appointment, passed the age of twenty-two years; provided that where such person holds a degree of a British university he shall be eligible for appointment until he has passed the age of twenty-five years, and if such person has obtained such degree with "honours," he shall, upon his permanent appointment to a pensionable office, receive such salary as he might have received had he been appointed to a pensionable office at the age of twenty-two years; and provided further that no person shall be ineligible on account of age for appointment as medical officer, veterinary surgeon, engineer, or to such other post as may be deemed by the High Commissioner to be a professional post; and provided further that the war service of any person shall for the purpose of this section be subtracted from his actual age; and provided further that the High Commissioner may exempt any person who may be considered eligible for appointment to a pensionable office who is over the age prescribed by this regulation.

For the purposes of this regulation—

"British university" shall mean a recognized university in any portion of His Majesty's Dominions or in any territory under the protection of His Majesty or in respect of which a mandate on behalf of the League of Nations has been accepted by His Majesty;

"war service" shall mean the period served with His Majesty's armed forces or in any other capacity connected with the state of war at any time during the period from the fourth day of August, 1914, to the thirty-first day of August, 1921.

3. No officer shall be qualified for promotion to the post of Resident Magistrate or Assistant Resident Magistrate until he shall have—

(a) passed the Civil Service Lower Law Examination of the Union of South Africa, or such other examination in law as may be approved by the High Commissioner; and

- (b) passed the oral portion of the examination for the second grade of proficiency in the local native language;

provided that the High Commissioner may exempt from one or more of these conditions for promotion any officer the length and character of whose service shall in his opinion entitle him to special consideration.

4. The grades of proficiency in the local native language shall be determined by examinations to be held in such manner and at such time and place as the Resident Commissioner may direct, and the tests for the respective grades shall be as follows:—

- (a) To attain the third grade, a candidate must satisfy the examiner that he has ability to write and converse in the local native language;
- (b) to attain the second grade, a candidate must satisfy the examiner that he has a grammatical knowledge of such language and ability to write, translate, and converse freely therein on ordinary subjects without the aid of an interpreter;
- (c) to attain the first grade, a candidate must satisfy the examiner that he has a thorough knowledge of such language and ability to act as an interpreter on any public occasion;

provided that it shall be necessary for a candidate, in order to satisfy the examiner as to his proficiency in such language, to obtain—

- (i) for the third grade, forty marks out of a possible maximum of one hundred marks in the oral portion of the examination, and twenty marks out of a possible maximum of one hundred marks in the written portion of the examination;
- (ii) for the second grade, seventy-five marks out of a possible maximum of one hundred marks in the oral portion of the examination, and forty marks out of a possible maximum of one hundred marks in the written portion of the examination;
- (iii) for the first grade (Class B), seventy-five marks out of a possible maximum of one hundred marks in the oral portion of the examination, and seventy-five marks out of a possible maximum of one hundred marks in the written portion of the examination;
- (iv) for the first grade (Class A), ninety marks out of a possible maximum of one hundred marks in the oral portion of the examination, and ninety marks out of a possible maximum of one hundred marks in the written portion of the examination.

5. (1) There shall be paid to any officer holding a pensionable office, who shall pass the examination in law prescribed in section 3 (a) of this chapter, a bonus of fifty pounds.

(2) There shall be paid to any officer holding a pensionable office, who shall pass the examination in the native language prescribed in section 4 (b) and (c) of this chapter—

- (i) to an officer who attains the second grade of proficiency, a bonus of fifty pounds;
- (ii) to an officer who attains the first grade (Class B) of proficiency, a bonus of fifty pounds; and to an officer who attains the first grade (Class A) of proficiency, a bonus of one hundred pounds; provided that if such officer shall have already received a bonus in respect of the first grade (Class B) of proficiency, the further bonus payable to him upon attaining Class A shall be fifty pounds; and provided further that the bonus to be paid to an officer who attains the first grade of proficiency shall, if he has not previously received a bonus in terms of paragraph (i), be increased by the sum of fifty pounds.

