

118

REGULATIONS

FOR

HIS MAJESTY'S

COLONIAL SERVICES

October, 1928.



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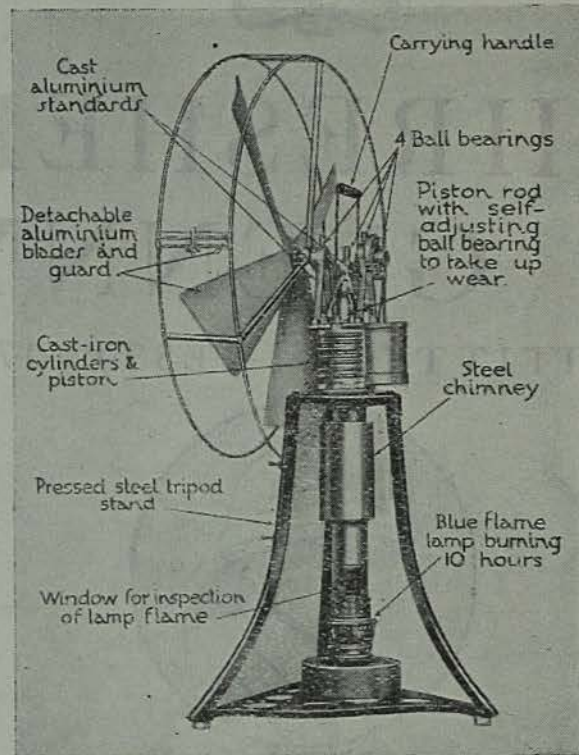
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CONTENTS.

	PAGE
CHAPTER I.—CONSTITUTIONS	3
CHAPTER II.—OFFICERS.	
A. Appointments	8
B. Discipline	10
C. Salaries	19
D. Salaries and Leave of Governors	24
E. Passages of Governors	25
F. Passages in H.M. Ships	28
G. Passage and Leave Rules for European Officers in West Africa... ..	29
H. Passage and Leave Rules for European Officers in East Africa	36
J. Passage and Leave Rules applicable to Colonies outside Africa	40
CHAPTER III.—CEREMONIES.	
A. Precedence	46
B. Medals and Decorations	49
C. Salutes	49
D. Flags	49
E. Visits	51
F. Uniforms	53
CHAPTER IV.—CORRESPONDENCE.	
A. Colonial Office	55
B. Returns	58
C. Military	60
D. Naval	62
E. Shipping	63
F. Consular	64
G. Individuals	65
CHAPTER V.—FINANCE.	
A. Accounting Officers... ..	66
B. The Estimates	68
C. Receipts	76
D. Payments	79
E. Classification and Control... ..	86
F. Remittances and Imprests	91
G. Custody of Public Money... ..	92
H. Accounts and Book-keeping	95
J. Audit	98
K. Stores	102
L. Government House... ..	104
M. Returns	106
APPENDICES 1 to 7... ..	108-120
INDEX	121

Regulations for His Majesty's Colonial Services.

CHAPTER I.—CONSTITUTIONS.

1. These regulations apply to the following Colonies and Dependencies :—

I. Malta, in so far as they relate to matters of Imperial concern. In such matters Ordinances are enacted by the Governor, and the Crown has the power of legislating by Order in Council. As regards its internal affairs Malta possesses responsible Government.

II. Colonies in which the administration is carried on by public officers under the control of the Secretary of State for the Colonies, and Protectorates similarly controlled.

(i) Colonies possessing an elected House of Assembly and a nominated Legislative Council :—

Bahamas, Bermuda.
Barbados,

(ii) Colonies possessing a partly elected Legislative Council, the constitution of which does not provide for an official majority :—

British Guiana, Cyprus.
Ceylon,

(iii) Colonies and Protectorates possessing a partly elected Legislative Council, the constitution of which provides for an official majority :—

Fiji, Northern Rhodesia,
Grenada, St. Lucia,
Gold Coast, St. Vincent,
Jamaica, Sierra Leone (Colony
Kenya, and Protectorate),
Leeward Islands, Straits Settlements,
Mauritius, Trinidad.
Nigeria (Colony and
Protectorate),

The Legislative Council of Kenya has power to legislate for the Kenya Protectorate.

(iv) Colonies and Protectorates possessing a nominated Legislative Council :—

British Honduras,	Nyasaland Protectorate,
Falkland Islands,	Seychelles,
Gambia,	Uganda Protectorate,
Hong Kong,	Zanzibar.

In all the above Councils, except British Honduras, the constitution provides for an official majority.

The Legislative Council of the Gambia has power to legislate for the Gambia Protectorate.

(v) Colonies and Protectorates without a Legislative Council :—

Ashanti,	Northern Territories
British Solomon Islands Protectorate,	of the Gold Coast,
Gibraltar,	St. Helena,
Gilbert and Ellice Islands Colony,	Somaliland,
	Weihaiwei.

In all these Colonies and Protectorates, except Bahamas, Barbados, Bermuda, British Honduras, and the Leeward Islands, the Crown has the power of legislating by Order in Council.

III. Territories in respect of which Mandates on behalf of the League of Nations have been accepted by His Majesty :—

(i) Palestine. The Palestine Order in Council, 1922, provides for a partly elected Legislative Council the constitution of which does not provide for an official majority. This part of the Order has been temporarily suspended by the Palestine (Amendment) Order in Council, 1923, and pending the actual establishment of the Legislative

Council legislation is effected by the High Commissioner with the assistance of an Advisory Council consisting of officials.

(ii) Tanganyika Territory, in which the Legislative Council is nominated.

(iii) The British Cameroons, of which the Northern parts are legislated for by the Governor of Nigeria and the Southern parts by the Governor and Legislative Council of Nigeria.

(iv) The British Sphere of Togoland, which is legislated for by the Governor of the Gold Coast.

In these Regulations the term " Colony " includes any territory to which the Regulations apply.

2. The officer appointed by the Crown to administer the Government is styled either :—

Governor and Commander-in-Chief.

Captain-General and Governor-in-Chief,

High Commissioner and Commander-in-Chief,

High Commissioner, or

Commissioner.

In these Regulations the term " Governor " includes all officers appointed to administer Governments, however styled.

3. The officer so appointed receives a Commission under the Royal Sign Manual and Signet, and his powers are conferred and his duties are defined by His Majesty's Commission and the Instructions with which he is furnished.

4. If through death or absence or otherwise he should become incapable of acting, the government devolves on such officer or person as may have been designated for that purpose in the Letters Patent or Order in Council constituting the office.

5. The Governor is the single and supreme authority responsible to, and representative of, His Majesty.

He is, by virtue of his Commission and the Letters Patent or Order in Council constituting his office, entitled to the obedience, aid, and assistance of all military and civil officers; but although bearing the title of Captain-General or Commander-in-Chief, and although he may be a military officer senior in rank to the officer commanding the troops, he is not, except on special appointment from His Majesty, invested with the command of His Majesty's Regular Forces in the Colony. He is therefore not entitled to receive the allowances annexed to that command nor to take the immediate direction of any military operations, nor, except in cases of urgent necessity, to communicate officially with subordinate military officers without the concurrence of the officer in command of the forces, to whom any such exceptional communication must be immediately notified.

6. The Governor, as the King's representative, will give the "word" (parole) in all places within his government.

7. The officer commanding the troops will render to the Governor such returns as he may require relating to the strength and condition of the troops, or to the military defences of the Colony.

8. On the receipt of the Army (Annual) Act, the officer commanding the troops will communicate to the Governor the "General Orders" in which it may be promulgated.

9. Where several Colonies are comprised in one military command, the officer in command of the whole may transfer troops from one Colony to another on the application of the Governor of the Colony to which the troops are to be sent. This application should when practicable contain the written expression of opinion of the military officer, if any, there in command; but the officer in command must in all cases

consult with the Governor of the Colony from which the troops are sent, and will incur a special responsibility if he sends them away without the Governor's consent, except under special instructions from His Majesty's Government.

10. For the purposes of Regulations 5 to 9, Colonies comprised under one government-in-chief are to be regarded as a single Colony.

11. The Governor has no authority over the movements of His Majesty's ships, and is not entitled to issue orders to officers of the Royal Navy. But, it being a general obligation on all His Majesty's civil and military officers to afford mutual assistance to each other in cases affecting the King's service, the Commander-in-Chief of a station or the senior officer present at a port is instructed in the King's Regulations for the Navy to pay due regard to such requisitions as he may receive from the Governor, having for their object the protection of His Majesty's possessions, the benefit of the trade of his subjects, or the general good of his service.

12. In urgent cases, when the requisitions may conflict with the instructions from the superior naval authority under which he is acting and when reference by telegraph or otherwise to such superior authority is impracticable, a naval officer is instructed to consider the relative importance and urgency of the required service as compared with his instructions, whether general or special; and he is to decide as in his judgment may seem best for His Majesty's service. In so doing he is instructed to bear in mind the grave responsibility that would rest on him if the circumstances were not such as fully to warrant the postponement of the instructions from his naval superior to the more pressing requisition from the Governor.

13. In cases where high political considerations demand the decision of His Majesty's Government in

respect of the action to be taken, the Governor should communicate his opinion that the presence of one of His Majesty's ships is necessary direct to the Secretary of State, instead of direct to the commanding officer of His Majesty's ship, unless the lives and property of British subjects are in such imminent peril as to demand immediate action.

CHAPTER II.—OFFICERS.

A. Appointments.

14. The regulations as to appointment to public offices are directions given by the Crown to the Governors for general guidance and do not constitute a contract between the Crown and its servants.

15. Appointments to public offices are made by authority of His Majesty, and such offices as a rule are held during His Majesty's pleasure, but in some few cases are held during good behaviour.

16. The general rule is that appointments to public offices are made by letter signed by the Governor or written by his direction, except in the case of Judges of the Supreme Court, who are appointed in His Majesty's name by an instrument under the Public Seal of the Colony. This rule applies equally whether the appointments be provisional or substantive.

17. Public offices are divided into three classes :—

Class I. Those of which the initial emoluments do not exceed two hundred pounds per annum.

Class II. Those of which the initial emoluments exceed two hundred but are less than four hundred pounds per annum.

Class III. Those of which the initial emoluments are not less than four hundred pounds per annum.

18. When a vacancy occurs in Class I the appointment is made by the Governor.

19. When a vacancy occurs in Class II a provisional appointment is made by the Governor and is reported to the Secretary of State for approval in the next quarterly return under Colonial Regulation 366.

20. The powers of the Governor under the two preceding regulations do not extend to the appointment or provisional appointment of a person not resident in the Colony.

21. When a vacancy occurs in Class III the Governor reports it immediately to the Secretary of State. The Governor may recommend a candidate for the appointment, but it must be clearly understood that the Secretary of State may select another candidate. Any person who is appointed to act in the vacant post should be distinctly informed that he holds the office only until the appointment is confirmed or superseded under directions from the Secretary of State.

22. In reporting a vacancy in Class III, the Governor will furnish in duplicate, in the form given in Appendix 1, full particulars respecting the nature and incidents of the Office.

23. In the selection of candidates for vacancies in Classes II and III, the claims of meritorious public officers in the service of any Colony will generally take precedence of those of persons not already in the public service.

24. The Governor will make annually a confidential report on the qualifications of persons in the public service who apply or are fitted for promotion otherwise than in their own department, whether in the Colony or elsewhere; and on all officers on the active list of the Army seconded for employment in the Colony, on

whom reports are not made to the War Department direct.

The Governor will make a similar report in the case of persons resident in the Colony when such persons apply through him to the Secretary of State for employment in the public service.

25. The claims of candidates for promotion will be considered in order of their seniority, but the selection will be mainly decided by regard to official qualifications. Seniority in any Department is determined by the date of an officer's appointment to the particular grade or class in which he is serving. Seniority as between officers appointed on probation and subsequently confirmed in their appointments is determined by the date of the probationary appointment. Except where otherwise provided at the time of appointment, seniority as between persons selected for appointment from outside the Colony is determined by the date at which they begin to draw any salary of their new office or, where two or more begin to draw such salary on the same date, by the date of the letter from the Colonial Office confirming the selection.

26. Appointments, provisional or permanent, of gentlemen who have been connected with the Governor as private secretaries, aides-de-camp, or otherwise are open to objection and must not be made without previous reference to the Secretary of State.

B. Discipline.

27. Officers are required to discharge any duties upon which the Governor may think it desirable to employ them.

28. Salaried public officers whose remuneration is fixed on the assumption that their whole time is at the disposal of the Government are prohibited from engaging in trade, or employing themselves in any commercial or agricultural undertaking.

29. All salaried public officers, whether or not their whole time is at the disposal of the Government, are prohibited from directly or indirectly making or holding any local investment, speculating in the shares of, or being connected with, any company, occupation, or undertaking, which might bring their private interests into real or apparent conflict with their public duties, or in any way influence them in the discharge of their duties. In all cases of doubt as to the application of this regulation a public officer is required to submit the case for the Governor's decision.

30. No public officer on leave of absence may accept any paid employment without previously obtaining the express sanction of the Secretary of State or, if his leave is spent in the Colony, of the Governor.

31. No public officer may undertake any private agency in any matter connected with the exercise of his public duties.

32. Without the express permission of the Secretary of State or of the Governor, a public officer may not 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 properly regarded as of a political or administrative nature.

He may, however, publish signed articles upon subjects of general interest.

33. No public officer, whether on duty or on leave of absence, is to allow himself to be interviewed on questions of public policy or on matters affecting the defence or military resources of any British possession.

34. Governors, Lieutenant-Governors, and all other public officers in the Colony are prohibited from receiving valuable 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 regulation applies not only to the officers themselves but also to their families, and officers will be held responsible for its observance by their families. It is not intended to apply to cases of remuneration for special services rendered and paid for with the consent of the Government. This regulation may be relaxed upon an officer's final departure from the service of the Colony, but only with the special permission of the Secretary of State previously obtained.

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

35. Presents from rulers, chiefs, or other members of the population in or neighbouring to the Colony, which cannot be refused without giving offence, will be handed over to the Government.

When presents are exchanged between Governors or other officers acting on behalf of the Colonial Government in ceremonial intercourse with rulers, chiefs, or others, the presents received will be handed over to the Government, and any return presents will be given at the Government expense.

36. Governors will not without special permission accept or forward any articles for presentation to His Majesty.

37. Any officer who is absent from the Colony without leave will be held thereby to have vacated his office.

38. Holders of patent offices may be removed from such offices by the Governor in Council under Section 2 of the Act 22 Geo. 3, c. 75, or they may be suspended

or dismissed by the Governor under the powers in that respect conferred by the Letters Patent or other instrument of Government.

In either case the procedure prescribed under Regulation 42 should be adopted.

In the case of amotion an appeal lies as of right to His Majesty in Council.

In the case of suspension the Secretary of State will as a general rule refer the matter to His Majesty in Council before deciding whether the dismissal of the officer should be authorized.

39. A public officer holds office subject to the pleasure of the Crown, and the pleasure of the Crown that he should no longer hold it may be signified through the Secretary of State, in which case no special formalities are required.

40. An officer whose pensionable emoluments do not exceed £200 a year may be dismissed by the Governor, provided that in every such case where the officer has not been convicted on a criminal charge the grounds of intended dismissal are definitely stated in writing, and communicated to the officer in order that he may have full opportunity of exculpating himself, and that the matter is investigated by the Governor with the aid of the head of the department.

If such an officer is convicted on a criminal charge, the Governor may call for the records of the trial and form his decision thereon, with the assistance if necessary of the officer who tried the case.

In lieu of dismissal the Governor may remove the officer to an office of lower rank in the service, or may require him to serve in his original office at a reduced salary, either permanently or for a stated period, or may deduct a portion of salary due, or about to become due, to the officer. Such dismissal or other punishment will not require the confirmation of the Secretary of State, but any memorial from the officer must

be forwarded to the Secretary of State without delay with a statement of the grounds of dismissal or other punishment.

41. Notwithstanding the above provisions, if the Governor considers that any such officer should be removed from the service on grounds of general inefficiency, he must call for a full report from the heads of the departments in which the officer has served; and, if satisfied after considering that report that it is necessary in the interests of the public service, he may remove the officer. In every such case the question of pension will be dealt with under the laws or regulations of the Colony.

42. An officer whose pensionable emoluments exceed £200 a year 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 :—

(i) The Governor shall signify to the officer by a statement in writing the grounds on which it is proposed to dismiss him and shall call upon him 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 the Attorney-General, as Chairman, and of two other members of the Executive Council.

(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, allow the officer to be assisted by a friend, being an officer in the public service, or in exceptional circumstances by counsel, and when such permission is given the officer's case may be conducted by such friend or counsel.

The Committee may at any time withdraw their permission to the officer to be so represented, and refuse to hear his friend or counsel, in which case they shall allow the officer such adjournment as is reasonably necessary to enable him to present his case in person.

(vi) If during the course of the inquiry further grounds of dismissal are disclosed, the Governor, if he thinks fit to proceed against the officer upon such grounds, shall furnish him with a written statement thereof and shall take the same steps 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 deserves some lesser punishment, he may inflict such lesser penalty as seems proper in the circumstances, but shall, as in the case of a recommendation for dismissal, report the matter to the Secretary of State for approval. If the Secretary of State does not approve the recommendation, he

will direct the Governor to annul, reduce, or increase the punishment.

(xiii) 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.

43. If in any case the Governor considers that the interests of the public service require 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. An officer who has been interdicted shall, unless and until he is suspended, be allowed to receive such proportion of the salary of 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 will be entitled to the full amount of salary which he would have received if he had not been interdicted.

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

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

46. 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 42 being taken, but the action must be reported to the Secretary of State for approval.

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

48. An officer acquitted of a criminal charge shall not be dismissed on any charge upon which he has been acquitted, but nothing in this regulation shall prevent his being dismissed or otherwise punished on any other charges 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 the Governor, if he thinks fit, may take the usual proceedings for the purpose.

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

50. Notwithstanding the above provisions, if the Governor considers that an officer whose pensionable emoluments exceed £200 a year should be removed on grounds of general inefficiency which cannot properly be dealt with by specific charges under the foregoing rules, he must 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 if the Secretary of State is satisfied that the officer's removal is necessary in the interests of the public service, it will be carried into effect by an intimation to the Governor that it is the pleasure of the Crown that the officer should no longer hold his office. In every such case the question of pension will be dealt with under the laws or regulations of the Colony.

51. If it is represented to a Governor that an officer whose pensionable emoluments exceed £200 per annum has been guilty of misconduct, and the Governor is of opinion that the misconduct alleged is not serious enough to warrant proceedings under Regulation 42, with a view to dismissal, he may cause an investigation to be made into the matter in such manner as he shall think proper.

If as a result of such investigation and after considering anything the officer may desire to urge on his own behalf 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.

Any such punishment 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 summary punishment of officers by the Governor or the head of a department.

C. Salaries.

52. On appointment to an office of a person not within the Colony, half salary, if available, will be allowed as a general rule from the date of embarkation, and full salary, if available, from the date of arrival in the Colony, provided that the officer proceeds direct to the Colony to which he is appointed; otherwise he will be allowed to draw half salary for such time only as is ordinarily required to perform the journey between the point of embarkation and that of arrival in the Colony.

But in the case of an officer transferred from one Colony to another, half salary from the Colony to which he is proceeding shall not begin while he is on leave from the Colony from which he is transferred.

53. No advance of salary is allowed to officers either on first appointment or on leave of absence, except in special cases to be determined by the Secretary of State. Collateral security will be required when the advance exceeds a month's salary. The security of another officer serving in the same Colony as the applicant will not be accepted.

54. If an office be vacant in a Colony for any reason other than the absence on full-pay leave of the holder, the person appointed by the Governor to act in that office shall be remunerated as follows:—

(1) If the person appointed is not in the public service, he shall be remunerated at such rate, not exceeding the initial emoluments of the office, as the Governor may decide.

(2) If he is the holder of another office, but is not performing the duties of it:—

(a) If his emoluments in his substantive office are not less than the minimum emoluments of the office in which he is acting, he shall continue to receive the former.

(b) If his emoluments in his substantive office are less than the minimum emoluments of the office in which he is acting, he may, while so acting, receive half the initial salary of the office in which he is acting, half the initial salary of his substantive office, all the increments he has earned in his substantive office, and any personal allowance to which he may be entitled, provided that he shall not receive in all more than the minimum emoluments of the office in which he is acting.

(3) If he is the holder of another office and is required to discharge the duties of that office while acting, he may receive :—

(a) If the offices are distinct and separate offices in different departments, or do not stand to one another in any immediate relation of superiority or subordination, half the initial emoluments of the office in which he is acting, together with the whole of his emoluments in his substantive office ;

(b) In any other case, the emoluments which he would receive if his case fell under (2) above.

For the purposes of this regulation :—

(1) An officer's emoluments include salary, duty allowance, personal allowance, expatriation allowance (in Palestine), and any other allowance not being in the nature of an allowance for out-of-pocket expenses (travelling, transport, subsistence, and forage allowances).

(2) The emoluments of the office means the same as the foregoing with the exception of personal allowance.

This regulation does not apply to European officers in Tropical Africa.

55. The fees, if any, of the vacant office will be dealt with by local regulation.

56. Should the officer whom the Governor has appointed to act in a vacant office or appointed provisionally thereto be confirmed therein, he will be entitled to draw the full salary of that office, if available, from the date on which he entered on the duties, but from the date from which he draws such full salary he will not be entitled to salary on account of any other office which he may have held at the same time.

57. An officer who is promoted in the ordinary course in the Colony in which he is serving will, in the absence of any statutory provision to the contrary, receive the salary of his new scale, grade, or appointment, if it be available, as from the date when the vacancy occurred in the superior post, whether he be in the Colony or on leave of absence at the date in question.

58. When the salary of an officer is on an incremental scale, the holder is not entitled to draw any increment as of right, but only by sanction of the Governor. In the case of a subordinate officer a certificate is required from the head of his department that he has discharged his duties with diligence and fidelity.

59.—(1) The period of service qualifying for an increment shall be reckoned from the day on which the officer first begins to draw any of the salary of his office.

(2) Where an officer already in the service of the Colony is appointed in the ordinary course of promotion to an office in the Colony carrying salary on an incremental scale and the new office is not superior in pensionable status to the old office the following rules shall apply :—

(a) If at the date of appointment the salary of the officer is not less than the minimum of the new office, he shall retain the salary which he is drawing until he has by length of service at his new incremental rate (or if he was qualifying for increment in his former post then at his former and his new incremental rates respectively) earned such an amount of increment as will bring his salary up to the next higher incremental step in the new scale. From that date he shall be eligible to draw salary accordingly and the date shall henceforth become his ordinary incremental

date. If at the date of appointment he has already earned the above-mentioned amount of increment, he shall forthwith receive salary accordingly and any balance of earned increment then remaining shall be taken into account in fixing the date of his next subsequent increment.

(b) If at the date of appointment the salary of the officer is less than the minimum of the new office but the officer has already earned such amount of increment as would bring his salary up to that minimum, he shall receive the minimum, and any balance of earned increment remaining shall be taken into account in fixing the date of his first increment on the new scale;

Provided that, in cases falling under either of the above rules,

(i) Any personal or other allowance payable in money which is a pensionable emolument under the pension rules of the Colony shall be reckoned as if it were included in salary.

(ii) Where the appointment is from a post not carrying a duty or seniority or similar non-pensionable allowance to a post carrying such an allowance, the officer shall serve a full incremental period in the new office before he shall become eligible for any increment.

(iii) If the officer at the date of appointment had served for over a year on the maximum (or fixed) salary of his old post, he shall be treated as if he had earned such proportion (not exceeding unity) of one increment in the new scale as his length of approved service on that salary in excess of one year bears to two years.

