

BECHUANALAND PROTECTORATE.

HIGH COMMISSIONER'S NOTICE
No. 77 of 1941.

It is hereby notified for general information that, under and by virtue of the powers vested in him by section *seven* of the Bechuanaland Protectorate Public Service Proclamation, 1924 (No. 32 of 1924), His Excellency the High Commissioner has been pleased to make the following amendments to the Regulations published under High Commissioner's Notice No. 145 of 1925, as amended, with effect from 1st May, 1941:—

1. Chapter I is hereby amended by the addition of the following regulation:—

6. An Officer proceeding to the Bechuanaland Protectorate on first appointment to a public office shall be entitled to receive a free passage for his wife and family from England to South Africa, of the same class as that to which the Officer himself is entitled in terms of Regulation 4 of Chapter IV of the Public Service Regulations.

2. Chapter VII shall be deleted and the following substituted therefor:—

CHAPTER VII.

GENERAL TRAVELLING AND TRANSPORT ALLOWANCE
REGULATIONS DEFINITIONS.

1. In these regulations " Travelling 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.

" When travelling on duty " does not apply to journeys to and from headquarters for the purpose of taking sick or other leave, but it shall be deemed to include such period which shall not exceed seven days, as may be spent by an officer on transfer or on return from leave at his headquarters, before he takes over from the outgoing officer, if no Government quarters are available for his occupation.

Substituted by HCN 40/44

EUROPEANS.

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

(b) No commuted travelling allowance, and no entertainment allowance shall be paid to any officer during any period of absence on duty from the Territory or during any period of absence on leave, whether vacational, occasional or sick, in excess of twenty-one consecutive days in duration.

3. (a) Any officer who is not in receipt of a commuted travelling allowance may when travelling on duty in the Territory be granted travelling allowance calculated at the appropriate rate under the following scale for each night spent away from his headquarters:

	<i>Per</i>
	<i>night.</i>
	<i>s. d.</i>
Heads of Departments and Administrative Officers in charge of Districts	7 6
Officers holding appointments the maximum salary attached to which exceeds £600 <i>per annum</i>	6 0
Officers holding appointments the maximum salary attached to which exceeds £360 <i>per annum</i> but does not exceed £600 <i>per annum</i>	5 0
Officers holding appointments the maximum salary attached to which is £360 <i>per annum</i> but not less than £300 <i>per annum</i>	4 0
Officers in receipt of an annual salary of less than £300 <i>per annum</i> may be granted travelling expenses, not exceeding 4s. <i>per night</i> , in the discretion of the Resident Commissioner.	

(b) The above rates of travelling allowance will not ordinarily be payable to officers whose normal duties are in the field. Thus members of the Police Force when on duty within their own Districts, fence foremen, lorry drivers, and such officials or classes of officials as the Resident Commissioner may determine, will not be entitled to claim travelling allowance under Regulation 3 (a), save in exceptional cases with the special sanction of the Resident Commissioner.

(c) Where an official is entitled to travelling allowance in terms of paragraph (a) of this Regulation if such official is required to stay at a hotel or boarding-house or on rail, or would be so required if private hospitality were not available, an allowance of 15s. *per diem* may be paid.

4. Any officer while absent from the Bechuana-land Protectorate on duty, whether he be travelling in the execution of his ordinary official duties or be on transfer from one station to another or be engaged on relieving special or other duty, shall be granted travelling allowance calculated at the following rates:—

	<i>Per diem.</i>
	s. d.
Resident Commissioner	35 0
Officers holding appointments, the maximum salary attached to which exceeds £600 per annum	20 0
Officers holding appointments, the maximum salary attached to which exceeds £360 per annum but does not exceed £600	15 0
Officers holding appointments, the maximum salary attached to which does not exceed £360 per annum	12 6

An officer acting for another of a higher grade shall draw the allowance appropriate to such higher grade. For the purposes of this Regulation the journey from Ramathlabama to Mafeking and any necessary detention in Mafeking shall be deemed to be travelling within the Territory.

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. An officer while travelling on transfer from one station to another may claim in respect of his household (which for the purpose of this Regulation shall mean his wife and children residing with and entirely dependent upon him, and his servants not exceeding two in number) travelling allowances at the following rates:—

For each European over 16 years the same allowance as the official.

For each European under 16 years, half of such allowance.

For each Native servant, not exceeding 2s. per night.

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

(a) for each completed hour of absence in excess of 24 hours, one-twenty-fourth of the daily rate.

- (b) for absence of less than 24 hours but not less than 12 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 12 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. 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 £600 not exceeding 450 lbs.;

If holding an appointment the maximum salary of which does not exceed £600 not exceeding 300 lbs.;

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 £600, not exceeding seven tons.

If holding an appointment the maximum salary attached to which does not exceed £600, not exceeding five tons.

9. (a) An officer transferred from another Territory to the Bechuanaland Protectorate shall be entitled to conveyance by passenger and goods train of the same weight of furniture and effects as would be allowed to an officer on the same scale on transfer within the Territory.

(b) An officer newly appointed to the Service may be allowed to transport, at Government expense, the following weight of furniture and effects:—

- (i) by passenger train: the amount prescribed in Regulation 8 of this Chapter;
- (ii) by goods train: three tons, within a period of six months after his arrival in the Territory;

Provided that the officers mentioned in paragraphs (a) and (b) of this Regulation may be required to refund the cost of transporting their furniture and effects if they quit the Territory without leave or leave the Service of the Government, or be dismissed or removed from their appointments in consequence of misconduct within a period of three years from the date of their arrival in the Territory.

(c) Temporary officials, on first appointment, may be allowed to transport at Government expense the following weight of furniture and effects:—

- (i) by passenger train 300 lbs.
- (ii) by goods train one ton.

Provided that in special cases these amounts may be exceeded with the permission of the High Commissioner.

10. An officer who is required to maintain a motor vehicle in connexion with his official duties may on first arrival or on transfer from one station to another within the Territory either—

- (a) transport the motor vehicle by rail at Government cost in addition to the maximum weights allowed in Regulations 8 and 9 in respect of his furniture and effects; or
- (b) if he elects to travel by road draw the regulation motor mileage allowance or the total cost to Government of transporting him, the members of his family and his motor vehicle by rail, whichever is the less;

Provided that this Regulation shall not apply in the case of an officer newly appointed to the Service and that in the case of an officer transferred from one Territory to another the terms of this Regulation shall only apply if the prior approval of the Administration by whom the cost of such transfer will be borne has been received.

NATIVES.

11. Native employees may be paid travelling allowance at rates approved by the Resident Commissioner not exceeding 7s. 6d. a day when travelling on duty outside the Territory.

A Native travelling on duty in the Territory may be granted travelling expenses not exceeding 2s. 6d. per night if single or 5s. a night if married and accompanied by his family in the discretion of the Resident Commissioner. No out-of-pocket expenses will be allowed to him when engaged in ordinary patrol or similar duties within the Territory save in exceptional cases with the special sanction of the Resident Commissioner.

12. Native employees may be granted free transport by goods train of their effects in the discretion of the Resident Commissioner: Provided that in the case of a married employee the amount which may be so transported shall not exceed 1,500 lbs. in weight and in the case of an unmarried employee 500 lbs.

By Command of His Excellency the
High Commissioner.

H. E. PRIESTMAN,
Administrative Secretary.

High Commissioner's Office,
Cape Town, 17th May, 1941.