## CHAPTER II

### DISCIPLINE.

In the application to the Bechuanaland Protectorate of section 5, Chapter II, of the Colonial Regulations, the expressions "Governor," "Governor-in-Council," "Executive Council," and "Council" shall mean the High Commissioner; and the committee which may be appointed under regulation No. 56 shall consist of such officers with such chairman as the High Commissioner may appoint.

## CHAPTER III.

### LEAVE.

1. All leave is granted subject to the necessities of the Public Service, and leave once granted may be recalled at any time, if such a step be deemed necessary for the Public Service, by the authority which granted the leave.

2. Officers temporarily employed by the Government are not entitled to any leave beyond that (if any) which may be mentioned in their respective contracts with the Government.

3. Leave for more than six weeks in any one year can be granted only by the High Commissioner. Leave for six weeks or for any less period may be granted by the Resident Commissioner.

4. Occasional leave of absence on full pay, not to exceed fourteen days in one year, exclusive of Sundays and public holidays, may be granted by the Resident Commissioner.

5. Applications for leave, other than that provided for under regulation No. 4, should, as a rule, be dispatched so as to reach the office of the Government Secretary fourteen days at least before the day from which it is proposed that the leave applied for shall commence. In the case of an application for accumulated or half-pay leave, the application should be made at least one month beforehand.

6. In addition to the occasional leave provided for in regulation No. 4, vacation leave on full pay may be granted for a period not exceeding six weeks in respect of any one calendar year. A person entering the Public Service of the Bechuanaland Protectorate after the beginning of any year shall be entitled for that year to a proportionate part of such leave. Such leave may be accumulated in respect of not more than two years.

7. Except as herein after prescribed in regard to leave granted on the ground of ill-health, under no circumstances can full pay be granted to an officer on leave for a longer period than three months.

8. Save in exceptional circumstances to be approved of by the Resident Commissioner, officers will be required to perform six months' continuous duty before applying for the vacation leave referred to in regulation No. 6.

9. (1) Every officer is liable and may be required to act without any increase of pay in an office ranking as high as or higher than his fixed appointment during the absence of the person ordinarily filling such office.

(2) If an office be vacated by the death, removal, or absence on half-pay leave of the holder, the person appointed by the High Commissioner to act in his stead will receive half the initial salary of the office. Should that person be the holder of another office, but not performing the duties of it while so acting, he may receive in addition half the initial salary of his own office and all the increments which he has earned in that office.

(3) Should the person so appointed by the High Commissioner to a vacant office be required at the same time to perform the duties of his own office, he may be allowed half the initial salary

of the temporary office, together with the whole salary of his own office; but no person should be appointed to discharge at the same time the duties of two distinct offices whenever any other arrangement may be practicable; and unless the offices are distinct and separate offices in different departments of the Service, or offices not standing to one another in any intimate relation of superiority and subordination only half salary of each office can be allowed, or the officer's own salary if that be greater.

10. (1) Subject to the necessities of the Service, leave of absence on half-pay may be granted without any special grounds after three years' resident service from first appointment in the Public Service of the Bechuanaland Protectorate or other Public Service. It may be given after a less duration of service in cases of serious indisposition, or of urgent private affairs, if the High Commissioner is satisfied that the indulgence is indispensable.

(2) In the absence of special grounds, half-pay leave must not exceed one-sixth of the officer's resident service in the Bechuanaland Protectorate. On special grounds it may exceed that period by six months.

(3) Half-pay leave is primarily intended to enable an officer to recruit his health by change of climate, and it must not be granted to be spent in the Bechuanaland Protectorate, except in special circumstances.

(4) The High Commissioner may not in any case grant more than twelve months' half-pay leave, but may report to the Secretary of State the period for which the leave may be extended without injury to the Public Service. The officer seeking an extension must, if in Europe, apply to the Secretary of State or, if in South Africa, to the Resident Commissioner, in sufficient time to allow of reference to the High Commissioner. Leave will not be extended as a matter of course, nor unless public convenience permits.