(3) If the scale of salary of an office is altered, the salary of the holder shall be dealt with in accordance with the rules contained in paragraph (2) above as if

the officer had been promoted in the ordinary course to a new office.

60. The grant of pensions and retiring allowances is governed by the laws or regulations of the Colony concerned. Commutation of pensions is not allowed.

D. Salaries and Leave of Governors.

61. A Governor is appointed during His Majesty's pleasure, but his tenure of office is as a rule confined to a period of six years from his assumption of the administration.

62. When the office of Governor becomes vacant or when the Governor is on leave, other than full-pay leave, the person succeeding to the administration of the government, if he be an officer in the service of the Colony, will receive half of the salary of the Governor, and half the salary of his own office.

Should the person called to the temporary administration have been transferred from the public service elsewhere, he will receive the whole salary of the Governor, if available, but in that case he will not be entitled to any portion of the salary of the office from which he has been transferred. During the absence on leave, other than full-pay leave, of a Governor and after the embarkation of a newly-appointed Governor, such person is only entitled to the half salary available. Whether he can draw also half the salary of the office from which he has been temporarily transferred will depend on the arrangements made for payment of his substitute, and will be decided in each instance by the Secretary of State.

This regulation does not apply to European officers in Tropical Africa.

63. The leave of Governors is regulated by special rules of local application; but in most of the Colonies the Governor may be granted leave with full salary,

exclusive of entertainment or duty allowance, for a period not exceeding six weeks in any one year. The officer administering the government is entitled in the absence of the Governor from the Colony to draw in full any allowance provided for entertainment and also any duty allowance.

64. If the period of a vacancy or of the absence of the Governor should exceed nine months, and there should be any salary available, the Secretary of State will approve such arrangements as may appear reasonable for the increase of the salary of the temporary holder for the period of excess.

65. On appointment to a Government, half salary when available will be allowed as a general rule from the date of embarkation from England or a Colony. An officer succeeding to the administration of a Colonial Government will be entitled to be paid in respect of the day on which he assumes the administration. The officer whom he succeeds will not be entitled to any payment for that day in respect of the administration of the Government.

66. If a Governor is transferred from one Colony to another and comes to England on his way thereto, he will, if the Secretary of State is satisfied that such return is unavoidable or in furtherance of the public interest, usually receive the half salary of the Government which he relinquishes, until the date of his embarkation from England for the Government to which he is appointed; but if such half salary is not available he will usually receive the half salary of the new Government. If no half salary is available from either Government, he can receive no salary.

E. Passages of Governors.

67. The following is the scale of allowances granted from Imperial funds to Governors where appointed

for the usual term of years, for their passages from this country :

	£
Bermuda	350
British Honduras	300
Ceylon	700
Cyprus	400
Falkland Islands	400
Fiji	800
Gambia	150
Gibraltar	200
Gold Coast... ..	200
Hong Kong	800
Kenya	500
Malta	300
Mauritius	700
Nigeria	200
Nyasaland	450
Palestine	400
St. Helena... ..	300
Seychelles	400
Sierra Leone	200
Somaliland	100
Straits Settlements	800
Tanganyika Territory	400
Uganda	400
Weihaiwei	500
West Indian Colonies	350

The passages of the Governor of Somaliland are paid from Protectorate funds.

68. A Governor is not entitled to any passage allowance from Imperial funds when proceeding on, or returning from, leave of absence.

69. On the expiration of his term of office a Governor will be granted a passage allowance in respect of the homeward journey of the same amount as that provided for the outward journey; but he

should not draw for the amount without the previous sanction of the Secretary of State.

70. A Governor who is relieved at his own request before the expiration of his term of office must provide his own passage.

71. A Governor transferred to another appointment before the expiration of his term of office will receive the allowance in respect of the homeward journey, if the Secretary of State is satisfied that his return to England is unavoidable or in furtherance of the public interest. If he is transferred to another Governorship, he will, subject to the same condition, receive also the allowance appropriate to the Colony to which he is to proceed.

72. A Governor who is transferred to another Governorship before the expiration of his term of office, and whose return to England is not shown to be unavoidable or in furtherance of the public interest, will not be entitled to both the homeward and outward passage allowances; but the allowance to be granted to him will be a sum bearing the same proportion to the passage allowance from England to the Colony to which he is transferred as the probable expense of a journey direct from one Colony to the other bears to the probable expense of a journey from England to the Colony to which he is proceeding. In the case of a public officer (not a Governor) or other person resident in a Colony, who may be appointed Governor of another Colony, the same principle will be followed as nearly as circumstances will admit.

73. A Governor who is transferred while on leave in this country will be entitled to the passage allowance from England to his new Colony unless that allowance is greater than the sum which might be allowed for a direct journey from the old Colony to

the new one, in which case the latter amount only will be allowed.

F. Passages in His Majesty's Ships.

74. No passage in His Majesty's ships is to be given to Governors or other public officers at the public expense except on the application of the Governor to the senior naval officer on the station. The expense for the entertainment of such passengers will not be paid from public funds, unless the Secretary of State approves.

75. The expense for the entertainment on board of His Majesty's ships of a Governor or other public officer must be paid to the paymaster of the ship at the end of the voyage, and, if possible, before leaving the ship.

76. The scale of allowance for entertainment on His Majesty's ships at the table of the Captain or Commanding Officer is as follows:—

I. For any Governor or High Commissioner whose salary is not less than £3,000 per annum exclusive of allowances, £4 per diem for the first **seven** days, and afterwards 21s. a day.

II. For any other Governor, or for a Lieutenant-Governor, Administrator, or Commissioner, £3 per diem for the first **seven** days, and afterwards 21s. a day.

III. For the persons composing the suite of Governors, &c., 21s. a day for each male person above the age of 16; two-thirds of that sum for every female above 16; one-third for such of either sex as shall be between the ages of 7 and 16; and one-fourth for such as may be under 7 years of age.

IV. For other public officers 21s. a day for the first **fourteen** days, and 15s. a day afterwards; and the proportions with respect to age and sex as stated in the preceding paragraph.

Payment for entertainment in His Majesty's ships is to be calculated according to the dates of the first and last dinners taken on board.

77. When a Governor or other public officer is proceeding in a ship of war on a tour of inspection which requires him to disembark at various ports, the higher rate per diem will in general only be paid for the seven days' entertainment following his first embarkation. If there are special reasons for repeating this higher rate, it must form a subject of special representation to the Secretary of State before it is made.

78. When a Governor or other public officer disembarks for the purpose of performing bona fide public service, and has not been able to give the Captain or Commanding Officer beforehand such information as to the days on which he will be absent from the ship as will prevent expense in preparing for his entertainment on those days, one-half of the rates of allowance above authorised will be payable in respect of such absence, and each day in respect of which such half rates are paid will be counted as a full day for the purpose of computing the seven or fourteen days referred to in the preceding regulations.

G. Passage and Leave Rules for European Officers in West Africa.

79. A free passage from the United Kingdom to the Colony will be allowed to any officer under the rank of Governor on first appointment, on his entering into an agreement to refund the cost of the passage in the event of his failing to serve for three years for any other reason than bodily or mental infirmity.

80. If, with the permission of the Governor, the officer is accompanied or followed to the Colony by his wife, he will be paid half a single fare outwards, and, if she remains in the Colony six months, half a single fare on returning to the United Kingdom. These payments will not be made unless the officer's wife :—

(a) before departure from the United Kingdom submits a satisfactory certificate from one of the Consulting Physicians to the Colonial Office or from her own medical attendant showing that she is in good health and physically fit to proceed to the Colony, or

(b) actually does reside there with her husband for at least six months during his tour.

The grant towards a wife's passage to the Colony will not be payable, except with the special sanction of the Governor, if she does not arrive in the Colony at least six months before the date on which her husband will become eligible for leave.

81. An officer will be paid the grants towards the cost of the outward and return passages of his wife once in each tour of service to the amount and subject to the conditions prescribed in Regulation No. 80.

82. Free passages from the United Kingdom to West Africa will not be granted to wives or children under Regulation 111.

83. When an officer is transferred from a Colony outside West Africa to a post in a West African Colony the cost of passages to the United Kingdom of his wife and family, not exceeding four persons besides himself, will be paid, provided that they are permanently giving up residence in the former Colony.

84. A free passage to the United Kingdom and back will be allowed to any officer under the rank of Governor who is granted leave of absence under Regulations 85, 86, and 92.

85. Subject to the necessities of the Service, officers may be granted by the Governor vacation leave on full salary not exceeding in all one week's leave in the United Kingdom for every completed calendar month of total residential service in West Africa, plus the time necessarily taken on the journey to the United Kingdom, and, if the officer is returning to West Africa for further service, the time necessarily taken on the journey from the United Kingdom to the Colony.

No additional leave will be granted in respect of any fraction of a month.

If an officer on vacation leave instead of proceeding to the United Kingdom is allowed by the Governor to proceed to another country, the leave in respect of the journey or journeys shall be the time necessarily taken on the journey to or from such country provided that this is not greater than the time necessarily taken on the journey to or from the United Kingdom.

86. Vacation leave may be granted without any special grounds after 18 consecutive calendar months of residential service in West Africa. An officer will not be required to serve a tour of more than 24 consecutive calendar months' residential service except in special circumstances, and the Governor may, should he think fit, grant vacation leave to any officer at any time after he has completed 12 consecutive calendar months' residential service. Within the above limits the actual length of each officer's tour shall be at the discretion of the Governor, who will take into consideration the necessities of the service, the character of the station or stations at which the officer has been serving, and his medical history.

Vacation leave on full salary may also be granted by the Governor to an officer after less than 12 consecutive calendar months' residential service in West Africa (a) if he is invalided from West Africa or (b) in

special cases where the Governor considers that the arrangement will be in the public interest.

87. Vacation leave may be extended by the Secretary of State on full or half salary at his discretion if the officer is required or permitted to remain in the United Kingdom by the Secretary of State on public grounds.

88. Sick leave on full salary may be granted by the Secretary of State at his discretion to an officer on the ground of ill-health for any period not exceeding six calendar months from the date of the expiration of his vacation leave; and where there is reason to believe that the officer will ultimately be fit to return to West Africa the Secretary of State may at his discretion extend such leave with half salary for a further period not exceeding six calendar months.

If an officer who has been granted sick leave is found by the Consulting Physician to the Colonial Office to be fit to return to West Africa and fails to do so when ordered, he shall be liable to refund any pay which he may have drawn in respect of such leave.

89. Any extension of leave which may be granted on any grounds other than those mentioned in the two foregoing regulations will be without pay.

90. In addition to any leave which may be granted under the foregoing regulations, an officer who has completed eight months' residential service and is expected, subject to good health, to complete at least a further six months' residential service, or who has been on the sick list and is reported by a Government Medical Officer to require a period of relaxation from duty to render him fit to complete a further six months' residential service, may, at the discretion of the Governor, be granted leave to be spent in West Africa or on a sea voyage for purposes of relaxation from duty, up to an amount not exceeding 21 days in

each tour of service plus the whole or part of the time necessarily taken in travelling to and from a place approved by the Governor up to a maximum amount of six days in all. During such leave full salary but not duty allowance will be paid, and the officer will be paid travelling expenses on the authorised scale up to a maximum of six days in all.

91. An officer returning to West Africa will be required to embark by the first vessel leaving the United Kingdom after the date on which his leave of absence expires, and will be allowed pay at the rate which he is then drawing for any days which may elapse between the expiration of his leave and the departure of the ship; provided that, if there is a later ship which is timed to arrive at his destination before the first one, he will be required to proceed by the later one. Extensions of leave will date from the expiration of the original leave, and not from the day on which the officer would have had to embark if his leave had not been extended.

92. Officers desiring leave on the ground of "urgent private affairs" before completing a tour of 12 consecutive calendar months' residential service may be granted by the Governor at his discretion permission to proceed on leave. In such cases the officer may be granted any vacation leave for which he is eligible under Regulation 85 (including leave for the period of the two voyages), but any extension will be without pay.

93. (a) Every officer, immediately before proceeding on leave of absence, must present himself to the medical officer of his station (or other medical officer), as provided by the local regulations, for examination as to the state of his health. The medical officer will furnish him with a paper of advice in proper form, which will contain directions as to the precautions he should take during the voyage home and after arrival

in the United Kingdom, and also an expression of opinion as to the necessity or otherwise of his being seen by one of the Consulting Physicians to the Colonial Office. Immediately after the examination the medical officer will himself post a certificate in the approved form direct to the Colonial Office, so that it will arrive in England by the same ship as the officer examined.

(b) When the officer arrives in the United Kingdom he will receive instructions to present himself to one of the Consulting Physicians to the Colonial Office, if that course is thought necessary, and in any case he may be required to show that the recommendations of the local medical officer are being carried out.

(c) If an officer falls ill so as to require medical attendance during the voyage home or during his leave of absence, and remains ill for a week, he must report the fact to the Colonial Office, and send fortnightly reports from his medical attendant as long as he remains under medical care. This also applies to the case of invalided officers, who are unable, on arrival in this country, to comply, within a week, with instructions to visit the Consulting Physician.

(d) Unless these rules are observed, an officer will not be entitled to pay during any extension of leave which it may be necessary to grant him on the ground of ill-health.

94. Officers may also be required by the Secretary of State to discharge any duty or to go through any course of instruction which he may think necessary during their leave of absence and will not be entitled to any additional remuneration or leave of absence in consideration of such employment. Allowances may, however, be granted to cover necessary out-of-pocket expenses.

95. When an officer is transferred while in West Africa from one West African Colony to another, his

service during that tour in the two Colonies will be regarded as consecutive for the purposes of Regulations 85 and 86, and the whole of his salary during leave of absence will be paid from the funds of the last Colony.

96. Persons engaged under agreements in the West Indies or Asia for certain subordinate posts in West Africa are employed on special terms as to leave of absence, under which, after three consecutive years of residential service, they may be granted vacation leave with full pay for two calendar months *plus* the time necessarily taken on the journey to England, and (if they are returning to West Africa) return leave with full pay for two calendar months *plus* the time necessarily taken on the journey from England, with free passages to and from their homes. Such persons may also be granted the same vacation for the purpose of relaxation from business as is allowed to native officials of similar grade, but this annual vacation must not be continuous with the vacation leave or return leave provided for in their agreements.

97. The foregoing Regulations (85 to 96) do not apply to officers who are natives of West Africa. All such officers are subject to the general regulations as to leave of absence and passages, with the exception that they are not entitled to any pay under Regulation 53 when acting in the place of a European officer. They will, however, in lieu of such pay, draw the duty allowance when acting in any office to which a duty allowance is attached; and when they are acting for a European officer and not receiving any duty allowance, the Governor may, if he thinks fit, award a gratuity in respect of such acting service, subject to the approval of the Secretary of State. On the other hand, the Regulations numbered 112 to 114, 116 to 119, 122, 123, 126 to 128 do not apply to European officers.

All officers who are not of pure European descent will be regarded as natives of West Africa for the purpose of these regulations unless special arrangements are made on engagement either as provided in Regulation 96 or otherwise.

H. Passage and Leave Rules for European Officers in East Africa.

98. Officers proceeding to their posts on first appointment from any place in Europe will be provided with a free passage not exceeding the cost of a free passage from London, which will be issued by the Crown Agents for the Colonies on the signature by the officer of an agreement to refund the cost of the passage in the event of his failing to serve for one tour of service for any other reason than bodily or mental infirmity.

Officers proceeding to their posts on first appointment from any place outside Europe will be allowed their reasonable travelling expenses (i.e., cost of railway fare to port of embarkation and cost of passage ticket to East Africa, but not incidental expenses) if duly supported by vouchers.

99.—(a) An officer who has been granted leave of absence, except on the ground of urgent private affairs, is granted free transport to the coast and a free passage to the United Kingdom; if returning for further service, he is granted similar privileges for the return journey. Any extra expenditure incurred by extension of leave, or similar cause, for other than public reasons, will be at the charge of the officer concerned.

(b) When, however, the officer is not returning to his duties at the end of his leave, a free passage to the United Kingdom will only be provided if claimed within six months of his cessation of duty in the case of an officer on the permanent establishment, or

within two months in the case of an officer serving on agreement.

100. An officer may be granted, in addition to the cost of his own passage, an allowance towards the cost of the passage tickets of his wife and (or) family between the United Kingdom and East Africa. The officer may also, if he wishes, travel by a lower class than that by which he is privileged to travel and apply the saving towards the cost of his family's passages.

The grant will be made only once in respect of passages in each direction during a tour of service, and officers to whom a grant is made will be required to sign an agreement that they will refund any portion of the grant which is not actually expended on passage tickets.

In the case of the homeward journey the grant is conditional on the officer completing a minimum tour of service, unless sent home earlier for medical reasons or on public grounds.

“ Family ” means an officer's children who are unmarried, under 21 years of age, and dependent on their parents for subsistence. It does not include nurses, the husband of a female officer, or relations other than children.

101. Free passages to East Africa will not be granted to wives or children under Regulation 111.

102. A tour of residential service shall be from 20 to 30* months, at the discretion of the Governor, but an officer may be detained beyond 30† months if, in the opinion of the Governor, the exigencies of the Service require it, and if a favourable medical report on the officer's health has been obtained.

Subject to the necessities of the Service, European officers may, after every tour of residential service,

* In Somaliland, 12 to 15 months.

† In Somaliland, 15 months.

be granted vacation leave with full pay for the time necessarily taken on the journey to the United Kingdom, *plus* three‡ days for each completed calendar month of residential service; and if specially detained by the Governor on public grounds after the completion of a tour of 30† months' service, they may be granted vacation leave for three‡ days more with full pay in respect of each completed calendar month that they may have been detained. Officers who are invalided before completing a minimum tour of service may similarly be granted vacation leave based upon the period of residential service which they have completed.

The time spent on the voyage in the case of a passage granted under the terms of Regulation No. 99 (b) will not be allowed to count as additional leave unless the officer avails himself of the passage within two months from the date on which he ceases to do duty.

103. In the case of officers who are returning to East Africa for further service, there may be added to their vacation leave a further period of leave with full pay, known as "return leave" for three‡ days for each completed calendar month of residential service, *plus* the time necessarily taken on the journey from the United Kingdom. Officers to whom return leave is granted will, in the event of their failing to return to East Africa for further service, be liable to refund the amount of any pay drawn in respect of such leave. In the event of their returning for further service, but, prior to the expiration of a tour of service, quitting the Dependency in which they are serving without permission or leaving the service of the Dependency or being dismissed or removed from the Service for misconduct, they will be liable to

† In Somaliland, 15 months.

‡ 2½ days in respect of service in certain stations in Kenya and Nyasaland, 3½ days in Somaliland, 2 days in Northern Rhodesia.

refund such part of any pay drawn in respect of such leave and such part of the cost of the passage to East Africa referred to in Regulation 99 as may be directed by the Governor.

104. Any fraction of a month by which an officer's tour of service has exceeded a number of completed months may be added to his next tour for the purpose of calculating his leave.

105. No extension of vacation leave will be granted in the ordinary course; but in exceptional circumstances, such as continued ill-health, officers who are not returning may be granted an extension of leave with full salary at the discretion of the Secretary of State for a period not exceeding six calendar months.

106. Return leave may be extended with full pay, on the ground of ill-health, for any period not exceeding six calendar months, and if necessary for a further period of six months with half salary; or it may be extended with full pay if the officer is detained by the Secretary of State on public grounds.

107. Officers desiring leave on the ground of "urgent private affairs" before completing a tour of residential service may, if specially recommended by the Governor, be allowed leave without pay, or, if they have completed six months of residential service, leave with half pay, at the discretion of the Secretary of State; but such leave must in no case exceed four months, inclusive of the time taken on the journeys. Officers to whom leave is granted under this regulation begin a new tour of service on their return to duty.

108. The passages of officers to East Africa are normally booked by the Crown Agents for the Colonies by the steamer sailing at or next before the expiration of their leave, any unexpired leave being added to the officer's next period of leave. The

privilege of carrying forward unexpired leave will not, however, be granted in the case of an officer returning by an earlier steamer than that sailing at or next before the expiration of his leave unless it is decided by the Secretary of State to be in the public interest that the officer should travel by the earlier steamer. Except in the case of Somaliland officials a short extension of leave may be granted to enable an officer to return by a steamer later than the expiration of his leave if the required extension is shorter than the period of leave which the officer would have to defer by sailing by the steamer next before the expiration of his leave; but no salary will be granted in respect of any such extension unless it is decided by the Secretary of State to be for the convenience of the Government that the officer should travel by the later steamer.

109. Any extension of leave, however short, which may be granted on any other grounds than those mentioned in Regulations Nos. 105, 106, and 108, will be without pay, unless for special reasons the Secretary of State authorises full pay or half pay.

J. Passage and Leave Rules applicable to Colonies outside Africa.

110. The following regulations apply generally to all public officers (other than Governors) in Colonies outside Africa, except native officers in certain Colonies to whom special local rules are applicable. Some variations, as indicated, have been adopted in certain Colonies.

111. A person selected for appointment to a public office will, in the absence of any local law or regulation to the contrary, receive a free passage from this country from Colonial funds for himself and for his wife and children not exceeding four persons besides himself, if they accompany him or follow him within

twelve months. The person so appointed will be required to execute an agreement to refund the cost of the passage in certain contingencies.

When an officer is transferred from one Colony to another, he will receive free passages by the cheapest and most direct route under similar conditions.

112. Officers will be granted vacation leave not exceeding three calendar months during and in respect of any two consecutive years' service. It is not necessary that any specific period should elapse between two successive grants of vacation leave; but an officer will not be granted his full three months at the beginning of a biennial period without some special reason.

In Palestine, officers of senior grades may not accumulate vacation leave beyond three months, and officers of junior grades who are allowed 15 days' leave per annum may not accumulate more than 30 days. Half-pay leave not exceeding three months at one time may be commuted for half the period on full pay not oftener than once in three years.

In Ceylon, vacation leave may be accumulated up to four and a-half months except in the case of an officer who is retiring.

In Hong Kong, vacation leave is allowed at the rate of one-eighth of the resident service and may be accumulated up to five months.

In the Straits Settlements it is one-sixth of the resident service and may be accumulated up to eight months subject to certain limitations. An officer is ordinarily expected to serve four years before taking leave and to give six months' notice of his intention to apply for leave.

In British Guiana, Jamaica, and Trinidad, officers must complete two consecutive years' resident service except in cases of serious indisposition or urgent private affairs; and are allowed one and a-half months'

vacation leave for each twelve months' resident service, which may be accumulated up to six months, the time occupied in journeying to and from the place at which the leave is to be spent, not exceeding the time necessary for a voyage to England and back, being allowed in addition.

In Fiji and the Gilbert and Ellice Islands Colony vacation leave may be accumulated up to four and a half months, but this privilege does not apply where the leave is to be spent in the Colony.

In the British Solomon Islands Protectorate, vacation leave is allowed at the rate of five days for each month of resident service, plus the time occupied on voyages up to two weeks each way. Half-pay leave not exceeding six months at one time may be commuted for half the period on full pay.

113. In the case of judicial or educational officers, such vacation leave may extend to, but must not exceed, the ordinary vacations of the Court or institution to which they belong; and they may generally, when absent on half-pay leave, receive full pay during any ordinary vacation of such Court or institution which may occur during the period of their leave of absence. In Colonies where there is no ordinary vacation of the Court or no vacation exceeding one month at one time, a judicial officer may have the leave allowed to ordinary civil officers.

114. If the officer intends to spend any portion of his vacation leave in Europe, the Governor should send a report to the Secretary of State similar to that required when half-pay leave is granted (Regulation 121). There is no abatement of salary during vacation leave; but the leave must be duly recorded and arrangements must have been made, and approved by the Governor, for the adequate discharge of the officer's duties without cost to the public except in very special circumstances.

115. Short periods of absence from duty owing to sickness are allowed on full pay, in accordance with the local rules of each Colony, without affecting vacation leave.

116. 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 Colony. It may be given after a less duration of service in cases of serious indisposition, or of urgent private affairs, if the Governor is satisfied that the indulgence is indispensable. In cases of serious indisposition the state of the officer's health must be certified by his medical attendant or, if required by the Governor, by a medical board. In cases of urgent private affairs the nature of such urgent affairs must be stated confidentially to the Governor.

In Ceylon, however, four years' resident service are required to qualify an officer for half-pay leave.

In Hong Kong, ordinarily half-pay leave is only granted after four and a-half years' resident service.

117. In the absence of special grounds, half-pay leave must not exceed one-sixth of the officer's resident service in the Colony. On special grounds it may exceed that period by six months.*

In the Straits Settlements, in special cases such as ill-health, urgent private affairs, or long residence in the tropics, half-pay leave may be allowed at the rate of one month in respect of each year of resident service, with an addition of six months.

In British Guiana, Jamaica, and Trinidad the period of half-pay leave and vacation leave combined must not exceed six months at a time, except in special circumstances. Officers who have been continuously in the Colony for five years or more without leave may receive an additional two months on half pay.

* See also Regulation 112 as to commutation of half-pay leave for full-pay leave.

118. 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 Colony except in special circumstances.

119. The Governor may not in any case grant more than 12 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 apply to the Secretary of State in sufficient time, if practicable, to allow of reference to the Colony. Leave will not be extended as a matter of course nor unless public convenience permits.

120. 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 Colonial Treasury. The undrawn moiety of the increments of salary of the absent officer will similarly lapse.

121. Governors will report to the Secretary of State each case in which leave of absence has been granted, transmitting a leave certificate in the approved form. The officer proceeding on leave will be furnished with a duplicate of the certificate to enable him to draw his salary. A third copy of the certificate will be sent direct to the Crown Agents for the Colonies when the officer's salary is to be paid through them, with instructions to issue the salary accordingly as it becomes due.

122. When an officer is entitled to half-pay leave no private arrangement made with the object of securing to him more than half pay will be allowed.

123. An officer on leave will not be eligible for any transport, travelling, or house allowance, or any fees.

124. On arrival in this country the officer on leave will report his arrival by letter to the Colonial Office, mentioning his address, and he will similarly notify any subsequent change of address. Treasurers and Auditors of Colonies whose accounts are subject to audit in this country should also send their addresses to the Director of Colonial Audit.

125. Except in very special cases, as of unbroken official residence in the same Colony for 15 years, no extensions will exceed six months at a time, nor will any officer on leave be allowed to receive half salary continuously for more than the following periods in respect of the following Colonies:—

	Months.
Mediterranean Colonies	9
West Indies, British Guiana, St. Helena, and Falkland Islands	18
Mauritius, Ceylon, Hong Kong, Straits Settlements, and Fiji	24

126. An officer applying for leave with the intention of retiring may receive any vacation leave for which he is eligible and only such half-pay leave as with his vacation leave will allow time for a decision upon his application for retirement; and the Governor giving leave under such circumstances will report the matter to the Secretary of State. An officer's salary will in such case cease and his pension commence when his retirement is sanctioned.

In the Straits Settlements, leave granted to an officer on retirement on secondment for service elsewhere is limited to three months.

127. If an officer retires during his leave of absence without having originally given notice of his desire to do so, the date at which his half salary is to cease

will be determined according to the circumstances of the case.

128. Leave will count from the date of relinquishment to that of resumption of duty.

129. Officers may be required by the Secretary of State to discharge any duty or to go through any course of instruction which he may think necessary during their leave of absence, and will not be entitled to any additional remuneration or leave of absence in consideration of such employment. Allowances may, however, be granted to cover necessary out-of-pocket expenses.

CHAPTER III.—CEREMONIES.

A. Precedence.

130. The precedence of officers in Colonies is determined by local enactments, by Royal Charters, by Instructions either under the Royal Sign Manual and Signet or through the Secretary of State, or by authoritative local usage.

131. In the absence of any special authority Governors will guide themselves by the following general table of Colonial precedence :—

The Governor or officer administering the Government.

The Lieutenant-Governor.

The officer in command of His Majesty's Naval Forces on the Station, if of the rank of Flag Officer, and the senior officer in command of the troops, if of the rank of General Officer, their own relative rank and precedence being determined by the King's Regulations on that subject.

*The Bishop.

* The precedence of the Bishop is of an honorary nature and to be accorded to him by courtesy.

The Chief Justice.

The officer in command of His Majesty's Naval Forces on the Station, if of the rank of Captain or Commander, and the senior officer in command of the troops, if of the rank of Colonel or Lieutenant-Colonel, their own relative rank and precedence being determined by the King's Regulations on that subject.

The Members of the Privy or Executive Council.

The Puisne Judges.

The President of the Legislative Council.

The Members of the Legislative Council.

The Speaker of the House of Assembly.

The Members of the House of Assembly.

The Colonial Secretary (not being in the Executive Council).

The Chief Commissioners, Government Agents, or Residents of Provinces.

The Attorney-General (not being in the Executive Council).

The Solicitor-General.

The senior naval officer, if below the rank of Commander, and the senior officer in command of the troops, if below the rank of Colonel or Lieutenant-Colonel, their own relative rank and precedence being determined by the King's Regulations on that subject.

In this table the term "Flag Officer" means a naval officer holding rank equivalent or superior to that of Rear-Admiral, and the term "General Officer" means a military officer holding rank equivalent or superior to that of Major-General.

132. When two or more Colonies are comprised within one naval or military command, the naval and military officers holding the commands in any one of such Colonies in the absence of the superior commanding officers will take the precedence assigned to them

in the Colonial Regulations, and will retain that precedence notwithstanding the presence of the chief superior officers of the whole naval and military commands. No other naval or military officers have any place at all in the general table of Colonial precedence, and the places accorded therein to the senior naval officer and the senior military officer have no connection, except as between those two officers, with the regulations governing naval and military precedence.

133. When a naval officer is a member of a Court of Inquiry into the circumstances attending the loss of a merchant ship but does not preside over the Court he should sit at the right hand of, and so next in seniority to, the President.

134. Members of the Royal Family take precedence in a Colony next after the Governor.

Except as provided in the following paragraph, British subjects who enjoy in the United Kingdom precedence by right of birth or by dignity conferred by the Crown do not lose such precedence while either temporarily or permanently residing in any Colony.

In the absence of special instructions from the King, and subject to any specific provision in the authorised local tables, the precedence within a Colony of all persons holding office or discharging official duties, whether naval, military, or civil, within that Colony is determined solely by official rank, and the wives of such persons, even though they enjoy precedence in the United Kingdom by right of birth, take their place according to the precedence of their husbands.

Persons entitled to official precedence in the United Kingdom, in foreign countries, or in any particular part of His Majesty's dominions, are not entitled as of right to the same precedence elsewhere. In the absence of any special instructions from the King, the precedence of such persons will be determined by the Governor.

B. Medals and Decorations.

135. All medals and decorations emanate from the Sovereign and no decoration or medal may be issued without His Majesty's approval having been first obtained. The King's Regulations respecting foreign Orders and Medals are inserted in Appendix 2.

C. Salutes.

136. The salutes to which Colonial officials are entitled are shown in the Table in Appendix 3.

137. Officers acting temporarily in any civil office are entitled during their temporary tenure to all the honours or salutes that may appertain to such office.

138. Governors are authorised to sanction such salutes as may have been customary, also such as they may deem right and proper at religious ceremonies, and further to cause the usual salutes to be fired at the opening and closing of the Legislature; but these salutes are in no cases to exceed nineteen guns.

139. A Colonial Governor absent from his Colony on leave, or otherwise than on a special mission expressly authorised by His Majesty's Government, is not entitled to receive any salute, or to fly any flag, as these privileges are only permitted when he is actually representing the Sovereign. A Governor so absent should decline all salutes or other official recognitions of a royal character from any foreign ship or troops.

D. Flags.

140. The Union Flag, without any badge, will be flown at Government House daily from sunrise to sunset.

141. 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 (as

shown in the drawing in Appendix 4), will be used by a Governor, a Lieutenant-Governor, or other officer administering a Government, when embarked in a boat or other vessel.

142. The British Blue Ensign with the arms or badge of the Colony emblazoned in the centre of the fly, i.e., in the centre of that part between the union jack and the end of the flag, and the pendant (as shown in the drawing in Appendix 5), shall be flown by all armed vessels which belong to or are in the service of the Government of a Colony. Such vessels when not armed shall fly a similar blue ensign, but no pendant.

143. All other vessels registered as belonging to His Majesty's subjects in His Majesty's Colonies or Dependencies will fly the red ensign without any badge unless otherwise authorised by warrant from His Majesty or from the Admiralty. Colonial merchant vessels may carry distinguishing flags with the badge of the Colony thereon, in addition to the red ensign, provided that such flags do not infringe Section 73 (2) of the Merchant Shipping Act, 1894.

144. Whenever a requisition is received by any officer in command of one of His Majesty's ships for the embarkation or conveyance of a Governor, High Commissioner, Lieutenant-Governor, or other officer administering a Government, the senior naval officer present may direct the flag which such official is entitled to use to be hoisted at the foretop-gallant mast-head of the ship in which he is embarked; provided that after consultation with, and on requisition from, that official, the senior naval officer considers it for the benefit of the service about to be performed that such flag should be hoisted, and provided that it is only hoisted or carried within the limits of the Government.

145. If the senior officer considers it, in any circumstances, undesirable to hoist the flag, he will inform the

Governor, High Commissioner, or other official concerned, of his reasons and will at once report the same to the Admiralty.

146. In the event of a Governor, High Commissioner, or officer administering the Government of a Colony being detached on a foreign mission in his official capacity, special instructions will be issued in each case as to the flag which should be carried by the man-of-war in which he may be embarked. In the absence of such instructions the senior naval officer present will exercise his discretion in consultation with the official proceeding on the mission.

E. Visits.

147. Official visits between naval officers and the Governor or Administrator of a Colony will be exchanged on the following occasions:—

(a) On the arrival of one or more of His Majesty's ships at a port at which the Governor or Administrator is present, between such officer and the senior officer in command of the squadron or ship.

(b) On the first arrival at such a port of any Flag Officer or Commodore since taking up his appointment.

(c) On a Governor or Administrator newly appointed assuming office, between him and all Flag Officers and Commodores present.

(d) These visits need not be exchanged more than once during the respective tenure of office of the King's representative and the naval officers mentioned above.

148. In exchanging visits,

(a) A Governor will always receive the first visit from the senior officer in command of the squadron or ship.

(b) An Administrator will pay the first visit to all Flag Officers or Commodores, but will receive the first visit in all other cases.

149. Return visits must be paid within 24 hours.

(a) A Governor will return visits in person to all Flag Officers and Commodores.

(b) An Administrator will do so in person to all Captains.

(c) A Flag Officer or Commodore will do so in person to all Administrators.

(d) In all other cases the return visit will be paid by an Aide-de-Camp or other officer deputed.

150. Should the Governor or Administrator find that from indisposition or pressure of important business he is unable to return or pay a visit in person, he will depute his Aide-de-Camp or some other officer to do so. In like manner should a Flag Officer or Commodore from indisposition or pressing occupation be precluded from paying or returning a visit, he will depute his Flag-Lieutenant or other officer not below that rank to do so. In each case the officer failing to pay the required visit in person will report the circumstance, and the reasons which led to the omission, to the Department under which he is acting.

151. Officers acting temporarily in higher civil offices or commands will, in respect of these visits, be upon the same footing as if they were confirmed in such offices or commands.

152. The senior naval officer present will arrange, when necessary, to provide suitable boats to enable Governors or Administrators to pay any official visits afloat on their notifying their wishes to that effect.

153. For the purpose of Regulations 147 to 152 :—
(a) the status of the British Resident, Zanzibar, is that of a Governor,

(b) the term "Administrator" means the Administrator or Commissioner of a Colony or Dependency acting in subordination to a Governor.

F. Uniforms.

154. Governors, unless at the time of their appointment they hold the rank of Admiral in the Royal Navy or of General in the Army (in which case they will during their tenure of office continue to wear their naval and military uniforms), will wear the special uniform prescribed for them.

155. The civil uniform of the second class will be worn by Lieutenant-Governors (other than Lieutenant-Governors in the Protectorate of Nigeria).

156. The civil uniform of the third class will be worn by Lieutenant-Governors in the Protectorate of Nigeria and by officers administering Governments but not holding the rank of Lieutenant-Governor. It may also be worn by all members of the Privy or Executive Councils (other than those covered by the preceding regulation) in Dominions, Colonies, and States having responsible government and by official members of the Privy and Executive Councils of other Colonies.

157. Subject to the sanction of His Majesty, obtained through the Secretary of State on the recommendation of the Governor, the civil uniform of the fourth class may be worn by heads of principal departments not having a seat in the Privy or Executive Councils, and the civil uniform of the fifth class may be worn by heads of minor departments and chief assistants in the principal departments; and His Majesty has sanctioned the wearing of the uniform of the fourth and fifth classes by the holders of certain other offices.

158. Private Secretaries to Governors or officers administering Governments may wear the civil uniform of the fifth class.

159. No person is entitled without the consent of the King to wear the uniform attached to any office after he has ceased to hold that office. Such consent can only be obtained on the recommendation of the Governor made through the Secretary of State, and only in cases where an officer has actually worn the uniform during his tenure of the office to which it is attached. No retired officer will be allowed to wear any other uniform than that which was attached to his office during his tenure of it.

160. A white undress uniform has been approved for use in tropical countries in place of the ordinary (blue) civil uniform. Its adoption in any Colony is left to the discretion of the Governor, but if it is adopted the wearing of uniform (or the alternative dress described in Regulation 162) is compulsory on all occasions duly prescribed. At outdoor functions in the day-time officers wearing the blue uniform are at liberty to wear with it the white helmet worn with the white undress uniform.

161. Only Governors or High Commissioners may wear the first class of this uniform, and they may wear with it, if they so desire, the cape forming part of the Governor's special uniform and a helmet bearing a plume similar to that on the cocked hat worn with the Governor's special uniform. On special occasions, however, such as the celebration of the Sovereign's Birthday or the opening or closing of the Legislature, Governors will wear the special uniform.

The other classes of white uniform will be worn by persons who are entitled, or have received permission, to wear the corresponding class of the ordinary civil uniform.

162. In lieu of civil uniform officers may wear, on all occasions when uniform is prescribed, ordinary evening dress with black breeches (with three buttons and black buckles at the knee), black silk hose, and plain court shoes.

CHAPTER IV.—CORRESPONDENCE.

A. Colonial Office.

163. Governors must address the Secretary of State for the Colonies in all correspondence with His Majesty's Government. Every such communication, therefore, to whatever public department in this country it may more immediately relate, must be addressed to the Secretary of State for the Colonies, with the exceptions mentioned in Regulations 181 to 195.

164. Despatches are classified and should be dealt with as follows :—

(1) **Numbered** despatches which the Governor is to lay before the Executive Council, unless there be some special reason to the contrary, which should be reported to the Secretary of State in a confidential despatch. Such despatches may be published unless express directions are given to the contrary, but enclosures consisting of correspondence with a Government Department in the United Kingdom should not be published without prior reference to the Secretary of State. Despatches which for local purposes are to be treated temporarily as confidential should be marked "Reserved" after the number. **Circular** despatches and despatches from the Secretary of State marked "**Accounts,**" "**Honours,**" or "**Miscellaneous,**" are to be treated in all respects as numbered despatches, unless also marked "Confidential" or "Secret."

(2) **Formal Correspondence**, such as schedules and records of telegrams, which should not be numbered.

(3) **Confidential** despatches which the Governor may, if he thinks fit, communicate under the obligation of confidence to the Executive

Council. No confidential despatch, either to or from the Secretary of State, may be made public without his permission. The Secretary of State will only publish such despatches if he considers it desirable in the public interest, and will as a rule consult the Governor before so doing. Numbered despatches marked "Reserved" will be treated as confidential for a period of six months from the date of the despatch.

(4) **Secret** despatches, the contents of which the Governor is forbidden to communicate to any one without express authority from the Secretary of State.

165. Whenever it may be found necessary to address the Secretary of State confidentially the communication should be marked "Confidential"; but care must be taken that the series of numbered despatches shall contain a full report of all important transactions in the Colony; so that, should Parliament call for information as to any of these transactions, a connected and complete account of what has taken place may be afforded by such despatches without adding those which are "Confidential." No reference to a confidential despatch should ever be made in a numbered despatch.

166. The Governor will cause the Secretary of State's despatches addressed to himself, as well as copies of his own addressed to the Secretary of State, whether confidential or not, to be deposited in the Secretariat or other recognised office of record in the Colony or in some other safe building belonging to the Government. The Governor must satisfy himself that proper arrangements are made for the custody of secret despatches. Any secret despatch which he considers it necessary to retain in his own custody must be handed by him personally to his successor.

167. The Governor is forbidden to withdraw at any time any despatch or other public document.

168. The Governor's despatches should be numbered in succession, commencing annually with a fresh series. Each despatch should be confined as much as possible to a single subject. The paragraphs should be numbered and the enclosures noted in the margin.

169. Each enclosure should be separately numbered or marked and, if in any foreign language except French, should be accompanied by a translation. Connected correspondence should be placed in order of date. In the case of printed documents which can be procured without difficulty, six copies should be forwarded.

170. Despatches forwarded to the Secretary of State should be accompanied by a schedule in duplicate, giving their serial numbers, dates, and subjects, and also by a statement of the numbers and dates of all despatches which the Governor may have received from the Secretary of State since the preceding occasion. Separate schedules and statements should be furnished for confidential and secret despatches.

171. With the view of facilitating the despatch of business, the Governor will send home by the first mail of every month :—

(1) A schedule of despatches received from the Secretary of State which have been more than three months in his hands without an answer. The cause of the delay should be briefly stated in each case.

(2) A schedule of despatches sent by the Governor to the Secretary of State which appear to have remained unanswered for more than three months after receipt. Attention should be called

to any case where inconvenience is occurring or likely to occur by the delay in answering.

172. In the case of telegraphic despatches, the Governor should transmit by mail schedules of all code telegrams despatched giving a brief indication of the subjects. "Confidential" and "Secret" code telegrams should be shown in separate schedules as in the case of despatches.

173. Every Legislative Act must be accompanied by a statement from the Law Officer of the Crown to the effect that in his opinion the Governor's assent may or may not be properly given thereto, and also by a report from the Governor or from the Law Officer giving all requisite explanation respecting the object of the Act and any legal or political question which it may involve. If the Act is based on any Imperial or Colonial statute, a reference to that statute should be given. Consolidating legislation must be accompanied by a comparative table.

174. The Secretary of State will not certify signatures other than those of the Governor or the Colonial Secretary. It is the duty of the Governor to cause it to be made known that the authentication of documents requiring to be certified can only be effected in this manner.

B. Returns.

175. All returns, reports, and local publications referred to in the Royal Instructions, or directed in instructions from the Secretary of State or in these regulations must be punctually forwarded to the proper department. A list of the more important returns is given in Appendix 6.

176. The Governor will transmit to the Secretary of State ten copies of all Acts as soon as printed and six

copies of annual volumes of Acts. Fourteen copies of all Acts will be sent addressed as below :—

1. House of Lords.
2. House of Commons.
3. Board of Trade.
4. British Museum.
5. Bar Library, Royal Courts of Justice.
6. Law Society.
7. National Library of Scotland.
8. Library of Lincoln's Inn.
9. Library of the Inner Temple.
10. Library of the Middle Temple.
11. Library of Gray's Inn.
12. Library of the Royal Colonial Institute.
13. Signet Library, Edinburgh.
14. Library of the Judicial Department of the Privy Council.

177. Ten copies of every new compilation or corrected edition of the Colonial Laws in volume form, and ten copies of separate prints of the laws contained in the volumes, will be forwarded to the Secretary of State.

178. As soon as possible after the close of each year the Colonial Secretary will cause the annual Blue Book to be completed, and will certify the accuracy of its contents. The Governor will immediately transmit it in duplicate to the Secretary of State.

179. The Blue Book shall be accompanied by a report containing a brief account of the main activities of the Government and of the progress and development of the dependency during the preceding year, including in particular information as to the general dependency of trade. The report should contain a

prefatory historical and geographical note, followed by information under the headings :—

General,
 Finance,
 Production,
 Trade and Economics,
 Communications,
 Justice, Police, and Prisons,
 Public Works,
 Public Health,
 Education,
 Lands and Survey,
 Labour ;

besides a reference to any important legislation not falling under those headings. Opinions, forecasts, controversial matter, details of merely local interest, and tabular statements other than those required for the elucidation of the text should be excluded.

180. Colonial Governments should arrange for the interchange of reports on subjects of common interest.

C. Military.

181. Governors who are actually in command of His Majesty's troops must separate their correspondence with the Secretary of State for the Colonies and the Secretary of State for War, as prescribed in the following Regulations 182 to 186.

182. All matters which relate to the discipline of the troops, or to the employment of them in any ordinary and established service, or to the relief of the troops after their time of local service shall have expired, or to the interior economy of His Majesty's land forces, will probably form the subject of correspondence with the Secretary of State for War exclusively.

183. In the event of actual hostilities with any foreign enemy, or of any extraordinary employment of the troops for the maintenance of the public peace, on such occurrences must be reported both to the Secretary of State for War and to the Secretary of State for the Colonies.

184. In the event of its being thought necessary to make or to advise any military convention with the officer in command of the troops of any foreign Power, a Governor commanding His Majesty's troops will at the same time report to the Secretary of State for the Colonies and to the Secretary of State for War the measures which he may have so taken, or those which he may wish to recommend for adoption.

185. In case it should be necessary, in order to render the Governor's military reports clear, to make reference, in his correspondence with the Secretary of State for War, to questions connected with his civil authority, he will in every such case at the same time bring such questions under the notice of the Secretary of State for the Colonies.

186. As any attempt to define the limits of a Governor's civil and military correspondence may, from the nature of the case, be imperfect and may not provide for some unforeseen exigency, he will best meet the requirements of the Secretary of State for War and of the Secretary of State for the Colonies by conducting his civil correspondence exactly as he would conduct it if he possessed no military command, and vice versa. The two functions of Governor and of Commander of the Forces, though for the time combined in the same person, should be regarded in this respect as entirely separate, and the reports made by the Governor in each capacity should be made precisely in the same manner as if that combination of functions did not exist.

187. When a Governor shall have occasion to report upon, or bring under the consideration of the Secretary of State for the Colonies, matters which involve military as well as civil considerations, or which require the concurrence or decision of the Secretary of State for War, he will first communicate with the officer commanding the forces in the Colony respecting the matters in question, and, having obtained that officer's opinion or observations thereon, he will transmit the same, with his own report, to the Secretary of State for the Colonies, and will, in every case, furnish the officer commanding the troops with a copy of any report he may make involving military considerations. If the officer commanding considers that these reports require the consideration of the Secretary of State for War, he will forward the duplicates with his observations by the same mail which conveys the original report to the Secretary of State for the Colonies.

188. Similarly under the King's Regulations, when the officer commanding the troops in a Colony desires to bring to the notice of his military superiors any matter which may involve civil as well as military considerations, he will first communicate with the Governor with a view to obtaining his opinion thereon. He will transmit with his own report any opinion or observations he may thus obtain; and will in every case furnish the Governor with a copy of any reports he may make on subjects other than military discipline and routine. If the Governor considers that these reports require the consideration of the Secretary of State for the Colonies, he will forward the duplicates with his observations by the same mail which conveys the original report to the Secretary of State for War.