(5) When an officer receives, in addition to the salary of his appointment, an allowance granted to himself personally, and not permanently attached to his office, he may, when absent on half-pay leave, draw only half of such personal allowance, the remaining moiety being left undrawn and lapsing to the Treasury.

(6) An officer in receipt of a commuted travelling allowance, to whom leave has been granted for a period not exceeding three weeks, may at the discretion of the Resident Commissioner, be allowed to receive such allowance during that period, provided that no such allowance shall be paid to more than one officer in respect of the same appointment during that period.

11. Unless specially authorized, an officer who has obtained leave of absence must not leave his post until he has handed over to the officer who has been appointed to act for him during his absence or to some authorized officer.

12. An officer proceeding on leave out of the Bechuanaland Protectorate, and desiring to draw pay in the United Kingdom through the Crown Agents for the Colonies, must notify the Government Secretary accordingly, and should obtain from the Government Secretary, before proceeding on leave, a copy of his Leave Certificate in the form "A" attached hereto. The Resident Commissioner will forward to the High Commissioner a duplicate of the certificate and the Government Secretary will forward a triplicate of the certificate to the Crown Agents.

13. Any leave granted to an officer is counted as including the first day on which he is absent from his duties and excluding the day on which he resumes duty, whether in the office previously held by him or in any other office to which he may be assigned.

14. Special leave of absence may be granted by the Resident Commissioner, with the approval of the High Commissioner, to any officer irrespective of his length of service, in case of ill-health or of urgent private affairs if it shall be proved that such indulgence is necessary. Leave of absence on full pay, on the

ground of ill-health, may be granted by the Resident Commissioner for a period not exceeding fourteen days without reference to the High Commissioner.

15. In case of ill-health, a certificate must be furnished to the satisfaction of the Resident Commissioner by one or more approved medical practitioners, stating the nature of the indisposition and certifying that the state of the officer's health renders the leave necessary.

16. When special leave is granted on the ground of ill-health, the period shall not exceed twelve months, and the person obtaining such leave may receive such salary during his absence from his duties as may be determined by the High Commissioner, provided that he shall not receive full salary for a longer period than six months within any period of two years, or more than half-salary for the remainder of such leave.

17. Should an officer entitled to ordinary vacation leave be compelled to apply for special leave on the ground of ill-health, the grant of such leave shall not forfeit his right to such vacation leave, provided that the limitation as to pay during leave prescribed by the preceding paragraph shall not be disturbed.

18. In cases of urgent private affairs the nature of such affairs must be stated for the information of the Resident Commissioner. This may be done by confidential letter addressed direct to the Government Secretary.

19. When special leave is granted on the ground of urgent private affairs, full salary will not be paid for a longer period than the period of leave on full pay to which the applicant may at the time of his application be entitled. Leave on full pay and half-pay may be granted for a period not exceeding three months. In special circumstances, where the High Commissioner is satisfied that a longer period is necessary, leave may be granted in excess of three months on half-pay.

20. An officer seeking an extension of leave, when in the United Kingdom, must apply to the Under-Secretary of State for the Colonies, Colonial Office, London, at least one clear month before the time when he ought to start in order to reach South Africa before the end of his existing leave, and must state the grounds on which he asks for the extension.

21. Save as is provided by section six (3) of the Bechuanaland Protectorate Pensions Proclamation, 1924 (or the Police Pensions Proclamation, 1924, as the case may be), absence on leave without salary does not count as service for pension.

22. In case an officer to whom leave is granted occupies quarters owned or rented by the Government he shall be entitled to occupy them during such time as he may be on leave on full pay or half-pay, unless in the opinion of the Resident Commissioner it is essential for the performance of the duties of the office that the acting officer should reside in the quarters, in which case the officer on leave shall be required to vacate the whole or any part of such quarters as may be necessary.

23. Officers on leave who are in receipt of an allowance for house rent may draw so much of that allowance as may not be required for the acting officer.