D. Naval.

189. The Governor or, in his absence, the Governor's Deputy, if one has been appointed, will write in his

own name to any senior naval officer (that is to say, the senior officer then within his immediate reach), or holding the rank of Flag Officer, Captain, or Commander, but will communicate with any senior officer of lower rank through his private secretary. In no case will he so communicate through the Colonial Secretary.

190. Any notice or direction which the Governor may have occasion to convey to the commander of any foreign vessel in the waters of the Colony will be transmitted through the officers of the Colonial Government and not through the officers of His Majesty's Navy, whose intervention should not be applied for unless the directions forwarded through the ordinary channel should fail to produce their effect.

E. Shipping.

191. Under the Imperial Acts relating to merchant shipping certain duties in relation to merchant shipping are imposed on Colonial officers. Detailed instructions with regard to general duties in connection with merchant ships and seamen are contained in the "Instructions to Officers in British Possessions Abroad" issued by the Board of Trade; and instructions on matters relating to the registry of ships are contained in the "Instructions to Registrars of Shipping" issued by the Commissioners of Customs with the approval of the Board of Trade.

192. At the end of each year the Colonial officer performing the duties of Registrar of Shipping will prepare and transmit to the Registrar-General of Shipping and Seamen, Tower Hill, London, E.1, an account made up to the 31st December showing:—

(a) the names and particulars of all ships on the register of the port on the previous 1st January, and

(b) the names and particulars of all ships registered at the port during the year or of those whose register has been closed. In the latter case, the cause of closing the register should be stated. At the end of the list an abstract should be given of the number and tonnage of vessels belonging to the port on 31st December. It is important that this list should be transmitted as early as possible in the month of January.

193. Notice of any new lighthouses, buoys, or beacons placed or erected on the shores of the Colony, and of any alterations in those already existing, will be forwarded as early as possible by the Governor to the Board of Trade, and also direct to the Hydrographic Department of the Admiralty.

These notices should be given in the form shown in Appendix 7, which in the case of buoys or beacons should be amended as necessary.

194. Any information of interest to navigators, such as the information or discovery of new reefs, shoals, or currents, should also be forwarded as early as possible by the Governor to the Board of Trade and to the Hydrographic Department of the Admiralty.

195. For the purposes of the Wreck Abstract which is presented annually to Parliament, particulars of every casualty to shipping on the shores of any British Possession, or to any British shipping at sea concerning which information can be obtained, should be forwarded by the proper officer in the Colony to the Assistant Secretary, Marine Department, Board of Trade, as soon as possible after the occurrence.

Forms for the purpose of making such returns will be supplied by the Board of Trade on application.

F. Consular.

196. Communications from the Governor to a British Consul-General should be signed by the Governor.

197. Communications from the Governor to a British Consul, or to a foreign Consul-General or Consul, should be signed by the Colonial Secretary.

198. Communications from a Consulate to the Governor should be signed by the senior officer of the Consulate.

G. Individuals.

199. Persons in a Colony, whether public functionaries or private individuals, who have any representations of a public or private nature to make to the Government should address them to the Governor through the Colonial Secretary. The duty of the Governor is to consider and act upon each such representation as public expediency or justice to the individual may appear to require, with the assistance in certain cases of his Executive Council; and if he doubts what steps to take thereupon, or if public advantage may appear to require it, he will refer the matter to the Secretary of State.

200. Any person in a Colony has the right to address the Secretary of State, if he thinks proper; in which case he must transmit such communication, unsealed and in triplicate, to the Governor, requesting him to forward it in due course to the Secretary of State. Every letter, memorial, or other document which may be received by the Secretary of State from a Colony otherwise than through the Governor will be referred back to the Governor for his report.

201. The preceding rule requiring transmission of correspondence with the Secretary of State through the Governor is based on the strongest grounds of public convenience, in order that all communications may be duly verified, as well as reported on, before they reach the Secretary of State. It extends therefore to communications relating to public affairs as well as to the concerns of the writer, to those from

all public functionaries of whatever rank, and to those from public bodies.

202. Petitions addressed to the King, or the King in Council, memorials to public officers or departments of His Majesty's Government, must be in like manner sent to the Governor for transmission to the Secretary of State.

203. The Governor is bound to transmit to the Secretary of State with all reasonable despatch every communication so received by him, accompanied by such report as its contents may appear to him to require.

CHAPTER V.—FINANCE.

A. Accounting Officers.

204. The Treasurer is the chief Accounting Officer of the Colonial Government, and subject to these regulations and to such instructions as may with the authority of the Secretary of State be approved by the Governor, the financial and accounting operations of the Government are under his general management and his supervision, but it is also the duty of the Colonial Secretary, the Auditor, the heads of departments, the sub-accountants and all accounting officers to take care that these regulations are duly observed.

The term sub-accountant means an officer who is entrusted with the receipt, custody, and disbursement of public money and who is required to keep one of the recognised cash books, the transactions in which are subsequently embodied in the final accounts rendered by the Treasurer.

205. It is the duty of the Treasurer :—

- (i) To see that the proper system of account is established in every department of the Colonial Government;

(ii) To exercise supervision over the receipts of public revenue and as far as possible to secure its punctual collection ;

(iii) To bring promptly to account, under the proper heads and items, all money, whether revenue or other receipts, paid into the Treasury or accounted for to him ;

(iv) To see that proper provision is made for the safe keeping of all public money and stamps ;

(v) To exercise supervision over all the officers of his department entrusted with the receipt or expenditure of public money, and over the sub-accountants, and to take precautions, by the maintenance of efficient checks, against the occurrence of fraud, embezzlement, or carelessness ;

(vi) To supervise the expenditure and other disbursements of the Government ; to take care that no payment is made which is not covered by proper authority, expressed or referred to on the voucher relating to it : and, in case of any apparent extravagance or of any apparent defect in the provision for a charge owing to the exhaustion or absence of a Vote, to call the attention of the Colonial Secretary in writing to the matter ;

(vii) Promptly to charge in his accounts under the proper heads and items of estimate all disbursements of the Government ; to render the accounts for audit ; and to prepare the Financial Statements and Returns.

206. The Treasurer will from time to time cause surprise inspections to be made of the accounts of his sub-accountants. He will report to the Colonial Secretary any material irregularity connected with the public accounts that may have been brought to his notice.

207. Heads of departments, sub-accountants and all accounting officers are personally and pecuniarily responsible for the due performance of the financial duties of their departments or offices, for the proper collection and custody of all public money receivable by them, and for any inaccuracies in the accounts rendered by them or under their authority.

The responsibility of the Auditor for checking and reporting any shortcomings in connection with the public accounts or finances does not absolve any officer from his responsibility for complying, or securing compliance, with instructions within the scope of his own authority. No officer will be relieved from any portion of his responsibility should he depute to his subordinates the performance of duties which he should have performed himself.

208. The Auditor and his deputies are at all times entitled to have access to all books, records, or returns relating to accounts, and all accounting officers will give them every facility for inspecting such documents.

209. It is the duty of all accounting officers promptly to reply to any queries addressed to them by the Auditor, giving fully the particulars or information desired.

B. The Estimates.

210. Annual Estimates of the revenue and expenditure of a Colony will be submitted by the Colonial Secretary to the Governor at such a date as will admit of their consideration by the Legislature, their transmission to the Secretary of State, and the receipt of his reply by post, before the beginning of the year to which the Estimates relate. Where local circumstances render this impossible, the Estimates should be transmitted so as to reach the Secretary of State as soon as possible, and in any case before the beginning of the year.

211. The Estimates will show against each item of revenue or expenditure the amount estimated for the coming year and the amount of the approved Estimate of the current year. Where the expenditure of a department is provided partly by annual votes and partly by a civil list or other special law, the amount provided by law will appear in an inner column, the total of which should be added to that of the items not so provided. The Estimates will thus show under each head every item which is expected to come in course of payment during the year of estimate, including not only those which are submitted to the Legislature for discussion and appropriation but also those which, being already provided, are included in the Estimates for information only. The law authorising the provided expenditure should be named in each case.

212. The Abstracts preceding the body of the Estimates will show the totals of all the heads in the Estimates and will have four columns, one for the actual revenue or expenditure of the last completed year, one for the approved Estimates of the current year, one for the revised Estimates of the same, and one for the estimated revenue or expenditure of the coming year.

213. The Estimates of Revenue should, except in the case of Government railways, include the gross receipts of the Colonial Government, except repayments of advances, proceeds of loans appropriated by Law for special works, receipts from sales of investments, deposits, and remittances. They should include all fees, dues, fines, and rents payable into the Colonial Treasury, any amounts payable to officers in respect of such receipts being provided for in the Estimates of Expenditure under the sub-divisions entitled "Personal Emoluments."

214. The revenue should be arranged under comprehensive heads. It falls generally into four broad classes :--

- (1) Duties, taxes, licences, &c. ;
- (2) Receipts for, or in aid of, specific Government services—such as fees or hospital receipts ;
- (3) Receipts on account of undertakings of a commercial character ; and
- (4) Revenue from Government property, such as land, houses, and investments.

It will be convenient to have several heads for each of these classes, but care should be taken that no head comprises items coming under different classes, and that revenue derived from taxation is easily distinguishable from revenue not so derived.

215. Stamp Duties should not form a separate head. If the same description of stamp is sold for different revenue purposes, and there is thus no means of distinguishing the use to which the stamp is put, the total receipts from such stamps should be provided for under a separate subhead " Stamps sold for various revenue purposes " under the head for licences, or that for payments for specific services, according to the nature of the bulk of the receipts.

216. The proceeds of the sale of Government lands and premiums on leases should be kept distinct in the Estimates from the total revenue from other sources.

217. In Colonies where a temporary deficit is to be met by a loan from Imperial funds, the estimate of the amount to be so received should appear under a separate head following and distinct from the total receipts from other sources ; and any anticipated repayments of such loans should appear under a separate head of expenditure, following and distinct from the total of other expenditure. If the Colony is receiving a grant from Imperial funds to meet certain

specific expenditure, the estimate of the grant should, in like manner, be shown under a distinct head, and the expenditure in respect of which it is made should be shown also, if possible, under a separate head below the total ordinary expenditure of the Colony.

218. There should be no head for "Arrears of Revenue." Interest received on arrears of revenue should be brought to account under the same head as the revenue of which the arrears accrued.

219. The Estimates of Expenditure should be framed so as to show as nearly as possible the amounts which it is expected will actually be spent during the year. No deductions will, however, be made from the total of the Estimates, or of any head, on account of probable savings on salaries owing to the absence of officers on leave, or on account of any general presumption that the expenditure will be kept within the estimate.

220. Each head of department is responsible that all services that can be reasonably foreseen are included in his departmental estimate and that no unauthorised increase of salary is inserted therein.

221. Under the heading for each department there will be two sub-divisions—"Personal Emoluments" and "Other Charges."

222. All items whatsoever of personal emoluments to public officers will appear under "Personal Emoluments", which will, therefore, include (besides salaries) personal, duty, entertainment, and house allowances, allowances in lieu of quarters, fuel, and light, clothing allowances paid in money, fees and percentages or commissions. Each allowance will be described in a separate line, and not included with the salary, but the whole of the personal emoluments of each officer in respect of each department will be

shown together. Pensionable offices should be distinguished from those not pensionable by a star or other indication.

223. Where salaries are increased by regular increments, the minimum and maximum salaries, with the increment, should be stated within brackets, the amount payable within the year being inserted in the estimate.

224. Where an officer receives emoluments under more than one head the fact will be indicated by cross references or explanatory footnotes. Any pension or compensation allowance, or other emolument in respect of public service, including the provision of an official residence, will be similarly shown.

225. Allowances made in reimbursement of public expenses, such as horse, forage, hammock, or chair allowances, travelling allowances, and allowances for office or clerical expenses will be placed under "Other Charges."

226. The sub-division "Other Charges" will include all services other than personal emoluments which can be properly apportioned to the particular department.

227. Every head of expenditure will include, as far as possible, all the items relating to the particular department, so as to show clearly the total estimated cost of that department during the year. Provision should be made, under the heads concerned, for the charges on account of services rendered by other Government departments. Where services of a general character cannot be divided and charged to different departments, they will be provided for in separate sub-heads under the head "Miscellaneous."

228. Each head of expenditure will be divided into such sub-heads as may be decided in the case of each

Colony. The total Personal Emoluments of each department will make up one sub-head and small items under "Other Charges" not of a distinctive character may be grouped under a sub-head of "Incidental Expenses." Items not so grouped will be shown as separate sub-heads.

229. No items of receipt or expenditure will be included under the head "Miscellaneous" which can appropriately be placed under any other head, and, if necessary, new sub-heads will be opened for any such items.

230. No provision is to be made for "Unforeseen Expenditure"; any item for "Contingencies" or for "Miscellaneous" under the head "Miscellaneous" should be strictly confined to petty and casual charges which are foreseen but which are too unimportant to be provided for separately.

231. New heads or sub-heads should be opened for items of receipt or expenditure not properly falling within any of those already appearing in the Estimates.

232. The total estimated expenditure of the year should not in ordinary circumstances be allowed to exceed the total estimated revenue. In the case of an anticipated excess a footnote should explain in what manner it is to be met, and in the Appropriation Law the expenditure for the year should be made a charge on the revenue of the year "and other funds of the Colony."

233. The estimates of the charges on account of Public Debt should be arranged in the chronological order of the loans provided for.

234. There will be two heads for public works in addition to that for the establishment of the Public Works Department. All annually recurrent services

will be placed under the first of these heads: and other works under the second. There will thus be three heads of expenditure administered by the Public Works Department, viz.:—"Public Works Department", "Public Works Annually Recurrent", and "Public Works Extraordinary."

235. In the case of works not annually recurrent which will extend over more than one year, there should be shown not only the estimate for the year, but also the original estimate for the whole work, the revised estimate (if any), the total amount actually expended so far as accounts are complete, and the total amount likely to have been expended on the work up to the beginning of the year of estimate.

236. Where the cost of any public works is to be met by loan, and it is anticipated that the loan funds will be available within the year of estimate, the anticipated expenditure on such works will not appear in the body of the Estimates; but a full statement of such expenditure, containing the particulars mentioned in the preceding regulation and including a schedule showing the salaries of any staff specially engaged, should be appended to the general Estimates; and, unless the law raising the loan specifically authorises the execution of the particular works contemplated, the amount to be expended upon each must be sanctioned by the Legislature. In cases where sufficient loan funds are not immediately available and the expenditure must therefore be met in whole or in part out of current revenue or surplus balances subject to reimbursement in a subsequent year when the contemplated loan has been raised, provision should be made for the expenditure separate and distinct from the total of other expenditure, and charged as an advance pending reimbursement.

237. The Estimates should be accompanied by explanations respecting every item of an unusual

nature therein comprised and of the difference under each item between the proposed expenditure or anticipated revenue, and the approved estimate for the preceding year, as shown in the parallel columns. Six copies of the Estimates should be sent to the Secretary of State or, where they are not printed, two copies at least.

238. The Estimates should be accompanied by a statement of the assets and liabilities of the Colony at the close of the last completed year of account, and a statement, partly estimated, of the assets and liabilities at the beginning of the year to which the Estimates relate.

239. The Appropriation Law will not include sums specifically provided by Law, but only such sums as require to be voted by the Legislature for the service of the year, and will appropriate these sums under each head of expenditure in the Estimates. In cases of expenditure in excess of these sums, only the net excess on each head will require supplementary appropriation, but Appropriation Accounts, showing the excesses and savings on each sub-head of the Estimates, should be laid before the Legislature and the Secretary of State.

240. The Governor will not propose to the Legislature the execution of any important public work for which he has not obtained the previous sanction of the Secretary of State.

241. Special cases of pressing emergency may arise in which it is impossible to obtain the previous requisite sanction of the Secretary of State for a proposed work. In such a case the Governor will submit his proposals to the Legislature, and, having obtained their approval, will seek the sanction of the Secretary of State at the earliest opportunity.

C. Receipts.

242. All receipt entries in the accounts must be vouched for on the form prescribed by law or regulation.

243. Except where otherwise provided and in cases where receipts are not required (such as Customs duties or sale of stamps), accounting officers must give receipts, from books of counterfoil forms bearing printed consecutive numbers, for every sum paid to them. Where such a check can be obtained the counterfoils should be signed by the payers and, in cases in which revenue is payable by adhesive stamps, the stamp must be effectually cancelled. Numbered counterfoil receipt books will be supplied by the Treasurer, who will be responsible for their custody and to whom the counterfoils will be returned when the receipt forms are exhausted or as may be otherwise directed. Counterfoil books should not be cut or divided.

244. All licences, permits, certificates, passage orders, and other documents for which payments are made will be issued from counterfoil books printed with consecutive numbers.

245. Court fees, licences, and similar receipts should be collected by means of stamps whenever practicable. In such cases the stamps will be affixed by the persons paying in such revenue and effectually cancelled by the proper officer. The cancellation should whenever possible be performed by an officer other than the officer employed to sell the stamps.

246. All officers, other than the Treasurer and the sub-accountants, who receive in their public capacity any duties, taxes, licences, fees, rents, or other public money whether forming a portion of the colonial revenue or not, are required to pay the whole amount

of such money, daily or at the earliest possible opportunity, either into the bank to the credit of the Treasurer, or into the Treasury, or to a sub-accountant.

247. In all cases the gross amounts received must be paid into, or accounted for to, the Treasury. All charges upon the revenue received will require authority, and should appear as expenditure, supported by proper vouchers.

248. Between the time of receipt and the time of payment into the bank, Treasury, or to a sub-accountant, no public money shall be made use of in any way whatsoever; nor will any officer advance, lend, or exchange any sum for which he is answerable to the Government.

249. Bills of exchange, cheques, or promissory notes will not be received as revenue, except under such conditions as, having regard to local circumstances, the Governor may prescribe by standing order. When so authorised, accounting officers, on the receipt of any such negotiable instrument, will enter the amount thereof in their cash books as revenue collected, taking credit for the same when handed over to the Treasurer.

250. All fees received from the public by an officer in his public capacity, which are specially appropriated, either wholly or in part, to the remuneration of such officer, and which form part of his pensionable emoluments, will be dealt with in the same manner as other receipts of public money, and the total amount paid into or accounted for to the Treasury. The amount to which the officer is entitled will then be issued to him, on a proper voucher, by the Treasurer. In all cases where any portion of such fees is receivable by the Government the total sum collected will be brought to account as revenue, the amount paid to the officer being charged as expenditure against the proper head, under "Personal

Emoluments." Where the Government is not entitled to any portion of such fees and they are not a pensionable emolument, the officer receiving them will be required to make a monthly report of their amount for record in the Treasury. The estimated amounts receivable as fees by any officer should be shown in footnotes to the annual Estimates.

251. Payments to the Treasury or to sub-accountants by collectors of revenue will be supported in each case by such subsidiary detailed schedules or abstracts as the Treasurer may prescribe.

252. Whenever a public officer not being a regular collector of revenue comes into receipt of public money, he will pay it to the Treasurer or to a sub-accountant without delay, obtaining a receipt for the amount so paid in.

253. If at any time the public revenue sustains a loss by reason of the neglect or fault of any officer, he will be liable to be surcharged with the amount.

254. The Treasurer will report to the Colonial Secretary any failure on the part of an accounting officer to receive and duly account for any sums receivable by him. He will also report any case in which he may have reason to think that the revenue is falling unduly into arrear. The Auditor will similarly report in like circumstances.

255. All officers charged with the supervision of the collection of revenue will furnish to the Treasurer for transmission to the Auditor periodical returns showing the state of the arrears in the collection of taxes or any other revenue receivable by them. In the event of there being no such arrears a nil return will be furnished.

256. In the case of irrecoverable arrears of revenue, except where other authority is by law established,

the authority of the Secretary of State is required for any general cancellation of claims prior to a given date.

257. In cases of arrears of revenue due by particular individuals, in which the necessity or justification for writing them off depends upon local circumstances, and when no question is involved either of large amount, of important or novel principle, or of the negligence of an accounting officer, the Colonial Secretary or other officer appointed by law to deal with such claims will from time to time furnish to the Treasurer for transmission to the Auditor a list of cases in which it has been decided to write off such arrears, with the reason for so doing entered against each case. Unless the Auditor sees cause to challenge the decision in any case, this list will be accepted as a valid discharge for the accounting officer in respect of the non-collection of any amount specified thereon.

D. Payments.

258. All disbursements of public money in the Colony will be made by the Treasurer under authority from the Governor, either personally or by officers acting, by instruction, as his sub-accountants. The Treasurer and all accounting officers will be held personally and pecuniarily responsible for inaccuracies in the rendering of accounts and for any payments made, except as prescribed by these regulations. Disbursements in England will be made by the Crown Agents, whose accounts will, as soon as received, be incorporated by the Treasurer in his monthly accounts.

259. Where a bank account is kept, all payments of £2 or more (or the equivalent in local currency) will be made by cheques signed by the Treasurer or by the authorised sub-accountant, and countersigned by such other departmental officer as may be appointed

by the Governor to do so. The Governor will, if he sees fit, appoint a lower or higher limit. The counterfoils of all cheques will be preserved for reference.

260. Any officer allowing or directing any disbursement without proper authority will be held personally responsible for the amount.

261. The complete authority requisite for expenditure out of public funds consists of a vote or enactment of the Legislature and the sanction of the Secretary of State. The authority thus conveyed is addressed solely to the Governor, and the Treasurer is strictly prohibited from making any payments, or accepting any charge on his accounts (notwithstanding that the services to which they relate may be duly provided for in the Estimates or Appropriation Law), unless authorised so to do by—

(i) General Warrant, under the hand of the Governor or of the Colonial Secretary signing "by command";

(ii) Requisition approved by the Governor;

(iii) Special Warrant;

(iv) The Secretary of State's approval of expenditure incurred by the Crown Agents in England.

262. Before the commencement of each year a complete schedule will be prepared by the Treasurer of the personal emoluments and other public services of a uniform character, provided for in the Estimates for the year, over which the Government does not desire to reserve special control. This schedule will be annexed to the General Warrant of the Governor, authorising the payment by the Treasurer monthly, or at such periods as may be necessary during the year, of the services therein enumerated. This General Warrant will be prepared in triplicate and copies filed in the Colonial Secretary's Office, the Treasury, and the Audit Office.

263. When an officer considers it necessary to incur expenditure on a service for which there is provision in the Estimates but the expenditure on which has not been authorised in the General Warrant, he will, as soon as possible and before incurring the expenditure, submit a Requisition in duplicate stating the whole extent and estimated cost of the service required, and giving all details as far as he is able. In the case of any public works, plans, specifications, tenders, and estimates, as far as practicable, should accompany the Requisition.

264. The head of the department responsible for the expenditure will examine the Requisition, fill in from his departmental vote account the statement of expenditure already incurred or authorised, counter-sign it, and forward it to the Treasurer for submission to the Governor.

265. It is the duty of the Treasurer on receipt of a Requisition to satisfy himself that the expenditure for which authority is required is sufficiently provided for in the Estimates, or by Special Warrant, and that it is proposed to be charged against the proper head and sub-head; that the particulars given in the Requisition are accurate and sufficient for the guidance of the Governor in considering the propriety of the expenditure, and that all regulations which may affect the duty of the officer concerned in respect of the Requisition have been complied with. He will obtain from the officer any information that may be necessary for the assistance of the Governor, and will return the Requisition for amendment, if incomplete or indefinite. In forwarding the Requisition, the Treasurer will advise as to the funds available for meeting the proposed expenditure, having due regard to the whole of the services which appear likely to be chargeable against the subhead in the course of the year. Both copies of the Requisition, with the

Governor's allowance or disallowance noted thereon, will be returned to the Treasurer. If approved, it will be sufficient authority for the expenditure to be incurred, and one copy will be retained by the Treasurer. The other copy will be sent to the head of the department from which it was received for record and reference.