24. All leave of absence granted to an officer shall be recorded in a leave register to be kept in the Resident Commissioner's office.

25. As soon as any officer resumes duty after leave of absence the fact shall be reported to the Government Secretary.

26. The High Commissioner may in special circumstances authorize a departure from these regulations in an individual case.

#### FORM A.

I hereby certify that, with the approval of the High Commissioner, I have granted to..... leave of absence on..... salary for..... months from the..... with an extension of leave on..... salary for.....

I hereby certify:

1. That the above leave was granted to commence on the..... of.....192..., and to end on the..... of.....192..., on the ground of.....
2. That.....has been in the service of the Bechuanaland Protectorate Government for.....years.
3. That in the course of that service he has been absent on leave, other than vacation leave, on several occasions, at the dates and for the terms specified below:
  - (1) For.....months, beginning on the..... of.....and ending on the..... of.....;
  - (2) for.....months, beginning on the..... of.....and ending on the..... of.....;
  - (3) for.....months, beginning on the..... of.....and ending on the..... of.....
4. That.....has notified to me his intention to apply to the Secretary of State for an extension of leave, and that I have granted him permission to do so.
5. That provision has been made for the due execution of the duties of office during his absence by.....

	Years.	Months.
1. Total service from date of arrival in the Protectorate to the date of certificate....		
2. Deduct total absence since arrival (other than vacation leave) whether with or without half salary.....		
3. Period of resident service.....		
4. Maximum amount of leave authorized by the regulations in respect of the above period of resident service (viz., one-sixth of resident service, plus six months).....		
5. Leave on half salary already taken since first arrival in the Protectorate.....		
6. Leave now granted (other than vacation leave).....		
7. Vacation leave now granted.....		

.....  
Resident Commissioner.

I hereby certify that.....has received full salary at the rate of £.....per annum up to the.....192..., as....., and that he is entitled to salary at the rate of £..... a year from the.....192..., to the.....192..., inclusive, and thereafter to salary at the rate of £.....

.....  
Government Secretary.

NOTE.—(1) Officers proceeding on leave of absence are requested to observe that they will not be enabled to receive half-salary in England, unless this certificate is duly filled up and signed.

NOTE.—(2) When salary is paid in England, a certificate must be obtained from the Crown Agents showing the date up to which it has been paid, as without such certificate no payment of further salary can be made from the Bechuanaland Protectorate Government until the information required is obtained.

## CHAPTER IV

### HOLIDAY PRIVILEGES.

1. Every European officer may, upon application, receive once in every two years free railway return tickets (for the same class as would be issued if the officer were travelling on duty) for himself, his wife, and children permanently residing with and entirely dependent upon him to any railway station on the coast of South Africa between and including Lourenco Marques and Capetown: provided that the charge to Government funds shall in no case exceed the cost of the railway fare for the journey between his nearest railway station and Capetown. Any charge in respect of luggage must be borne by the officer concerned.

## CHAPTER V.

### FREE MEDICAL ATTENDANCE.

The conditions upon which the privilege of free medical attendance may be granted to members of the public service or other persons in the employment of the Government of the Bechuanaland Protectorate shall be as follows:—

1. Ordinary medical attendance by a Government medical officer may be granted free of charge to officers and their wives and children living with and wholly dependent upon them, provided that such free attendance shall not be granted—

(a) in maternity cases,

(b) to an officer or his family while absent from the territory.

2. Where the services of a Government medical officer are not available, the fees of the nearest available medical practitioner for ordinary medical treatment of officers and their wives and children and the cost of any journey undertaken for the purpose of such treatment or admission to hospital may, subject to a certificate by a Government medical officer that the expenditure was necessarily incurred, and subject to the approval of the High Commissioner, be paid by the Government.

3. Officers and their families may be supplied free of charge with medicines prescribed by medical officers or practitioners and with quinine, but not with remedies other than quinine which would ordinarily be bought without consulting a medical practitioner. Where alcoholic stimulants are prescribed they will only be supplied by the Government on repayment, except in special cases where the High Commissioner is satisfied that the officer concerned should in all the circumstances be relieved from liability to defray the cost.

## CHAPTER VI.

### MOTOR TRANSPORT.

1. Motor transport allowances are granted solely for the purpose of enabling an officer to maintain motor transport for the discharge of his official duties, and may in no case be regarded as a personal emolument.

2. The High Commissioner, upon the recommendation of the Resident Commissioner, may require or authorize any officer to provide and maintain motor transport for the discharge of his official duties. Facilities for the purchase thereof may be granted in terms of these regulations.

3. Subject to the provisions of section *four* hereof, allowances at such rates as may from time to time be fixed by the High Commissioner may, in respect of journeys on the public service, be paid to officers (other than those for whom special arrangements have been sanctioned) who have been required or authorized by the Resident Commissioner, with the approval of the High Commissioner, to use motor transport on the public service.

4. (1) Officers in receipt of motor mileage allowance when using their motor-cars on Government business may be required to transport one passenger (with a reasonable quantity of personal luggage) without any additional payment, and may be paid allowances at such rates as may from time to time be fixed by the High Commissioner in respect of each additional passenger.

(2) No chauffeur, personal attendant, or servant accompanying the owner or user of a motor-car or motor-bicycle, shall in any case be deemed to be a passenger for the purposes of these regulations.

5. Advances of the whole or part of the purchase price of motor vehicles may, upon the recommendation of the Resident Commissioner, and subject to the approval of the High Commissioner, be made on the following conditions:—

(a) The officer concerned must be permanently employed in a position requiring the maintenance of official transport.

(b) The advance must be repaid by equal monthly instalments extending over a period not exceeding four years, provided that in the case of a vehicle of British manufacture the period allowed for repayment may be six years. The repayment of such advance may be suspended during leave of absence for such period as the Resident Commissioner may deem proper.

(c) If before the advance is repaid an officer leaves the public service from any cause whatever, such portion of the advance as may be outstanding shall be recoverable from any moneys due to him by the Government, and if the amount due be insufficient to cover the sum outstanding, the Government shall have the power to sell the vehicle and deduct from the proceeds the balance of the amount advanced.

(d) The officer shall take out a policy of insurance covering the risks of accident, theft, and fire, and the policy shall be renewed and maintained until the whole of the advance has been repaid. The policy shall be ceded to the Government, and the cession shall not be cancelled so long as any portion of the advance remains unpaid. The amount of the first premium may be added to the advance granted for the purchase of the vehicle, and in such case shall be similarly repayable by the officer.

6. Motor transport may not be hired at the public expense without the authority of the Resident Commissioner.

## CHAPTER VII.

### GENERAL SUBSISTENCE AND TRANSPORT ALLOWANCE REGULATIONS.

#### *Definitions.*

1. In these regulations "subsistence allowance" shall mean an allowance to cover reasonable out-of-pocket expenses incurred by an officer while absent from his headquarters.

"Headquarters" shall mean the station where the principal duties of an officer have to be performed, or which may be indicated to him by the Resident Commissioner as his headquarters.

"District" shall mean the magisterial district within which the principal duties of an officer have to be performed, or which may be indicated to him by the Resident Commissioner as his district.

"When travelling on duty" does not apply to journeys to and from headquarters for the purposes of taking sick or other leave.

#### *Europeans.*

2. (a) Officers in receipt of commuted travelling or subsistence allowances shall not be granted subsistence allowance when travelling within the territory or on journeys between the territory and Mafeking.

(b) The Resident Commissioner shall be granted subsistence allowance at the rate of £2 per diem when travelling on duty outside the territory.

(c) The Crown Prosecutor shall be granted subsistence allowance at the rate of £1 per diem when travelling on duty.

(d) The Veterinary Officer, Palapye Road, shall be granted subsistence allowance at the rate of 15s. per diem when travelling on duty.