266. Should the expenditure authorised upon any Requisition be found insufficient, the head of the department requiring authority for further expenditure will, so soon as he foresees the necessity therefor, forward to the Treasurer a supplementary Requisition for such further expenditure, drawn up in the same form as the original Requisition and accompanied by a memorandum explaining the necessity for the excess.

267. In any exceptional case where it is manifestly for the benefit of the public service that expenditure should be immediately incurred, and time does not permit of authority being obtained in the usual way, an officer may, on his own responsibility, incur the expenditure; but he will at once forward a Requisition as above provided with a covering memorandum explaining the reasons which induced him to depart from the ordinary course. In every such case he will be held personally liable for the expenditure in the event of the payment not being finally approved; and any items which may appear unnecessary or extravagant will be disallowed and surcharged against him.

268. All payment entries in the accounts must be vouched for on the prescribed form.

269. Vouchers for all salaries, allowances, and other services included in the General Warrant will be delivered duly certified by the heads of departments to the Treasurer, or, in the out-stations, to the nearest sub-accountant, three clear days at least before the

the last day of public business in each month. Any vouchers delivered after the date prescribed will be liable to be held over until the pay-day of the following month. In the last month of each financial year the vouchers for salaries, allowances, and pensions should be delivered not later than the 26th of that month. Officers whose salaries do not exceed £100 a year may be paid weekly or half-monthly.

270. All travelling and transport allowances are granted in respect of expenditure actually incurred on the public service, no part being intended as a personal emolument to any officer.

271. In the event of any unauthorised payment being made in consequence of an incorrect certificate on a voucher, the certifying officer will be held responsible for the same, and the amount will be surcharged against him.

272. In case of any addition being made to the rates or amounts of expenditure authorised in the General Warrant, a Special Warrant will be necessary before any further payment can be made for the service affected. Special Warrants will also be required for all payments on account of services not included in the Estimates, even though provided by law, and for payments in excess of the amounts so included. Special Warrants shall be prepared and filed in triplicate, as in the case of the General Warrant, and copies supplied to the same offices. The foregoing procedure does not apply to expenditure incurred by the Crown Agents in England on instructions received from the Secretary of State.

273. Separate vouchers will, as far as possible, be used for separate sub-heads and for the payment of different services, especially in cases where each service has been separately authorised.

274. All vouchers will contain full particulars of each service, such as dates, numbers, quantities, distances, and rates, so as to enable them to be checked without reference to any other document.

275. The signature of the head of a department certifies to the accuracy of every detail on the voucher. He will therefore be held responsible that the services specified have been duly performed, that the prices charged are either according to contracts or approved scales, or fair and reasonable according to current local rates, that authority has been obtained as quoted, that the computations and castings have been verified and are arithmetically correct, and that the persons named in the vouchers are those entitled to receive payment.

276. When supplies are furnished or work done under agreement or contract, there will be attached to the voucher a certificate that the payments are in accordance with the terms of the contract or agreement, that, as regards supplies, the articles have been received, and, in the case of work, that it has been properly done. In the case of a payment on account no more will be claimed than the cost of the work certified to have been performed. When a deduction is made from the amount payable on a contract in respect of a penalty or fine, the net sum only will be paid.

277. In cases where public officers present claims for small payments made by them, sub-vouchers, in the shape of actual receipts, must be produced whenever practicable. When sub-vouchers cannot be obtained the officer will certify that the charges have been incurred solely upon the public service and actually paid by him.

278. Whenever possible payment of wages will be made by an officer of the Treasury and witnessed by another public officer or other responsible person

approved by the Treasurer, who will sign the sheets as witness to the payments having been made to the persons entitled to the money. Money should not be paid to unofficial persons for distribution in wages.

279. The Treasurer, before paying any claim, will satisfy himself that :—

(i) The payment will not cause an excess on the amount provided in the Estimates or in special warrants, on the sub-head to which it is chargeable ;

(ii) The expenditure has been authorised by Warrant or approved Requisition, as quoted on the voucher ;

(iii) The information furnished on the voucher is correct in all particulars and that the certificate is signed by the proper officer.

(iv) All proper deductions from salaries or pensions on account of contributions, repayment of advances, family remittances, or other liabilities have been duly made.

Sub-accountants making payments for the Treasurer will similarly satisfy themselves in regard to these points so far as they are in a position to do so.

280. Payment will be made only to the persons named in the vouchers, or their legal representatives, from whom signed receipts (duly stamped, where necessary) must be taken at the time of payment. Where the recipient is unable to write, he will make his mark in acknowledgment of receipt, the act being witnessed and the receipt countersigned by some person other than the paying officer. Where this is impracticable, as occasionally in the case of payments to a number of labourers, the paying officer will certify that the payments have been actually made, such certificate being countersigned by some person other than the paying officer who was present

at the time of payment. When payments are made to persons other than those named in the vouchers or to the agents of officers absent on leave, the authorities under which they are made (such as powers of attorney, and letters of administration) shall be registered in the Treasury and notified on the vouchers, except where the law permits of a declaration being substituted for letters of administration in cases of succession to small estates. In the case of an officer absent on leave, the amount of whose salary is paid to his agent, a certificate that the officer was alive on the date to which salary is claimed must be furnished to the Treasurer and attached to the payment voucher. When an alteration occurs in the amount expressed to be received, the initials of the recipient should be written against such alteration. A receipt given by an officer for money paid to him by way of imprest, or in adjustment of an account where he derives no personal benefit therefrom, is not, unless specially required by local law, chargeable with stamp duty. Payments of subsistence and other allowances in reimbursement of expenses actually incurred are likewise exempt.

E. Classification and Control.

281. When the Annual Estimates have been passed by the Legislature, and the Appropriation Law allowed by His Majesty, the expenditure of the year must be held to be definitely limited and arranged. Should any further disbursements on account of the service of that year be required, which could not have been foreseen, cannot be postponed without detriment to the public service, and cannot be met out of savings under the proper head of the Estimates, the Governor will at the earliest opportunity and, if possible, before any expenditure is incurred, submit to the Legislature an estimate of the expenditure so required,

obtain a vote of the amount, and report it to the Secretary of State for approval. The amount of any resulting excess should be ultimately covered by a supplementary appropriation law.

The authority of the Legislature and of the Secretary of State will also be required for defraying any excess of expenditure beyond the amount provided under any sub-head out of savings on another sub-head, or for expenditure which necessitates the opening of a new sub-head.

282. When the additional expenditure to be incurred is neither in excess of an amount fixed by the Secretary of State in the case of the individual Colony, nor of such a nature as to raise some question of principle or involve a breach of some regulation or of some previous ruling by the Secretary of State:—

(a) The Governor may on the ground of urgency sanction such additional expenditure on his personal responsibility, subject to his obtaining the authority of the Legislature and the Secretary of State in due course;

(b) The sanction of the Secretary of State should normally be sought by the inclusion of the item, with any necessary explanations, in the quarterly return of unforeseen expenditure rendered under Regulation 365.

283. The Governor is not authorised to make any addition to the fixed establishment of the Colony nor to alter the appropriation of the established salaries of any public department, either as regards the number of appointments, or the rates of salary and emoluments, without the previous sanction of the Secretary of State.

284. The Estimates form the basis of the accounts of the year to which they relate, and the classification and sub-division of the accounts of revenue and

expenditure must accord with the detail of the Estimates.

285. It is the duty of a head of a department to watch the expenditure of his department with reference to the amounts provided in the Estimates, and to report at once to the Colonial Secretary whenever it may appear that the amounts provided will prove insufficient for the service of the year. Whenever the Treasurer makes any charge against a vote by transfer from the Crown Agents' account or the account of another department, he will immediately notify the head of the department responsible for the vote, who will post his vote account accordingly.

286. If charges are made against a head which, although apparently chargeable to that head, do not clearly come within the meaning of any of the sub-heads, they should be brought by the Treasurer under the notice of the head of the department concerned and of the Colonial Secretary, with a view to the insertion of an additional sub-head in the accounts.

287. The authority for expenditure conveyed by an Appropriation Law lapses at the end of the financial year to which it relates, and if further expenditure is necessary for the completion of any service it must be provided for in the Estimates or Supplementary Estimates of the year in which the sum will actually be expended. The authority conveyed by warrant and requisitions similarly lapses on the last day of the financial year in which they are issued and no payments may be made after that date, except under the authority of warrants or requisitions issued for the service of the ensuing financial year.

288. The date of payment governs the date of the record of the charge in the accounts. In no circumstances may payments be made before they are due for the purpose of utilising an anticipated saving on

a sub-head, nor may the unexpended portion of any subhead be drawn from the Treasury for the purpose of setting it in reserve to meet impending payments, or to be carried to a deposit or suspense account. On the other hand, expenditure properly chargeable to the account of a given year must, as far as possible, be met within the year, and must not be deferred for the purpose of avoiding an excess on the amount provided in the Estimates.

289. Where any officer, department, or board administers on behalf of the Government any commercial or industrial enterprise, or any service involving receipts and payments, the whole of such receipts and payments shall, excepting where otherwise authorised by the Governor with the approval of the Secretary of State, be accounted for to the Treasurer, and included in his monthly and annual accounts; and the estimates of the department will be prepared accordingly.

290. When a personal advance in anticipation of salary is allowed, it will be debited as an advance to the recipient and not to the vote for his salary. Any advance made to an officer is to be notified to the head of his department, who will take care that proper arrangements are made for repayment and that no salary is subsequently paid unless such arrangements have been made and are complied with.

291. The purchase and sale of securities will be included in the accounts 'below the line,' that is to say, following after and distinct from the entries relating to revenue and to expenditure charged against revenue. Amounts realised by the sale of securities will be brought to account under Investments Realised, and no record of any profit or loss in relation to the purchase price will be made except in the case of a sale of investments on account of

surplus balances, when any resulting profit will be carried to current revenue and any loss charged to expenditure. In all other cases the difference between the purchase and sale prices will be left in or borne by the balance of the fund in respect of which the investment was made.

In order to provide for any depreciation in the realisable value of the securities, such an amount as may appear to be necessary to provide for estimated losses should, with the approval of the Secretary of State, be placed in reserve and after being approved by the Legislature and a vote taken for the amount, should be charged to Expenditure and recorded in a Suspense Account entitled "Investments Depreciation Account" exhibited, below the total of revenue, in the Colony's accounts. The amount thus set aside should be reviewed annually in connection with the Annual Estimates of the Colony.

292. Any necessary expenditure on services of a confidential nature, the purpose and particulars of which cannot be divulged, will be specially reported to the Secretary of State and will be supported in the accounts by the Governor's certificate of payment and declaration that he has satisfied himself that the money has been properly expended.

293. The authority of the Secretary of State is required for writing off any loss of public money or, subject to the provisions of these regulations, of any sum which has appeared as an asset in previous accounts, and also for the abandonment or remission of any claim for money due to the Government, unless the amount does not exceed the limit up to which the Governor has been authorised to sanction on his own authority such writing off, abandonment, or remission.

F. Remittances and Imprests.

294. All payments due by a Colonial Government to public departments or other creditors in the United Kingdom, and, unless otherwise authorised, all payments due to other Governments, shall be made through the Crown Agents for the Colonies.

295. The Crown Agents shall be kept continuously in funds by the Colonial Treasurer, whose duty it is to watch the account of the Colony with the Crown Agents, to be prepared to meet their current requirements and to notify them in good time if local circumstances make it necessary to arrange for temporary accommodation in aid of the Government's account with them.

296. The maximum cash balance which may be retained by sub-accountants will be calculated upon their average current requirements and fixed by authority of the Governor, and the Treasurer will be responsible for seeing that such balances do not exceed their authorised limits.

297. Remittances to public creditors outside the Colony other than those made through the Crown Agents will be made only by the Colonial Secretary, who for such purpose will be furnished by the Treasurer with a draft payable to the order of the creditor concerned.

298. The cost of remittance of salaries or pensions not drawn through an agent of the Colony will be deducted from the amount remitted.

299. A public officer will be allowed to remit through the Crown Agents for the Colonies in equal monthly instalments a portion of his salary for the support of members of his family. The sums thus remitted will not, as a rule, exceed half his salary in any one year, but in exceptional cases the Governor may authorise

remittances in excess of half salary. Duty pay or other allowances will not be included for the purpose of calculating the maximum amount of the remittances. Life insurance premiums may be remitted by drafts on the Crown Agents.

300. If it is necessary for any officer other than a sub-accountant to have at his disposal, for disbursement on the public service, money for which vouchers cannot be presented direct to the Treasurer or a sub-accountant for payment, he will receive an imprest of such amount as the Governor may sanction.

301. The Governor's sanction will be conveyed by Imprest Warrant, and the Treasurer will be held responsible that no imprest is made without such warrant, and also for seeing that all imprests are duly accounted for in accordance with the terms of the warrant covering them. The Governor may give a general Imprest Warrant to the Treasurer authorising him to make imprests, as may be necessary, for any regularly recurrent service.

302. Imprests are not to be charged in the accounts as final expenditure, the actual payments only, out of such imprests, being so charged. Cash payments made by the Treasurer or his sub-accountants by way of imprest will be entered in the cash book and totalled with the rest of the payments in balancing it. Imprests will not be treated by the Treasurer as "Advances" or "Remittances" but will be accounted for, below the line, under a separate head "Imprests." The imprests and the amounts of the authorised payments accounted for will be posted to a personal imprest account of the officer concerned.

G. Custody of Public Money.

303. Wherever possible, the Governor will employ one or more of the banks in the Colony for the custody of public money either on current account or on deposit.

He will be responsible for seeing that effect is given to any instructions from the Secretary of State for limiting the amount of public money that may be at any one time in the custody of a bank. He will communicate such instructions to the Treasurer, who will be responsible for their strict observance, and also to the Auditor, whose duty it will be to report at once to the Governor for the information of the Secretary of State, if he should find that the prescribed limit has been exceeded.

304. The Governor will take care that a secure fire-proof vault or safe is provided for the custody of money not in the charge of a bank. The door of such vault or safe will be furnished with three different locks, the keys of which will be kept in the charge of the Treasurer and such two other principal officers of the Government as the Governor may appoint.

305. The Colonial Treasurer will keep in his own immediate charge only such sums of money, not exceeding a certain fixed maximum, as may be necessary to meet current cash disbursements.

306. The strong vault will on no occasion be opened, nor will any money be deposited therein or withdrawn therefrom, except by the three officers entrusted with the keeping of the separate keys, and on every such occasion they will sign a joint record of every sum deposited or withdrawn, which record will be kept in the vault.

307. All cash received by public officers will be deposited as soon as possible in the safe or vault provided for the purpose, or paid into a bank. Negligence in this respect will throw the entire responsibility for any loss upon the officer concerned. No public officer shall keep or allow to be kept in any Government safe under his charge any money except public money or such as by virtue of his office he is bound to receive and account for.

308. Where public money is deposited in a bank, the Treasurer and the sub-accountants so instructed will pay into the bank daily all public money received by them. Private money will in no circumstances be included in a public banking account.

309. The Treasurer's bank account must not be overdrawn, nor any temporary advance obtained from the bank, without the special sanction of the Governor.

310. The main stock of stamps, both postage and revenue, will be kept in the safe or vault appointed for that purpose. A stock book will be kept, in which will be entered under each denomination the number and value of stamps received and issued; and this book, on each occasion of either a receipt or issue, will be initialled by the officers appointed to have joint charge of stamps. Stamps will be issued on requisition and a receipt taken from the officer to whom they are issued.

311. Boards of Survey, to be held after the close of business on the last business day of each year, or before the commencement of business on the first day of the new year, will be appointed by the Governor to examine the Treasury cash, bank balances, and stamps, both at headquarters and as far as practicable at the out-stations. Boards will also be appointed from time to time to hold surprise surveys of the cash and stamps in the custody of the Treasurer and his sub-accountants.

312. Officers entrusted with the receipt, custody, or disbursement of public money may be required to give security, in accordance with the local law and regulations, for the faithful discharge of their duty. In every case of default the liability of sureties must be enforced.

313. An officer appointed to act for another officer on leave will be required to give the same security as that required to be given by the officer for whom he acts.

H. Accounts and Bookkeeping.

314. Every entry in the accounts will be supported by a voucher containing full particulars of the item or items to which it relates.

315. The Treasurer will keep in his office the following principal books of account :—Cash Book, Abstract Book, Journal, and Ledger; together with such subsidiary books as may be necessary.

316. In the Cash Book will be entered all cash transactions as they occur. The entries will be numbered consecutively, on each side of the book, in the order of the receipts or payments, and corresponding numbers will be affixed to the supporting vouchers. The Cash Book will be balanced at the close of each day, and the balance shown compared with the cash in hand. If the balances do not agree, the discrepancy will forthwith be investigated by the Treasurer. If they agree, a certificate will be filled in by the officer in charge of the Cash Book, showing the opening cash and bank balances, the receipts and payments for the day, and the closing balances. This certificate will be countersigned by the Treasurer and sent to the Colonial Secretary next morning, or as often as may be prescribed by the Governor.

317. Every sub-accountant will keep a cash book, in which he will enter all sums of money received or paid by him as a public officer, for whatever service, whether they form a part of the colonial revenue or not. He will balance his cash book weekly at least and check the balance with the money in his hands. Officers having large financial responsibility will be required to balance their cash books daily.

318. Every sub-accountant will send his cash book or a certified transcript or summary of it to the Treasurer immediately after the close of each month, accompanied by the necessary supporting vouchers.

319. When the various cash books, or the transcripts or summaries thereof, are received in the Treasury, they will be checked with the supporting vouchers, and any items insufficiently accounted for will be disallowed. Amounts so disallowed will remain with the balance of the account as a charge against the sub-accountant and, if not in due time properly vouched and justified, must be either recovered from such officer as the Governor may hold responsible or provided for by proper authority.

320. The Abstract Book will be posted by an officer or officers other than the officer in charge of the Treasury Cash Book, when the Treasury staff permits of this arrangement. The posting will be done every morning from the vouchers put in on the previous day, checked by comparison with the Cash Book and tested by the Treasurer.

321. The accounts of the various sub-accountants and of the Crown Agents will be abstracted, as soon as they are received, below the record of the transactions of the Treasurer for the period to which they relate.

322. In the Journal will be entered, from day to day, all adjustments authorized to be made between the various ledger accounts; and also, at the close of each month, any such adjustments appearing in the accounts rendered by sub-accountants.

323. The Treasurer will keep a subsidiary Journal, in which will be recorded the details of transfers between heads and sub-heads, and of other transactions which cannot be shown in the principal Journal and Ledger.

324. As soon after the end of each month as the sub-accountants' accounts have been abstracted the entries in the Abstract Book will be totalled. The totals of the entries which have been made in the

a subsidiary Journal for the month will then be posted into the Abstract Book; the expenditure credits, in respect of over debits in the current year, will be deducted from the expenditure, and the revenue debits, in respect of over credits in the current year, from the revenue. The resulting totals will be entered in the Abstract Book and the totals for each ledger account will be posted in the principal Journal.

325. The Ledger will be posted monthly from the principal Journal. It will contain one account for revenue and one for expenditure, an account of surplus and deficit, accounts of loan funds, of advances, deposits, drafts and remittances, and of every fund in the custody of the Government, and such other accounts as the Treasurer shall approve. A trial balance of the Ledger will be made as soon as each month's account has been posted, and a summary of the balance sheet under its principal divisions, but excluding the balances of the accounts of funded debt and sinking funds, will be published in the Official Gazette. This summary will form the statement of the General Assets and Liabilities of the Colonial Government, and show the excess of Assets over Liabilities as a balance identical with the balance of the Surplus and Deficit account.

326. The Surplus and Deficit account will be posted exclusively from the accounts of revenue and expenditure; and will accordingly furnish the accurate record of the balance between them, from month to month and from year to year.

327. Every head of a department will keep a Departmental Vote Account in such form as will clearly show at any time the exact amount of expenditure charged against the vote or votes for his department, and also the expenditure authorized to be incurred.

328. The monthly accounts rendered by the Treasurer shall consist of the under-mentioned documents:—

(a) An Abstract Account of cash receipts and payments showing, under the several heads, the totals of the receipts and payments in the month and in the then expired period of the year, together with the balances at the commencement and close of the periods;

(b) Schedules of the vouchers, under each head of receipt and payment, setting out the various items, arranged according to sub-heads;

(c) Vouchers for all items arranged in the order of the schedules.

In Colonies in which the accounts are audited direct from the Treasury books, it will not be necessary to prepare the documents (a) and (b).

The Abstract Account shall include only sums which have actually been received or paid within the period of account.

329. All account books will continue to be carefully preserved, but the vouchers may, as a general rule, be destroyed with the approval of the Governor after the lapse of a clear interval of seven years.

J. Audit.

330. The Treasurer will render his accounts for audit monthly, in the prescribed form, as soon as possible after the close of the month to which they relate.

331. Copies of the reports of all Boards of Survey on the various Treasury Chests, together with a certificate, signed by the manager of the bank, of the bank balance at the time of the survey, will be forwarded to the Auditor.

332. As soon as possible after the expiration of each financial year, the Treasurer will furnish an Annual Abstract Account showing the whole of the receipts and payments in the year, and the full opening and closing balances.

333. The Annual Abstract Account will be accompanied by detailed statements of revenue and expenditure, showing the amounts actually received or expended during the year as compared with the estimates under each sub-head, together with explanations of the differences.

334. With the Annual Account, there will also be furnished the Statement of the Assets and Liabilities of the Colony at the close of the year, together with the following documents :—

(a) A statement of Advances outstanding at the end of the year ;

(b) A statement of Deposits outstanding at the end of the year ;

(c) A statement of Investments, showing the amount of stock held on the last day of the year, together with the actual cost and the market value at that date ;

(d) A statement of the outstanding amount of funded debt or loans, and of any sinking funds.

335. The Auditor is responsible for the audit and inspection of all public accounts of the Government, whether such accounts be of general revenue and expenditure, or accounts of special funds, or departmental accounts.

336. The Auditor is not responsible for the accuracy of the books of account so as to relieve the Treasurer, heads of departments, or other accounting officers of the responsibility therefor, which primarily rests with them. He will nevertheless apply such an examination

as will enable him to ascertain that the accounts are kept on a correct system, that they are punctually and properly posted, and that the checks against irregularity and fraud are adequate and effective.

337. He will be responsible for seeing that the laws of the Colony, the Colonial Regulations, and the instructions of the Governor in all matters of finance and account are strictly observed, and will bring to the notice of the Governor any failure in their observance.

338. The Auditor will not undertake any examination of accounts, partaking of the nature of pre-audit, which involves the acceptance by him of a responsibility which would preclude him from full criticism of any accounting transactions after they have been duly recorded in the account books of the Colony.

339. The examination of the accounts, which will be carried out either at the local audit offices or at the offices of the various accounting officers, as may be most convenient, will be, as far as possible, conducted direct from the books of the various accounting officers.

340. The Auditor will examine and check the subsidiary books and the accounts of the authorised imprests and advances, and ascertain whether such imprests and advances are punctually accounted for and repaid. In the event of any imprest having been made to an officer without special authorisation, before a previous imprest has been accounted for, he will report the fact to the Governor. He will at once report any unauthorised advance to any officer or account or any other unauthorised disbursement appearing in the books. In his examination of the deposit accounts he will ascertain that all deposits which have remained unclaimed for five years are, in the absence of special reasons to the contrary, written off to revenue. He will call attention to any apparent neglect in the collection of arrears of revenue.