3. Any officer other than those mentioned in the preceding regulation who is not in receipt of a commuted travelling or subsistence allowance may, when travelling on duty outside of his district, be granted subsistence allowance calculated at the appropriate rate under the following scale:—

Officers drawing annual salaries above £750, 20s. per diem.

Officers drawing annual salaries of £501 to £750, 17s. 6d. per diem.

Officers drawing annual salaries of £301 to £500, 15s. per diem.

Officers drawing annual salaries of £300 or less, 12s. 6d. per diem.

4. An officer not in receipt of a commuted travelling or subsistence allowance, when absent on duty from his headquarters and travelling within his district, shall be allowed only reasonable out-of-pocket expenses actually incurred.

5. An officer travelling on duty shall be required to travel as rapidly as circumstances permit, and by the shortest possible route. It shall be the duty of an officer to explain the cause of any detour or detention in the certificate supporting his claim for reimbursement of his travelling expenses.

6. No out-of-pocket expenses will be allowed to non-commissioned members of the police when engaged in ordinary patrol or similar duties within their district, except in exceptional cases, which will be decided by the Resident Commissioner on their merits.

7. In calculating the number of days or fraction of days in respect of which subsistence allowance is to be paid, the following rules apply:—

(a) For each completed hour of absence in excess of twenty-four hours, one-twenty-fourth of the daily rate.

(b) For absence of less than twenty-four hours, but not less than twelve hours, provided the officer is required to hire sleeping accommodation, a full day's allowance. If the officer is not required to hire such accommodation, one-half of such allowance.

(c) For absence of less than twelve hours, but not less than six hours, one-half of a day's allowance.

(d) For absence of less than six hours, only reasonable out-of-pocket expenses actually incurred.

8. (1) Subject to the provisions of clause 10 of these regulations, an officer (whether in receipt of a commuted travelling or subsistence allowance or not) who is transferred or removed from one station to another may be granted subsistence allowance in accordance with the foregoing regulations during any period necessarily spent in travelling from one station to another, but shall not be granted a subsistence allowance for any period of residence at his new station, provided that any expenses which he may incur owing to short notice of removal may be reimbursed to him on production of satisfactory evidence that the expense could not have been avoided by the officer.

(2) An officer transferred or removed (except at his own request) from one station to a new station may also receive in respect of his household (which shall mean his wife and children permanently residing with and entirely dependent upon him, and his servants) the following allowances:—

For each person over 16 years... The same allowance as the officia

For each person under 16 years.. Half of such allowance.

For each servant (not exceeding two) An allowance not exceeding 10s. per diem for Europeans and not exceeding 3s. per diem for natives.

9. An officer transferred or removed from one station to another may be allowed transport by rail or road or partly by rail and partly by road at Government expense for his family (which shall mean his wife and children residing with and entirely dependent upon him) and himself, and his servants (not exceeding two), and also for the following luggage:—

If holding an appointment the maximum salary attached to which exceeds £500, not exceeding 450 lb.;

if holding an appointment the maximum salary of which does not exceed £500, not exceeding 400 lb.;

and, in addition thereto, if transferred permanently to another station, he may be allowed to transport, at Government expense, the following weight of furniture and effects, in the case of rail by goods train only:—

If holding an appointment the maximum salary attached to which exceeds £500, not exceeding 7 tons.

If holding an appointment the maximum salary attached to which does not exceed £500, not exceeding 5 tons.

#### *Hut Tax Collections.*

10. Notwithstanding anything contained in any of the foregoing regulations, the officer engaged on Hut Tax collections in the Lehututu District may be granted an allowance at the rate of 3s. per diem in lieu of out-of-pocket expenses while within that district, including residence at his headquarters.

#### *Natives.*

11. Native employees may be paid subsistence allowance at rates approved by the Resident Commissioner not exceeding 10s. per diem when travelling on duty outside the territory.

No out-of-pocket expenses will be allowed to them when engaged in ordinary patrol or similar duties within the territory, except in exceptional cases which will be decided by the Resident Commissioner on their merits.