341. He will in all cases refer to the authorities regulating the expenditure provided for in the Estimates, and will see that the expenditure is in accordance therewith. In the case of expenditure which has not been provided for in the Estimates he will ascertain whether the necessary funds have been voted by the Legislature, and whether the expenditure has been duly sanctioned by the Secretary of State. He will see that in every charge against a head the money expended has been applied to the purpose or purposes for which such head was intended to provide, and that it is charged to the proper sub-head.

342. He will satisfy himself that adequate regulations exist for the guidance of store accountants and are duly complied with.

343. He will call upon the accounting officer for explanations of the cause of any undue delay in the rendering of accounts, or in furnishing any statements or returns that he may require, and, if the explanation is not satisfactory, will report the circumstances to the Governor.

344. If the Auditor finds any irregularity in the books, cash, stamps, or stores, for which the head of a department is responsible, he will at once notify the Governor. Should he find the books of any subordinate officer in an unsatisfactory state or discover any irregularity, he will at once notify the head of the department and, if the case be serious, report the circumstances to the Governor.

345. As soon as possible after the close of the financial year the Auditor will prepare a report on the revenue and expenditure of the year, in which he will deal with the collection of the revenue, the state of the arrears, the manner in which the accounts of the Colony are kept, the sufficiency of existing checks against fraud, the nature and extent of the

audit applied, and any special questions arising out of the accounts. In Colonies where the Auditor is responsible to the Director of Colonial Audit, he will furnish this report to the Director of Colonial Audit and to the Colonial Secretary. In other Colonies he will address the report to the Colonial Secretary for the information of the Governor and for transmission to the Secretary of State.

346. The Governor will report forthwith for the decision of the Secretary of State any case in which he has over-ruled the maintained opinion of the Auditor in any matter relating to the public accounts.

K. Stores.

347. Local purchases of stores should be confined to articles produced in the Colony or to articles which, owing to special circumstances, can be purchased as advantageously in the Colony as they can be ordered from abroad.

348. Any stores which may be purchased in the Colony should, unless the estimated cost is less than an amount to be laid down by local regulation, be obtained by contract after public tender. If, however, no tenders are made or the Governor has ground for belief that the tenders sent in are collusive or unreasonable, other arrangements may be made. All tenders will be submitted to a Board of not less than three persons appointed by the Governor.

349. All requisitions from a Colony for stores required from the United Kingdom, or from countries not being adjacent to a particular Colony, will be sent direct in duplicate to the Crown Agents by the Colonial Government if the expenditure has been duly sanctioned.

350. Where the expenditure has not been sanctioned, the requisition, accompanied by all necessary explanations, will be transmitted by the Governor in duplicate to the Secretary of State who, if he sanctions the expenditure, will give the necessary instructions to the Crown Agents.

351. The Crown Agents, being the agents of the Colonial Governments, will comply with all requisitions sent to them which bear the signature of, or are forwarded by, the proper officer of the Colonial Government, and they will not refer to the Secretary of State for instructions unless they have reason to doubt whether in existing circumstances any particular requisition should be complied with. The officer concerned will therefore be held responsible that no requisitions are sent to the Crown Agents unless the expenditure has been duly sanctioned.

352. Orders will in no case be given by the Colonial Government directly or through local agents to firms in this country or in countries not adjacent to the Colony, although the names of firms whom the Colonial Government may for any reason wish to employ may be mentioned in the body of the requisition forwarded to the Crown Agents. The Crown Agents will be guided by the wishes of the Colonial Government unless they have reason to consider that this course is not in the interest of the Colony, in which case they will subsequently explain to the Colonial Government the reasons for their action.

353. Purchases of stores required from an adjacent country should be confined to articles produced in that country, and should be procured as far as possible in the manner prescribed by Regulation 348.

354. Every officer having in his charge or custody any articles which are public property will keep an inventory of the same.

355. Boards of officers, which should not include the storekeeper of the stores to be surveyed, will be appointed by the Governor at the end of each year, and at such other times as may be necessary, to inspect and report upon Government stores; but this will not relieve heads of departments of their responsibility for satisfying themselves by occasional stock-taking that the balances on the ledger are actually in stock.

356. Articles will only be condemned as unserviceable on the report of a Board of Survey, except in the case of minor articles of a perishable nature, where the Governor may at his discretion dispense with a Board.

357. Unserviceable stores, if sold, will be disposed of by public auction or by tenders after public advertisement. If such stores are unsuitable for sale they must be destroyed, unless they can be utilised immediately or within a reasonable time for some public service other than that for which they were purchased; but any condemned stores so retained must be suitably marked to prevent their use for the original purpose and should be brought on charge in a subsidiary ledger for obsolete stores.

358. Losses and deficiencies of stores may not in any case be written off without the authority of the Governor; but where such losses are caused by fraud or negligence, and it is desired to relieve the responsible officer of any part of his pecuniary liability, the authority of the Secretary of State will also be required.

L. Government House.

359. The Government House, together with its stables, outbuildings, fences, and other appurtenances, will be kept in substantial repair throughout at the cost of the Colony. The rooms will be painted and

papered (when necessary) and furnished at the public expense. Plate and table ornaments to a moderate and reasonable amount, together with crockery, glass, cutlery, and kitchen utensils, will also be provided at the cost of the Colony.

360. All furniture and effects supplied at the public expense will be kept complete, and any article lost or damaged otherwise than by fair wear and tear during the occupation of the Government House by any officer will be made good at his expense.

361. An accurate inventory of all furniture and effects provided at the public expense will be made and kept by the Director of Public Works, or other officer designated for that purpose, who will at least once in every two years inspect the furniture and effects and prepare a list of all deficiencies, which the officer responsible will thereupon make good at his own expense. "Fair wear and tear" may be held to include breakages or deficiencies of crockery or similar small or fragile articles, but a reasonable limit must be placed upon the amount allowed in this respect, based as far as possible upon the previous practice in the Colony concerned.

362. Whenever a Governor vacates his Government, a similar inspection will be made; and if the retiring officer does not cause the deficiencies for which he is responsible to be made good, the inspecting officer will prepare for immediate transmission to the Secretary of State a statement of the expenses to be incurred for that purpose, in order that the Secretary of State may take steps to recover the amount from the officer responsible.

363. The provision made in the Estimates for the purchase of furniture and effects for the Government House will be administered by the Director of Public Works or other officer designated for the purpose,

who will from time to time receive from the Governor requests for repairs, replacements, and additions.

364. Expenditure on Government House furniture incurred in the United Kingdom will only be admitted as a charge against Colonial Funds when made through the Crown Agents.

M. Returns.

365. The Treasurer will furnish to the Colonial Secretary, for transmission by the Governor to the Secretary of State, the following periodical returns :—

(a) ANNUALLY.

(i) An Abstract Account of the total revenue and expenditure of the year under each head of receipt and payment, showing the opening and closing balances in both the Treasurer's and Crown Agents' accounts;

(ii) Detailed statements of revenue and expenditure, arranged according to sub-heads, showing the excess or saving on each sub-head and the net excess or saving on each head, and showing also any supplementary votes for expenditure under any sub-head;

(iii) A full statement of the expenditure on works and other payments chargeable to Loan Accounts;

(iv) A statement of the Assets and Liabilities at the close of the year;

(v) A statement of the public debt of the Colony, showing the several amounts of the loans issued and of their respective sinking funds;

(vi) A statement of the investments of the Colonial Government at the close of the year;

(vii) A statement of the receipts, issues, balances in hand, and the assets and liabilities of the Savings Bank, showing separately the revenue derived from Savings Bank investments, the interest credited to depositors, and the expenses of the management of the institution.

(b) QUARTERLY.

(viii) A schedule of all unforeseen expenditure not covered by the appropriation law for the year, expended during the previous quarter ;

(ix) A comparative statement of the revenue and expenditure to the close of the previous quarter.

366. The Colonial Secretary will furnish, for transmission to the Secretary of State, Quarterly Returns of all persons newly appointed to public offices of classes II and III (Regulation 17) and changes in the holders of existing offices in these classes, arising from promotions or otherwise, during the previous quarter ; of all alterations made in the salaries and allowances of public offices of any class ; and of all new offices.

APPENDIX 1.

*Regulation 22.***Particulars of the Office of
now vacant in the Colony of**

1. Duties of Office, and qualifications required for their performance.
2. Salary of Office.
3. Allowances, quarters, and other circumstances affecting the value of the Office.
4. Nature, number, and amount of securities required, and mode of giving them.
5. Whether free passage is provided for the person selected and his family.
6. Acts, laws, or ordinances, making provision respecting any of the above matters, and especially respecting the permanency of the emoluments and the particulars of the security required, with references to the sections in which such provision is made.
7. Whether house accommodation is available or readily procurable, whether furniture, &c., should be brought from England, and any other particulars of a like nature likely to be useful for the information of candidates.

APPENDIX 2.

*Regulation 135.**Provisional.*

A.

**Regulations respecting Foreign Orders and Medals applicable
to Persons in the Service of the Crown.**

ORDERS.

1. No person in the Service of the Crown shall accept or wear the Insignia of any Foreign Order without having previously obtained His Majesty's permission to do so, signified either:—
 - (a) By Warrant under the Royal Sign-Manual, or
 - (b) By restricted permission conveyed through the Keeper of His Majesty's Privy Purse.
2. When permission is given by Warrant under the Royal Sign-Manual, the Insignia of the Foreign Order may be worn at all times and without any restriction.

When restricted permission is given the Insignia may only be worn on the occasions specified in the terms of the letter from the Keeper of His Majesty's Privy Purse conveying the Royal sanction.

3. Full and unrestricted permission by Warrant under the Royal Sign-Manual is contemplated in the following cases:—

For a Decoration conferred—

On an Officer in His Majesty's Naval, Military or Air Forces lent to a Foreign Government; on an Officer in His Majesty's Naval, Military or Air Forces attached by His Majesty's Government to a Foreign Navy, Army or Air Force during hostilities; or on any British Official lent to a Foreign Government and not in receipt of any emoluments from British public funds during the period of such loan.

4. Restricted permission is particularly contemplated for Decorations which have been conferred in recognition of personal attention to a Foreign Sovereign, the Head of a Foreign State, or a member of a Foreign Royal Family, and which are therefore of a more or less complimentary character, but will also be granted for Decorations conferred on other exceptional occasions when in the public interest it is deemed expedient that they should be accepted.

5. Restricted permission will generally be given for Decorations conferred in the following cases, but, as indicated in the preceding paragraph, will not necessarily be limited to these cases:—

(1) On British Ambassadors or Ministers abroad when the King pays a State visit to the country to which they are accredited;

(NOTE.—A State visit is defined as one on which the King is accompanied by a Minister or High Official in attendance.)

(2) On Members of Deputations of British Regiments to Foreign Heads of States;

(3) On Members of Special Missions when the King is represented at a Foreign Coronation, Wedding, Funeral, or similar occasion; or on any Diplomatic Representative when specially accredited to represent His Majesty on such occasions (but not on the members of his Staff).

Restricted permission will not be given to—

(a) British Ambassadors or Ministers abroad when leaving, except on final retirement from His Majesty's Diplomatic Service and in respect of a decoration offered by the Head of State to whom they were last accredited.

- (b) British Officers attending Foreign Manœuvres;
- (c) Naval Officers of British Squadrons visiting Foreign Waters.

6. Both in the case of full and of restricted permission the matter will be submitted to the King by His Majesty's Principal Secretary of State for Foreign Affairs, who shall be under no obligation to consider applications for permission unless the desire of the Head of a Foreign State to confer upon a British subject the Insignia of an Order is notified to him before the Order is conferred, either through the British Diplomatic Representative accredited to the Head of the Foreign State, or through the Diplomatic Representative of the latter at the Court of St. James.

7. When His Majesty's Principal Secretary of State for Foreign Affairs shall have taken the King's pleasure on any such application, and shall have obtained His Majesty's permission for the person in whose favour it has been made to wear the Insignia of a Foreign Order, he shall signify the same to His Majesty's Principal Secretary of State for the Home Department, in order that he may cause a Warrant, if it be a case for the issue of a Warrant as defined in Rule 2, to be prepared for the Royal Sign-Manual.

When such Warrant shall have been signed by the King, a notification thereof shall be inserted in the "Gazette."

Persons in whose favour such Warrants are issued will be required to pay to His Majesty's Principal Secretary of State for the Home Department a stamp duty of 10s.

8. The Warrant signifying His Majesty's permission may, at the request and at the expense of the person who has obtained it, be registered in the College of Arms. Every such Warrant as aforesaid shall contain a clause providing that His Majesty's licence and permission does not authorise the assumption of any style, appellation, rank, precedence, or privilege appertaining to a Knight Bachelor of His Majesty's Realms.

MEDALS.

9. Medals, with the exceptions specified below and State decorations not carrying membership of an Order of Chivalry, are subject to the Regulations in the same manner as Orders, but permission is given by Letter and not by Royal Warrant.

10. Medals for saving or attempting to save life at sea or on land, whether conferred on behalf of the Head or Government of a Foreign State or by private Life Saving Societies

or Institutions, may be accepted and worn without His Majesty's special permission.

Subject, however, in the case of members of His Majesty's Naval, Military or Air Forces, to any restrictions imposed by the King's Regulations for those Services as to the wearing of such medals with uniform.

Applications for His Majesty's permission to wear other Medals conferred by Private Societies or Institutions, and Commemorative Medals, cannot be entertained.

11. The King's unrestricted permission to accept and wear a Foreign War Medal will only be given to (1) Members of His Majesty's Naval, Military, or Air Forces if serving with a Foreign Army, Navy, or Air Force with His Majesty's licence, and (2) Military, Naval, or Air Attachés or Officers and other ranks and ratings officially attached to Foreign Armies, Navies, or Air Forces during hostilities.

12. In exceptional cases, when for special reasons it is deemed expedient that the acceptance of the Medal should not be declined, His Majesty will grant restricted permission. Such cases will be judged on their merits, and the circumstances in which the Medal may be worn will be specified in the Letter conveying His Majesty's permission.

GENERAL.

13. Ladies are subject to the Regulations in all respects in the same manner as men.

Foreign Office,
March, 1928.

Provisional.

B.

Regulations respecting Foreign Orders and Medals applicable to Persons NOT in the Service of the Crown.

ORDERS.

1. No subject of His Majesty shall accept or wear the Insignia of any Foreign Order without having previously obtained His Majesty's permission to do so, signified either:—

(a) By Warrant under the Royal Sign-Manual, or

(b) By restricted permission conveyed through the Keeper of His Majesty's Privy Purse.

2. When permission is given by Warrant under the Royal Sign-Manual, the Insignia of the Foreign Order may be worn at all times and without any restriction.

When restricted permission is given the Insignia may only be worn on the occasions specified in the terms of the letter from the Keeper of His Majesty's Privy Purse conveying the Royal sanction.

3. The full and unrestricted permission by Warrant under the Royal Sign-Manual is designed to meet cases in which the Decoration has been earned by valuable service rendered to the Head of the State conferring it, or to the State itself. Such service must have been both of manifest and substantial value to the Head of the State or State concerned and not inconsistent with British interests; and must have been rendered within the period of five years immediately preceding the notification of the Decoration to His Majesty's Government as prescribed under Rule 5.

4. Restricted permission is particularly contemplated for Decorations which have been conferred in recognition of personal attention to a Foreign Sovereign, the Head of a Foreign State, or a member of a Foreign Royal Family, and which are therefore of a more or less complimentary character, but will also be granted for Decorations conferred on other exceptional occasions, in the case of services of manifest and substantial value when not rendered direct to the Foreign State, or when in the public interest it is deemed expedient that they should be accepted.

Restricted permission will not be granted in the case of Decorations conferred for services rendered more than five years previously.

5. Both in the case of full and of restricted permission the matter will be submitted to the King by His Majesty's Principal Secretary of State for Foreign Affairs, who shall be under no obligation to consider applications for permission unless the desire of the Head of a Foreign State to confer upon a British subject the Insignia of an Order is notified to him before the Order is conferred, either through the British Diplomatic Representative accredited to the Head of the Foreign State, or through the Diplomatic Representative of the latter at the Court of St. James.

6. When His Majesty's Principal Secretary of State for Foreign Affairs shall have taken the King's pleasure on any such application, and shall have obtained His Majesty's permission for the person in whose favour it has been made to

wear the Insignia of a Foreign Order, he shall signify the same to His Majesty's Principal Secretary of State for the Home Department, in order that he may cause a Warrant, if it be a case for the issue of a Warrant as defined in Rule 2, to be prepared for the Royal Sign-Manual.

When such Warrant shall have been signed by the King, a notification thereof shall be inserted in the "Gazette."

Persons in whose favour such Warrants are issued will be required to pay to His Majesty's Principal Secretary of State for the Home Department a stamp duty of 10s.

7. The Warrant signifying His Majesty's permission may, at the request and at the expense of the person who has obtained it, be registered in the College of Arms. Every such Warrant as aforesaid shall contain a clause providing that His Majesty's licence and permission does not authorise the assumption of any style, appellation, rank, precedence, or privilege appertaining to a Knight Bachelor of His Majesty's Realms.

MEDALS.

8. Medals, with the exceptions specified below, and State decorations not carrying membership of an Order of Chivalry, are subject to the Regulations in the same manner as Orders, but permission to wear is given by Letter and not by Royal Warrant. No permission is needed to accept a Foreign Medal if it is not to be worn.

9. Medals for saving or attempting to save life at sea or on land, whether conferred on behalf of the Head or Government of a Foreign State, or by private Life Saving Societies or Institutions, may be accepted and worn without His Majesty's special permission.

Applications for His Majesty's permission to wear other Medals conferred by Private Societies or Institutions, and Commemorative Medals, cannot be entertained.

10. His Majesty will not grant permission to wear any Foreign War Medal if the person on whom it is to be or has been conferred was during the war acting in contravention of the Foreign Enlistment Act.

GENERAL.

11. Ladies are subject to the Regulations in all respects in the same manner as men.

Foreign Office,
March, 1928.

APPENDIX 3.

Regulation 136.

Colonial Officials entitled to Salutes when in their Official Capacities.	No. of Guns.	By His Majesty's Ships.			By the Fort or Battery from which Salutes are usually fired.		
		Within what Limits.	Occasions.	How often by the same Flag, Broad Pendant or Ship.	Within what Limits.	Occasions.	How often.
The Governor-General of the Dominion of Canada, the Governor-General of the Commonwealth of Australia, the Governor-General of the Union of South Africa, the Governor-General of the Dominion of New Zealand, and the Governor-General of the Irish Free State.	19	Those of his Government.	On landing on first appointment, or on return from leave of absence, at his destination from the United Kingdom, by the ship in which he arrives. When visiting a ship either on going on board or on leaving, by such ship. On finally quitting his Government or on proceeding on leave of absence, by the ship in which he embarks.	As the occasion arises.	Those of his Government.	On first landing, on reading of Royal Commission and taking Oaths of Office, or on return from leave of absence exceeding three months.	As the occasion arises.
Governor or High Commissioners* of any of His Majesty's Colonies, Protectorates, Territories, Dependencies, Castles, or Fortresses.	17						
Lieutenant-Governor or Commissioner if administering the Government of a Colony, Protectorate, Territory, or Dependency, and if holding a Commission direct from the King, or acting temporarily for an Officer so Commissioned, Administrators or Commissioners of Colonies, Protectorates, Territories, or Dependencies, acting in subordination to a Governor or High Commissioner.	15						
Lieutenant-Governor not administering a Government if holding a Commission direct from the King.	15						

* The High Commissioners of South Africa and of the Western Pacific will be entitled to the same number of guns when visiting in, embarking in, or disembarking from, a ship outside the precincts of their Governments, but within the limits embraced by their Commissions.

The Lieutenant-Governor of Papua, the Government Resident in Northern Australia, and the Administrators of the mandated territories of New Guinea and Western Samoa will be entitled to a salute of fifteen guns.

The British Resident, Zanzibar, will be entitled to a salute of seventeen guns.

The British Resident Commissioner in the New Hebrides, the Resident Commissioners, British Solomon Islands Protectorate, Gilbert and Ellice Islands Protectorate, and the Administrators of Norfolk Island and of the mandated territory of Nauru, and the

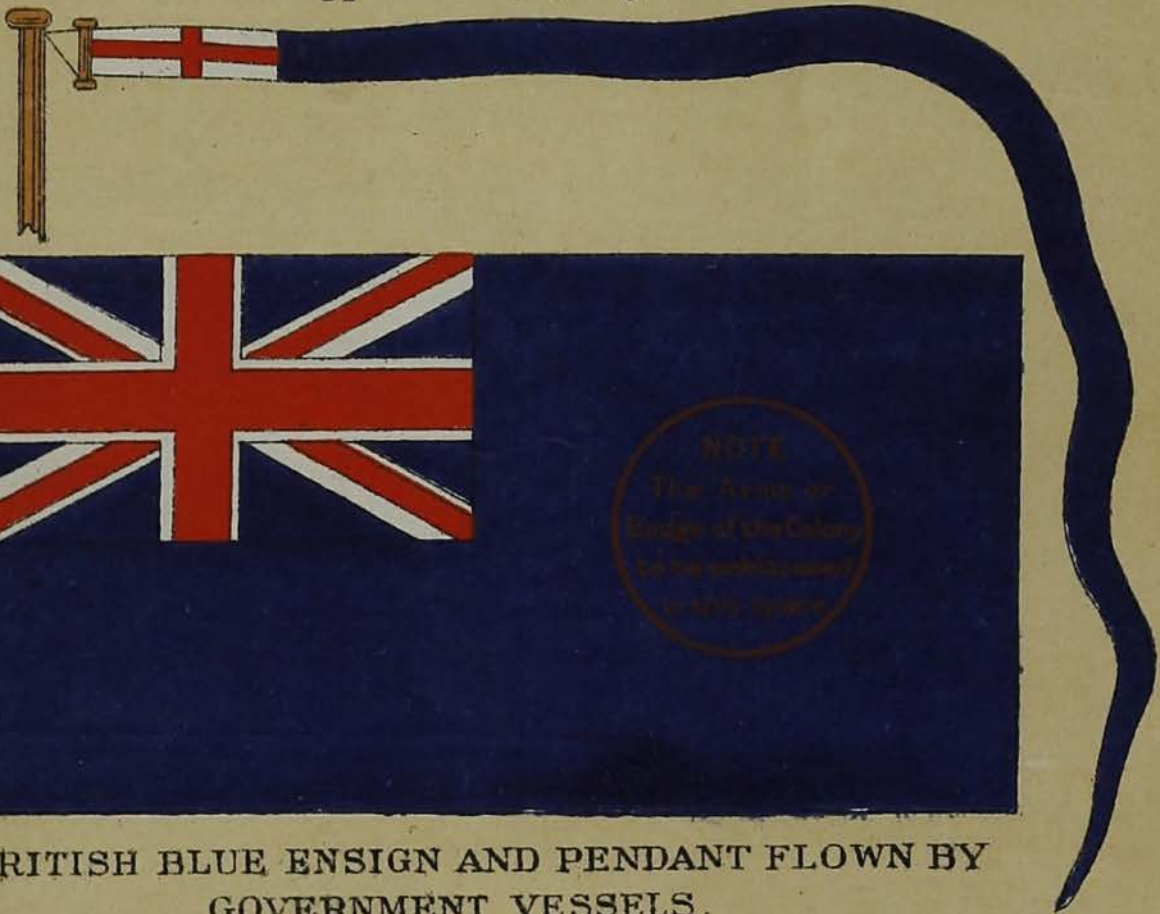
Appendix 4 (Reg.141)

12 feet



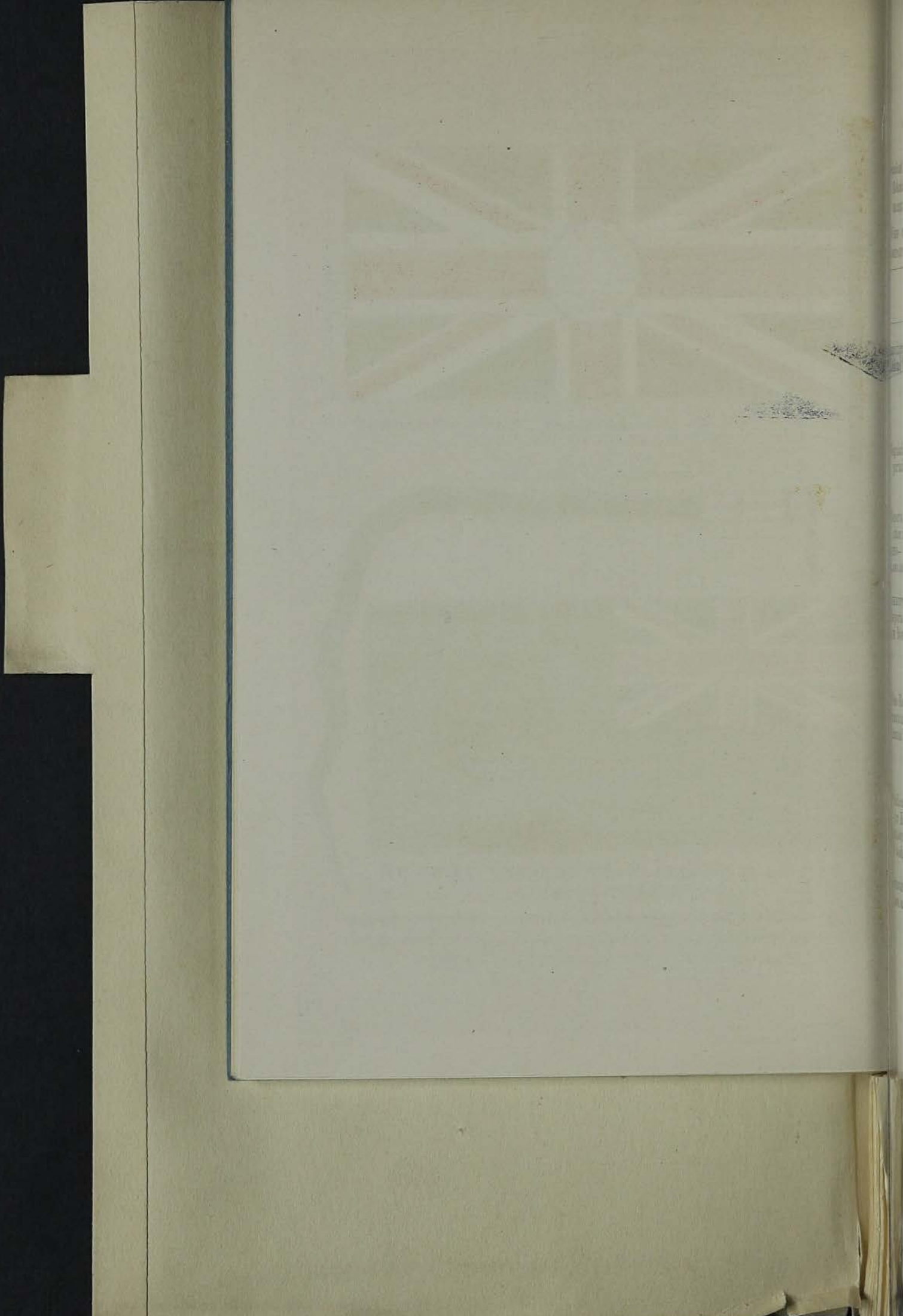
FLAG USED BY GOVERNORS, &c, WHEN EMBARKED IN A BOAT OR OTHER VESSEL.

Appendix 5 (Reg.142)



BRITISH BLUE ENSIGN AND PENDANT FLOWN BY GOVERNMENT VESSELS.

This Ensign and Pendant are used by all armed vessels which belong to or are in the service of the Government of a Colony. Such vessels when not armed fly the Blue Ensign but no Pendant.



APPENDIX 6.

Regulation 175.

Periodical Returns, Reports, Publications, &c., to be transmitted by Colonial Governments to the Secretary of State for the Colonies, except where otherwise shown in the 4th column.

WHEN THESE RETURNS ARE PRINTED, THE NUMBER SENT TO THE SECRETARY OF STATE SHOULD NOT BE LESS THAN SIX.

<i>Subject.</i>	<i>Period.</i>	<i>No. of Copies.</i>	<i>Address to which sent.</i>
AGRICULTURE—			
A Annual Report	Annual ...	1	Ministry of Agriculture.
		1	
		1	Director, Royal Botanic Gardens, Kew.
R Regulations regarding importation of plants.	As issued	1	Board of Agriculture for Scotland, 29, St. Andrew's Square, Edinburgh.
R Reports, Regulations or other documents.	From time to time.	1	Ministry of Agriculture.
ALIENS—			
L Laws and Regulations ...	From time to time.	5	Home Office.
BANKRUPTCY—			
R Reports or Statistics ...	Annual ...	1	Board of Trade.
BLUE BOOK			
	Annual ...	2	Board of Trade. Imperial Institute. War Office.
		1	
		1	
		1	
R Blue Book Report ...	Annual ...	1	
BOTANICAL GARDENS—			
A Annual Report	Annual ...	1	Director, Royal Botanic Gardens, Kew.
		1	
R Publications or papers for Kew Gardens.	From time to time.	1	Ditto.
CATALOGUE—			
O of books registered ...	From time to time.	2	British Museum.
COPYRIGHT—			
L Laws and Regulations ...	From time to time.	2	Industrial Property Department, Board of Trade.
		1	Secretary, Board of Trade.

<i>Subject.</i>	<i>Period.</i>	<i>No. of Copies.</i>	<i>Address to which sent.</i>
CORRESPONDENCE—			
Schedules of unanswered despatches.	Quarterly	1	
COUNCILS—			
Proceedings of Executive Council.	Half-yearly	1	
Proceedings of Legislative bodies.	After each Meeting.	1	
Lists of Members of Legislative and Executive Councils.	Annually and on provisional appointments.	1	
CRIMINAL—			
Capital Sentences, Commutation. Reports.	In each case	1	
Capital Sentences, Execution of.	Annual ...	1	
Crime and Prison Discipline.	Annual ...	1	
Flogging of Prisoners ...	Annual ...	1	
Gaols	Annual ...	1	
DANGEROUS DRUGS—			
Legislation... ..	From time to time.	30	Secretary of State (for League of Nations)
Annual Report	Annual ...	3	Ditto.
DEFENCE—			
Naval, Military and Air resources.	Annual ...	4	
EDUCATION and Schools ...	Annual ...	1	
Documents of general interest.	As issued	1	Board of Education.
List of official publications	Annual ...	1	Ditto.
EMIGRATION and Immigration.	Annual ...	1	
FORESTRY—			
Reports, &c.	From time to time.	1	Imperial Forestry Institute.
Ditto		1	Empire Forestry Association.
		1	Forestry Commission.
		1	Forest Products Research Board (Department of Scientific and Industrial Research).
		1	Imperial Institute (Timbers Committee).

<i>Subject.</i>	<i>Period.</i>	<i>No. of Copies.</i>	<i>Address to which sent.</i>
GOVERNMENT HOUSES— Changes in accommodation.	As effected	1	
LABOUR— Legislation... ..	From time to time.	2	Secretary of State (for International Labour Office).
LAWS	As printed	24	As prescribed in Regulation 176. Board of Trade.
Companies Legislation ...	As passed.	1	(Regulation 177.)
New Compilations or corrected Editions, and separate prints.	Annual or as printed.	10	
LEGAL PRACTITIONERS ...	Annual ...	1	
MEDICAL AND SANITARY— Annual Report	Annual ...	6 6	Sanitary Commissioner for Government of Bombay, Poona.
Bacteriological Report ...	Annual ...	1	
Cancer Research	From time to time.	1	
Hospitals and Asylums ...	Annual ...	1	
Lepet Asylums	Annual ...	1	
Indian Immigrant Lepers	From time to time.	1	
Plague Reports (as required by the International Sanitary Convention).	From time to time.	1	
Plague Reports	Monthly...	2	
Plague Returns	Weekly ...	—	
MEDICAL PRACTITIONERS— Lists of qualified persons	From time to time.	1	Royal College of Surgeons of England.
Lists of persons disqualified.	From time to time.	1	General Council of Medical Education and Registration of the United Kingdom.
Staff alterations	Annual ...	1	General Council of Medical Education and Registration of the United Kingdom.

<i>Subject.</i>	<i>Period.</i>	<i>No. of Copies.</i>	<i>Address to which sent.</i>
METEOROLOGICAL— Reports and Returns ...	Annual ...	2	Director, Meteorological Office.
MILITARY— Local Forces—Acts, Ordinances, Proclamations, Orders, and Regulations.	As issued	3	
Nominal Rolls of British Non-Commissioned Officers in Service of Colony.	Annual ...	1	
Reports on Army Officers on the Active List, lent for duty in Colonies.	Annual ...	1	
MINES DEPARTMENT— Annual Report	Annual ...	6	
NAVAL— Sources of Supply of Coal, Liquid Fuel, Provisions.	Annual ...	1	Admiralty or Naval Commander - in Chief, as directed.
PATENTS AND TRADE MARKS— Laws, Notifications, Regulations, and Specifications.	As issued	6	Commissioner of Patents.
Laws and Regulations ...	As issued	2	International Office at Berne.
PUBLIC WORKS— Annual Report	Annual ...	1	
PUBLICATIONS— Almanac, Local Directory or Handbook.	Annual ...	2	
Books and Pamphlets issuing from Colonial Press.	As issued	1	
Government Gazettes ...	Each mail	6	
Maps produced in Colony	As issued	6	
Newspapers (Two of the leading journals).	Each mail	1	
RAILWAYS— Annual Report	Annual ...	1	
RESEARCH— Raw Materials	Half-yearly	1	Imperial Institute.
SHIPPING AND SEAMEN— Lascars and Asiatic Seamen on British Ships making voyages to places outside the United Kingdom.	Monthly...	1	Mercantile Marine Department, Board of Trade.

<i>Subject.</i>	<i>Period.</i>	<i>No of Copies.</i>	<i>Address to which sent.</i>
SHIPPING AND SEAMEN—cont.			
Laws	From time to time.	6	Mercantile Marine Department, Board of Trade.
Lighthouses, Buoys, Beacons.	From time to time.	1	Board of Trade.
Navigation, new Reefs, Shoals, Currents.	From time to time.	1	Admiralty.
Returns required under Merchant Shipping Acts.	From time to time.	1	Board of Trade.
Ships registered	Various ...	—	Board of Trade.
Ships registered	Annual ...	1	Registrar-General of Shipping and Seamen.
Wrecks and Casualties ...	From time to time.	1	Board of Trade.
Ditto, Notification to Lloyds.	From time to time.	1	The Secretary of Lloyds.
Ditto, Salvaged Property, notification to Lloyds.	From time to time.	1	The Secretary of Lloyds.
STATISTICAL—			
Cotton Production and Export.	Quarterly	1	
Information for Colonial Statistical Abstract.	Annual ...	1	Board of Trade.
Information for Statistical Department of the Commonwealth of Australia.	From time to time.	1	Commonwealth Statistical Department.
Vital Statistics	Annual	2	
	Annual	1	Registrar-General
TRADE AND COMMERCE—			
Customs Tariffs and Regulations.	As passed (or Annual)	3	Board of Trade.
Colonial Statistical Abstract.	Annual ...	1	Board of Trade.
Reports on Commercial Developments, new products, &c.	From time to time.	1	
		1	Librarian, Board of Trade.
WOMEN AND CHILDREN, TRAFFIC IN—			
Report	Annual ...	4	Secretary of State (for League of Nations).

APPENDIX 7.
Regulation 193.
Notice of New Light or Alteration of Light.

<i>Name of Light.</i>
<i>Place.</i>
<i>Latitude.</i>
<i>Longitude.</i>
<i>Number of Lights and Relative Positions.</i>
<i>Colour of Light.</i>
<i>Fixed, ! Flashing, Fixed and Flash, Intermittent, Alter- nating Revolving.</i>
<i>Interval of Revolution of Flash.</i>
<i>Miles seen in clear weather from a Ship's Deck.</i>
<i>Time Harbour Light is shown.</i>
<i>Colour or any peculiarity of Light-house, including Sectors in Light (if any).</i>
<i>Height in feet of Centre of Lantern above High Water.</i>
<i>Height in feet of Building from Base to Vane.</i>
<i>When Lighted.</i>
<i>Character and Order of Illuminating Apparatus.</i>
<i>Description of Fog Signal (if any).</i>
<i>Remarks.</i>

N.B.—In addition to the above Form, information respecting the purpose for which the light is exhibited, the dangers against which it is intended to warn, the position of the lighthouse in respect to some known point, or if possible a tracing from an Admiralty Chart of a small portion of the adjacent coast, with the position of the lighthouse (giving the number of the chart), the position, colour, and description of the Keeper's dwelling, and any information that may be of use to the navigator, will be of much service.
The Form should be sent to the Assistant Secretary, Harbour Department, Board of Trade, London, S.W.

INDEX.

A.

	REG.
A Absence from Colony of suspended officer	49
" " without leave	37
" (Leave of). <i>See</i> Leave.	
A Abstract Account (Annual). Treasurer to furnish ...	332-3
" Book (Daily). <i>See</i> Books of Account.	
" " (Monthly). <i>See</i> Books of Account.	
A Abstracts of Estimates, Form of	212
A Access to Books, &c. Auditor entitled to	208
A Account (Annual Abstract). Treasurer to furnish ...	332-3
" Books. Preservation	329
" " Responsibility for accuracy	336
" (Crown Agents). Transfers from	285
" Deposit. Duties of Auditor	340
A Accounting for Fees, Method of	250
" Officer. Neglect to collect money due ...	253
" " <i>See also</i> Treasurer.	
" Officers	204-7
A Accounts (Annual). Documents to be furnished ...	334
" Appropriation	239
" Book-keeping and	314-327
" Documents to be attached to	331
" Entries to be supported by vouchers	314
" Examination of	338, 339
" (Govt. Undertakings)	289
" (Monthly). Definition of	328
" Monthly audit of	330
" Treasurer's books	315
A Acknowledgments of receipts	280
A Acquittal of public officer on criminal charge	48
A Act. <i>See</i> Law.	
A Acting appointments. <i>See</i> Appointments (acting).	
A Additional Expenditure, Authority for	282
" sub-heads	286
A Addresses of officers on leave to be reported	124
A Administrator, visits by	147-152
A Advances. Duties of auditors	340
A Advances on account of salary. Grant of	53
" " " Accounting for	290
A Agency (Private). <i>See</i> Officers (Public).	
A Agents (Crown). <i>See</i> Crown Agents.	

	REG.
Allowances. Travelling. Ests.	225
" " Grant of	270
" " Officer on leave	123
" <i>See also Emoluments (Personal).</i>	
Amounts of family remittances	299
Annual Abstract Account. Treasurer to furnish ...	332-3
" Confidential Report. <i>See Officers (Public) and Officers (Military).</i>	
Appeals by holders of patent offices against removal ...	38
Application of general leave and passage regs. to Euro- pean officers in W. Africa	97
Appointments	14-26
" Authority for	15
" Boards of Survey. Cash and stamps ...	311
" " " Govt. stores ...	355
" Gov. Salary arrangements	65
" Gov.'s powers limited to residents in Colony	20
" Gov.'s private staff to public offices ...	26
" Judges of Supreme Court	16
" Public officers. <i>See Officers (Public).</i>	
" Scope of regs. as to	14
" Tenure of	15, 39
Appointments (Acting). Disposal of fees of	55
" " Remuneration of	54
" " Salary, Effect of confirmation in	57
" " Salutes to which entitled ...	137
" " Visits by officers holding ...	151
Appropriation Accounts	239
" Law	239
" " Expr. in excess of revenue ...	232
" " Lapses at end of year	287
" " (Supplementary)	281
Army (Annual) Act. "General Orders" promulgating	8
Arrears of Revenue. Authority for writing off	256-7
" " Duties of Auditor	340
" " Returns of, to be furnished to Auditor	255
" " to be reported to Col. Sec. ...	254
" " and interest thereon. Treatment in Ests.	218
Assembly (Houses of). Salutes at opening or closing ...	138
Assent (Governor's). Colonial Laws	173
Assets and Liabilities. Statement of, to accompany Estimates and Annual Account	238, 334

	REG.
Assets and Liabilities. Publication of monthly statements in Gazette	325
Attendance (Medical). Rules to be observed by W. African officers on leave in U.K.	93
Audit	330-346
„ Treas. to render accounts monthly to	330
„ See also Auditor (duties of).	
Auditor. Access to books, &c.	208
„ Duties of	335-345
„ Opinion of, Gov. to report overruling	346
„ Periodical returns of arrears of revenue to	255
„ Queries by	209
„ Report of	345
„ Responsibility of	207, 335
„ to observe regs. in Chap. V.	204
„ to report arrears of revenue to Col. Sec (Colonial). See Leave (Half-pay).	254
„	
Authentication. Certification of signrs. by S. of S.	174
Authority for appts.	15
„ defraying excesses on subheads	281
„ establishments	283
„ expr.	261
„ grant of pensions	60
„ interests	301
„ new works	240-1
„ salaries	283
„ urgent public works	241
„ writing off arrears of revenue	256-7
„ „ losses and deficiencies in Govt. stores	358
„ „ losses of public money	293

B.

Balances (Unexpended) of Votes to lapse at end of year	288
Bank. Cash rectx. to be deposited in	307
„ Custody of public money by	303
„ Overdrafts on	309
„ Rects. to be deposited daily in	308
Beacons. See Lighthouses, &c.	
Bills of exchange received as revenue	249
Blue Book. Compilation and transmn. to S. of S.	178
„ „ Report. Contents and arrangt. of	179
„ Ensign	142
Board of Survey. Cash and Stamps	311

	REG.
Board of Survey. Govt. Stores	355
" " " Condemnation	356
" " Reports of	331
" of Trade. Lighthouses, &c.	193
" " Reefs, Shoals, Currents, &c.	194
" " Shipping	191-2
" " Wrecks	195
" (Tender). <i>See</i> Tender Board.	
Boats, for use of Govs., &c., paying official visits	152
Book-keeping and accounts	314-329
Books of Account:—	
" " Treasurer's	315
" " Sub-Accts.	317
" " " Checking of, by Treas.	319
" " " to be forwarded to	
Treas. monthly	318
" " Daily Abstract Book	320-1
" " Journal. Adjustments to be en-	
tered in	322
" " " (Subsidiary). Purposes of	323
" " Ledger	325
" " Monthly Abstract Book	324
" " Treasurer's Books	315
Buoys. <i>See</i> Lighthouses, &c.	

C.

Capital Sentences. Annual returns	Appx. 6
" " Reports on commuted	Appx. 6
Care of Govt. House furniture	360
Cash Book. <i>See</i> Books of Account.	
" Receipts. <i>See</i> Receipts (Cash).	
Casualties to shipping	195
Ceremonies (Religious), Salutes at	138
Certificate of grant of leave	121
Certificates on vouchers	275
" " " Incorrect	271
Chair Allowance. Ests.	225
Charter (Royal)	130
Cheques. Payments by	259
" Received as revenue	249
Civil Correspce. of Govs.	181-6
" Uniforms. <i>See</i> Uniforms (Civil).	
Claims for payment to be examined	279
" " presented monthly	269

	REG.
Correspondence (Telegraphic). Recorders	172
" of Govs. actually in command of H.M.'s Troops:—	
Exclusively with S. of S. for War ...	182
Jointly with S. of S. for Colonies and S. of S. for War	183
Military and civil to be kept separate	181-6
of Govs. with consular officers ...	196-8
" " Commanders of foreign vessels	190
" " naval authorities ...	189
of individuals with Gov.	199
" " S. of S.	200-1
" " " Obligation of Gov. to forward with report	203
Correspondence. <i>See also</i> Despatches.	
Cost of Remittances	298
Council Proceedings for suspension of public officers	42-48
Counterfoiled Receipt Forms	243
" Revenue Forms	244
Counterfoils of cheques to be kept for reference ...	259
Courses of Instruction. Attendance of W. African officers on leave at	94
Court of Enquiry into loss of Merchant Ships. Pre- cedence of naval officer	133
Criminal Proceedings. Returns of capital sentences executed	Appx. 6
" " Reports on sentences commuted	Appx. 6
" " against public officer ...	40, 45-48
Crown. Power to legislate by Order in Council ...	1
Crown Agents. Agrt. for refund of passage allces. ...	111
" " Compliance of, with requisitions ...	351-2
" " Payment of family remittances ...	299
" " Payments to other Govts. and credi- tors in the U.K. to be made thro'...	294
" " to be kept in funds by Col. Treas. ...	295
" Lands. Treatment of proceeds of sale of, in Ests.	216
Currents. <i>See</i> Reefs, Shoals, &c.	
Custody of Public money	303-313
" " " by Bank	303
" " " by Treasurer	305
" " " in fireproof safe or vault ...	304
" " " Property	354
" stamp stock	310

D.

REG.

Daily Abstract Book. <i>See</i> Books of Account.	
Damage to Govt. House furniture	360-2
Date of charge in a/cs governed by date of payment	288
„ presentation of claims for payment	269
Decorations. <i>See</i> Medals and Decorations.	
Defence. <i>See</i> Officers (Public)—Interviews.	
Defences (Military). O.C. Troops to render returns to Gov.	7
Deficiencies in Stores. Authority for writing off ...	358
Deficit (Surplus and) Account	326
Definition of term—“ Administrator ”	153
„ „ —“ Colony ”	1
„ „ —“ Fair Wear and Tear ”	361
„ „ —“ Governor ”	2
„ „ —“ Monthly Account ”	328
„ „ —“ Native Officer in W. Africa ”	97
„ „ —“ Sub-accountant ”	204
Delays in presenting a/cs for Audit	343
Departmental Vote Account	327
Deposit Accounts. Duties of Auditor	340
„ of Public Money in Vault or Safe	307
Despatches from C.O. Accounts	164 (1)
„ „ Acknowledgments	170
„ „ Circular	164 (1)
„ „ Classification and treatment of	164
„ „ Confidential	164 (3)
„ „ „ Separate Schedules for acct. of ...	170
„ „ Enclosures	164 (1)
„ „ Formal	164 (2)
„ „ Honours	164 (1)
„ „ Miscellaneous	164 (1)
„ „ Schedules of unanswered ...	171
„ „ Numbered	164 (1)
„ „ Publication	164
„ „ Secret	164 (4)
„ „ „ safe custody	166
„ „ „ Separate Schedules for acct. of ...	170
„ „ Unnumbered	164 (2)
„ „ from S. of S. <i>See</i> Despatches from C.O.	
„ „ to S. of S. Confidential. Separate schedules of ...	170
„ „ „ Not to be referred to in numbered desps.	165

	REG.
Despatches to S. of S. Enclosures	168-9
" " Schedules of unanswered ...	171
" " Numbered. To contain full report of all important transactions	165
" " Numbered " Reserved " ...	164
" " Paragraphs	168
" " Schedule of	170
" " Secret. Separate schedules of	170
" " Telegraphic. Recorders ...	172
Discipline	27-51
Dismissal of holders of patent offices. Procedure for	38
" public officers. Powers of S. of S. ...	39
" " Class I. Procedure for	40
" " " for inefficiency..	41
" " " Punishment in lieu of ...	40
" " Classes II. and III. for inefficiency	50
" " Classes II. and III. See " Suspension."	
Documentary Evidence. See " Suspension."	
Documents (authentication of). See Authentication of Documents.	
Duties entrusted to subordinates. Responsibility for	207
" of Auditor	335-340
" of officers	27
" of Sub-Accountants	207
" of Treasurer	204-6
Duty Allowance. See Allowances, Duty.	

E.

East Africa. Leave regs.	102-109
Embarkation of officer returning to W. Africa ...	91
Emoluments (Personal). Treatment in Ests. ...	213, 221-2
Employment. See Officers (Public)—Leave.	
Enactment. See " Law " and " Precedence."	
Enquiry. See Court of Enquiry.	
" (Committee of). See " Suspension."	
Ensign. Blue	142
" Red	143
Entertainment Allee. See Allowance (Entertainment).	
" on board H.M.'s ships:—	
" " Expense of	74-76

	REG.
Entertainment on board. Half-rates, when payable ...	78
" " " Payments for, how calculated	76
" " " When on tour of inspection	77
Establishments. Authority for	283
Estimated Expr. not to exceed estd. Revenue	232
Estimates	210-241
" Duties of Auditor	341
" Excesses on	285
" Expr. to follow	284
" Explanations to be furnished with	237
" To be accd. by statement of Assets and Liabilities	238
" To be forwarded to S. of S.	237
" of Expr. Allces. for clerical exps.	225
" " Allces. in refund of exps.	225
" " Authority for establishments	283
" " Authority for salaries	283
" " Contingencies	230
" " Expr. in excess of	281
" " Extra remuneration of officers	224
" " Incremental salaries	223
" " Miscellaneous	230
" " " Inclusion of items in	229
" " Official Residence	224
" " Other charges	221, 226
" " Personal emoluments	221-2
" " Preparation of	219
" " Provision in, for Govt. House furniture	363
" " Public Debt charges	233
" " Public Works. Annually recurrent	234
" " " Department	234
" " " Extraordinary	234-5
" " " Met by special loans	236
" " " Urgent	241
" " " Responsibility of heads of depts.	220
" " " Sub-heads of	228
" " " Supplementary	281
" " " To show cost of each dept.	227
" " " To show personal emoluments	213
" " " Unforeseen expr.	230
" Revenue. Arrears and interest	218
" " Fees	250
" " Grants-in-Aid from Imperial Funds	217
" " Heads of	214

	REG.
Estimates Revenue. Loans from Imperial Funds ...	217
" " Sale of Govt. lands ...	216
" " Stamp Duties ...	215
" " To show gross receipts ...	213
" of Revenue and Expr. Date of preparation	
of	210
" " Expr. provided by civil list ...	211
" " Expr. under special laws ...	211
" " Form of	211
" " Form of abstracts of	212
" " New heads	231
" " Preparation of, by Col. Sec. ...	210
" " Sub-heads	231
European officers in West Africa. <i>See Officers (Public).</i>	
Excess of Expr. over Revenue	232
Excesses on Estimates	285
" Sub-heads. Authority for defraying ...	281
Exchanging Visits. Order to be observed	148
Executive Council. <i>See Councils (Executive).</i>	
Expenditure	258-280
" Authorised by general warrant	262
" " special warrant	272
" Authority for	261
" " Additional	282
" In excess of Ests.	281
" Incurred under requisitions	263
" " without "	267
" On confidential services	292
" On Govt. House furniture	364
" Provided by civil list	211
" Under special laws	211
" Unforeseen. Ests. of	230
" To follow estimates	284
Expenditure and Revenue. Detailed statement of ...	333
" " (Ests. of.) <i>See Estimates</i>	
of Revenue and Expr.	
Extra remuneration of officers. Treatment in Ests. ...	224

F.

Fair wear and tear. Definition of	361
Family remittances. <i>See Remittances (Family).</i>	
Fees. Method of accounting for	250
" Treatment of, in Ests.	222
" of officers on leave	123
" " vacant Offices, disposal of	55

	REG.
Fines. Gov. may inflict	40, 51
Flag of Gov. when on board one of H.M.'s Ships ...	144-5
" " " foreign mission	146
" " " Use of distinguishing, by Col. vessels ...	143
Flag used by Govt., etc., when embarking. Illustration of	Appx. 4
" " " flown by govt. vessels. Illustration of ...	Appx. 5
" " " (with badge). Flown by govt. vessels, unarmed ...	142
" " " and pendant). Flown by armed " " " govt. vessels	142
" " " Pendant flown by govt. vessels. Illustration of	Appx. 5
" " " Red Ensign. Flown by private British Col. ships ...	143
" " " (with badge). Use authorised by " " " Warrant	143
" " " Union Flag (with badge). When used	141
" " " (without badge). When flown	140
Forage allowance. Ests.	225
Foreign Mission, Flag of Gov. when on	146
" " " Orders and Medals, King's Regs. ...	135, App. 2
Form of Abstracts of Ests.	212
" " " Ests. of Revenue and Expr.	211
" " " Notice to Board of Trade. Lighthouses, Buoys and Beacons	Appx. 7
" " " Return of particulars of vacant offices ...	Appx. 1
Fuel. Ests.	222
Funds (Public). Not to bear exps. of entertainment of Passrs. on H.M.'s Ships without sanction of S. of S.	74
Furniture (Govt. House). See Govt. House furniture.	

G.

General Orders. See Army (Annual) Act.	
" " " Warrants authorising Expr.	269
Government, during incapacity of Gov.	4
Government House Furniture. Care of	360
" " " " " " Expr. on, incurred in " " " " " " U.K.	364
" " " " " " Gov. to make good on " " " " " " retirement	362
" " " " " " Inspection, on retire- " " " " " " ment of Gov.	362
" " " " " " Inventory of	361

	REG.
Government House Furniture. Loss and damage to ...	360-1
" " Periodical inspection ...	361
" " Provision in Ests. for...	363
" " Provision, at cost of Colony ...	359
Government Lands. Treatment in Ests. of proceeds of sale ...	216
" Undertakings. Accounts of ...	289
Governor ...	2-13
" Appt. of ...	3
" Assent to Colonial Laws ...	173
" Capital Sentences. Returns of those executed ...	Appx. 6
" Commission. Provisions of ...	3
" Correspondence. Individuals. ...	199-203
" " Not to be withdrawn from record ...	167
" " To be addressed to S. of S.	163
" " When actually in command of H.M.'s Troops ...	181-8
" " with Consular Officers ...	196-8
" " with commrs. of foreign vessels ...	190
" " with naval officers ...	189
" Devolution of Govt. during incapacity ...	4
" Duties of ...	3
" Duty allce. ...	63
" Entertainment allce. of ...	63
" " on board H.M.'s Ships ...	74-6
" Flag when on board H.M.'s Ships ...	144-5
" " foreign mission ...	146
" H.M.'s Ships. No authority over movements of ...	11
" Instructions, provisions of ...	3
" Leave and salary of ...	61-66
" Letters Patent, constituting office of ...	4-5
" Naval Officers, no authority over ...	11
" Not to appt. private staff to public offices without sanction of S. of S. ...	26
" Only residents in Colony may be apptd. to public offices by ...	20
" Passage Allce. ...	67-73
" Passages in H.M.'s Ships ...	74
" Powers of ...	3
" Presents for H.M. Acceptance of ...	36
" Relations with H.M.'s Naval Forces ...	11-13
" " Regular Forces ...	5-9

	REG.
Governor. Requisition for conveyance by H.M.'s Ships	144-5
„ Requisitions. In conflict with Naval Officers' Instructions	12
„ „ Naval Authorities to pay due regard to	11
„ Salary and leave of	61-6
„ Salary arrangements on appt.	65
„ Salutes. Authorised to sanction customary	138
„ „ Not entitled to, when absent from Colony	139
„ Tenure of office	61
„ The direct representative of H.M.	5
„ To give the "Word" or "Parole"	6
„ To report cases where he has overruled maintained opinion of Auditor	346
„ Troops. O.C. to render returns	7
„ Uniforms	154, 161
„ Styles and titles	2
„ Visits to naval officers	147-9
Grants-in-Aid. Treatment in Ests.	217
Gratuity to native officers in W. Africa for acting service	97
Gross Receipts. See Receipts (Gross).	

H.

Half-Pay. See Salary.

„ Leave. See Leave (Half-Pay).

Hammock Allowance. Ests.	225
Heads. Ests. Transfers between	323
„ (New and Sub) of Ests.	231
Heads of Departments. Responsibilities of	207
„ Expenditure. Sub-divisions of	221, 228
„ Revenue in Ests.	214
His Majesty's Pleasure. See "Bills" and "Law."	
His Majesty's Ships. Cost of entertainment of Govs. and public officers	74-77
„ „ Cost of passages for Govs. and public officers	77
„ „ Gov. has no authority over movements of	11
„ „ Gov.'s flag, when on board	144-5
„ „ Gov.'s requisition for conveyance by	144
„ „ See also Requisitions (Governor's).	

	REG.
Horse Allowance. Ests.	225
House Allowance. Ests.	222
„ Rent allce. of officer on leave	123

I.

Imprest Ledger. <i>See</i> Books of Account.	
Imprest Warrants	301
Imprests	300
„ Duties of Auditor	340
„ Method of accounting for	302
Imprisonment. Salary during	47
Incorrect Certificates on Vouchers	271
Incremental Salaries. <i>See</i> Salaries (Incremental).	
Individuals. Correspce. Extent of appln. of 200 ...	201
„ „ Gov. to transmit to S. of S. ...	203
„ „ with Gov. to be thro' Col. Sec. ...	199
„ „ with S. of S. to be thro' Gov. ...	200
„ Representations to Gov.	199
„ Right of, to address S. of S. thro' Gov. ...	200
Industrial Enterprises (Govt.). A/cs. of	289
Inefficiency. Officers (Class I.). Removal for	41
„ Officers (Classes II. and III.). Removal for ...	50
Inspection (Tour of). <i>See</i> Tour of inspection.	
Inspections of Govt. House furniture	361-2
Inspections. <i>See also</i> Surprise Surveys.	
Institutions. Transmission of Laws to	176
Instruction (Courses of). Attce. at, of W. African officers on leave	94
Instructions (Gov.'s) Provisions of, as to precedence	130
“Instructions to Officers in Br. Poss. Abroad.” B. of Trade	191
“ „ Registrars of Shipping.” B. of Trade	191
Interchange of reports between Col. Govts.	180
Interdiction of officers by Gov.	43
Interest on arrears of Revenue. Treatment in Ests. ...	218
Interviews. <i>See</i> “Officers (Public)” and “Governor.”	
Inventory of Govt. House furniture	361
Investments. Purchase and sale, accounting for ...	291
„ Depreciation Account	291
Irrecoverable sums	293

J.

Journal. <i>See</i> Books of Account.	
Judges of Supreme Court. Method of appt.	16

L.

	REG.
Land Sales. Treatment in Ests. of proceeds of ...	216
Law. Law Officer to furnish report on, for S. of S. ...	173
„ Law Officer to give opinion as to Gov.'s assent ...	173
„ To operate from date of Gov.'s assent ...	173
„ (Appropriation) ...	239
„ (Appropriation). Expr. in excess of Revenue ...	232
Laws. Compilations or revised Editns. Transmn. to S. of S. ...	177
„ Duties of Auditor ...	337
„ Transmn. to Institutions ...	176
„ „ S. of S. ...	176
LEAVE. GENERAL REGULATIONS:—	
Leave. Allces. of Officer on ...	123
„ Application of general regs. ...	110
„ Certificate of grant of ...	121
„ Education Officers. Salary arrngts. ...	113
„ Fees of officers on ...	123
„ Gov. to report to S. of S. ...	121
„ Gov.'s ...	63
„ „ No passage allce. ...	68
„ Half-Pay. ...	
„ „ Extension of ...	119
„ „ Gov. may not grant more than 12 mo. ...	119
„ „ Grant of ...	116
„ „ Increments of salary of Officer ...	120
„ „ Length of ...	117
„ „ Limit of extension of ...	125
„ „ Maximum continuous ...	125
„ „ Not to be spent in Col. ...	118
„ „ Object of ...	118
„ „ Officers to report address to C.O. ...	124
„ „ Personal allces. of Officer ...	120
„ „ Pte. arrangts. for more than half-pay prohibited ...	122
„ House allce. of Officer on ...	123
„ How reckoned ...	128
„ Judicial Officers. Salary arrangts. ...	113
„ Pending retirement ...	126-7
„ Retirement of officer whilst on ...	127
„ Sick ...	115
„ Travelling allces. of officer on ...	123
„ Urgent private affairs... ...	116

	REG.
Leave. Vacation. Length and conditions of ...	112
" " No abatement of salary ...	114
" " Not affected by sick leave ...	115
" " Of Educational officers ...	113
" " Of Judicial officers ...	113
" " When reported to S. of S. ...	114
LEAVE RULES FOR WEST AFRICA:—	
European Officers. Applns. to be acqd. by med. cert.	93
" Embarkn. of officer returning to W.A.	91
" Extn. of, date from which reckoned	91
" Extn. of, without pay	89
" Regs. not applicable to	97
" Rules observed in U.K. by officers requiring med. attce.	93
" on transfer	95
" Return Leave. Grant of	85
" Return Sick Leave. Extn.	88
" " Grant of... ..	88
" " Refund of pay	88
" Sick Leave. Extn.	88
" " Grant of	88
" " Pay and passages when invalided out of Colony	90
" Urgent pte. affairs	92
" Vacation leave. Extn.	87
" " Grant of	85
Native Officers. Leave. Regs. applicable to ...	97
Officers engaged under agrts. in W. Indies or Asia:—	
" Leave. Annual	96
" " Return	96
" " Vacation	96
Leave Rules for East Africa	102-9
Ledger. <i>See</i> Books of Account.	
Legislature. Salutes at opening and closing	138
Letters Patent constituting office of Gov. Provisions of	4
Liabilities. Statement of Assets and	238
" (Assets and). Annual Statement of	334
" " Publn. of monthly statements in Gazette	325
Light. Ests.	222
Lighthouses, Buoys and Beacons. Notifications to B. of T. and Admy.	103
" " " Form of notice Appx. 7	

O.

REG.

Officer Accounting.	<i>See</i> Treasurer.	
„	Administering Govt. Duty allce....	63
„	„ „ Entertainment allce. of ...	63
„	„ „ (Temporarily). Salary of, if previously resident in Colony ...	62-4
„	Commanding Troops. Duties of. <i>See</i> “Troops,” “Defences (Military),” and “Army (Annual Act.”	
„	(Consular). Correspce. ...	196-8
„	(Educational). Salary arrangts. during leave of	113
„	(Judicial). Salary arrangements during leave	113
„	(Military). Gov. to make annual confl. report	24
„	„ Precedence of ...	132
„	(Naval). Gov. has no authority over ...	11
„	„ Precedence of ...	132, 133
„	„ To pay regard to Gov.'s requisitions	11
„	„ Treatment of Gov.'s requisitions when in conflict with Officer's Instructions ...	12
„	„ Visits to Govs., etc....	147
Officers (Public).	Agency (private) prohibited ...	31
„	„ Allce. to suspended ...	42 (xiii)
„	„ Appts. Gov. may only appt. residents	20
„	„ Appts. Tenure of ...	15, 39
„	„ „ (acting). Fees of ...	55
„	„ „ „ Salaries of ...	54
„	„ „ „ Salary on con- firmation in ...	56
„	„ Security bonds ...	312
„	„ Communions. with foreign naval commrs. ...	190
„	„ Criminal proceedings against ...	45, 46, 48
„	„ Dismissal. Procedure for ...	39, 42
„	„ Duties ...	27
„	„ Gov. to make annual confl. report ...	24
„	„ Gov.'s private staff not to be apptd., without sanction of S. of S. ...	26
„	„ Interdicted. Salary of ...	43
„	„ Interviews prohibited on certain questions ...	33
„	„ Leave. Acceptce. of paid employt. whilst on ...	30
„	„ Leave regs. outside Africa ...	110
„	„ Newspaper. Contributions to ...	32
„	„ „ Not to be editor ...	32

	REG
Officers (Public.) Not exempt from suspension by acquittal on crim. charge ...	48
" " On conviction of crim. charge, may be summarily suspended ...	46
" " Passage allce. Agrt. for refund ...	111
" " " (Gov.) on transference ...	71-3
" " Passages in H.M.'s Ships ...	74
" " Pensions. Authority for grant of ...	60
" " Presents ...	34
" " Private Agency. Prohibited ...	31
" " Promotion ...	25
" " Salary. Advance on a/c of, Agrt. for refund ...	53
" " Salary, increments ...	57-59
" " " of promoted officer ...	57, 59
" " Salary in acting appt. ...	54, 56
" " " prior to arrival in Colony ...	52
" " " when discharging duties of two offices ...	54
" " " Reduction for misconduct ...	40, 51
" " Salary (Half). When allowed prior to arrival in Colony ...	52
" " Salutes ...	136-7 Appx. 3
" " Security Bonds ...	312
" " " Acting appts. ...	313
" " Seniority, determination of ...	25
" " Suspended. Forfeit claim to pension ...	44
" " " Not to leave Colony ...	49
" " Suspension. Effect of confirmation of, by S. of S. ...	42 (ix), 44
" " " non-confirmation of, by S. of S. ...	42 (8)
" " To keep inventories of public property in their custody ...	354
" " Trading and investment. General prohibition ...	28, 29
" " Transferred, salary ...	52
" " Transferred, passage allce. of ...	111
" " Uniforms ...	154-162
" " Vacate office if absent from Col. without leave ...	37
" " Visits ...	147-153
Officers, Public (Class I.). Dismissal of ...	40
" " " Gov. to appt. ...	18

	REG.
Officers, Public (Class I.). Punishment in lieu of dismissal	40
" " " Removal on grounds of inefficiency	41
" " (Class II.)	19
" " (Classes II. and III.)	23
" " " " Suspension of	42
" " (Class III.)	21-22
Officers (Public) engaged in W. Indies or Asia for service in W. Africa. Leave and passages	96
" " European in W. Africa	85-95
" " Native in West Africa	97
Officers (Retired). Uniforms of	159
Offices (Patent). Holders of, appeal against removal ...	38
" " Procedure for removing holders of ...	38
" (Vacant). Disposal of fees of	55
" " Form of return of particulars of ...	Appx. 1
Official Residence. Provision of, to be shown in Ests. ...	224
Order in Council. Legislation by	1
Orders and Medals (Foreign). King's Regs. ...	135
	{ Appx. 2
Ordinance. <i>See</i> Law.	
Overdrafts on Bank	309

P.

Parole. Gov. to give the	6
Passage Allowances. <i>See</i> "Allowances (Passage)."	
Passage. Gov. to provide own, when coming on leave ...	68
" " " when relieved before expiration of term ...	70
" and leave regs. in W. Africa	79-97
" European Officer in W. Africa. Invalided ...	91
" " " Regs. applicable to ...	97
" European Officer. Grants for families of ...	80-83
" " " Officers under rank of Gov. ...	79, 84
Passage and Leave Regs. in East Africa	98-109
Passages	67-111
" in H.M.'s Ships	74
Passages of Native Officers in W. Africa	97
" Officers engaged in W. Indies or Asia for service in W. Africa	96
Patent Offices. <i>See</i> Offices (Patent).	

	REG.
Payment of Pensions	269
„ Wages in presence of witness	278
Payments. By cheque	259
„ By whom made	258
„ Claims to be examined before paid... ..	279
„ Receipts for	280
„ Unauthorised	260, 271
Payments in anticipn. of Loans	236
„ to creditors in U.K. to be through C. Agts.	294
„ to other Govts. to be thro' C. Agts.	294
„ to Treasury by Collectors of Revenue	251
„ under contracts	276
Pensions. Authority for grant of	60
„ Commutation, not allowed	60
„ Cost of remittances to be deducted	298
„ Forfeited by officers dismissed	44
„ Officers on leave	126
„ Officers removed for general inefficiency	41, 50
„ Payment of	269
Personal Allowances. <i>See Allowances (Personal).</i>	
Petitions. Obligation of Gov. to transmit	202
Policy (Public). <i>See Officers (Public) Interviews.</i>	
Precedence	130-4
Presents for H.M. Acceptance of, by Govs.	36
„ from Native Rulers, Chiefs, etc. Disposal of	35
„ to Native Rulers, Chiefs, etc. Provision of	35
„ <i>See also Officers (Public).</i>	
Private Secretaries. Appt. of, to public offices	26
„ „ Uniform worn by	158
Proclamation. <i>See Law.</i>	
Promissory notes as revenue	249
Promoted officer. Salary of	59
Promotion. <i>See Officers (Public).</i>	
Property (Public). Custody of, by public officers	354
Protectorates. Classification of	1
Public Funds, Money, Officer. <i>See Funds (Public), etc.</i>	
„ Policy. <i>See Officers (Public). Interviews.</i>	
„ Property. <i>See Property (Public).</i>	
„ Works. Authority for new	240
„ „ Urgently required, authority for	241
Public Works (Extraordinary). Ests.	234-6
Publication of Despatches and Enclosures	164
Puisne Judges. Precedence of, in Resp. Govt. Colonies	131
Punishment of Public Officers in lieu of dismissal or suspension	40, 42

Punishment of Public Officers to be reported to S. of S.42 (viii)
 Purchase of securities. Method of accounting 291

Q.

Quarters. Ests. 222
 Queries by Auditor 209

R.

Rank. Reduction of, in lieu of dismissal 40, 51
 " " " suspension 42 (xii)
 Receipts forms. Counterfoiled 243
 Receipts 242-257
 " Stamp Duty on 280
 Receipts by officers who are not collectors of revenue 252
 " " " sub-accountants 246
 " to be paid into Treasury 246
 " " vouched for in prescribed form 242
 " (Cash) to be deposited without delay 307
 " (Gross) to be paid into Treasury 247
 " " shown in Ests. 213
 Record (office of). Deposit of correspce. in 166-7
 Red Ensign 143
 Reduction of salary for misconduct 40, 51
 Reefs, Shoals, Currents, etc., infn. to B. of T. and
 Admy. 194
 Refund of advance on account of salary 53
 " Passage allces. 79, 111
 " Pay in respect of return sick leave (W.
 Africa) 88
 Regulations. Duties of Auditor 337
 " for guidance of Store Accountants 342
 Religious Ceremonies. Salutes at 138
 Remittances and Imprests 294-302
 " by Col. Sec. 297
 " Cost of 298
 " Family. Amounts of 299
 Removal from Office. See "Dismissal" and "Sus-
 pension."
 Report of Auditor 345
 " (confidential). See "Officers (Public)" and
 "Officers (Military)".

	REG.
Reports. Boards of Survey	331
" Intercolonial exchange of	180
Representations to Gov.	199
Requisition (Gov.'s.) for conveyance by one of H.M.'s Ships	144-5
Requisition (Gov.'s.) in conflict with Naval Officers' instructions. Rules for guidance	12
Requisitions. Compliance of C. Agts. with	351
" Expr. incurred without	267
" Not to be made direct to Merchants	352
" for stores to be sent to C. Agts. or S. of S.	349, 350
" to incur expr.	263
" " Duties of Treasurer	265
" " Method of submitting	264-5
" " Supplementary	266
" " To lapse at end of year	287
Residence (official). Provision of, to be shown in Ests....	224
Responsibility for duties entrusted to subordinates	207
" of Auditor	335
" of Heads of Departments	207, 220
" of Sub-Accountants	207
Retired officers. Uniforms of	159
Retirement of officer on leave	127
Return Leave. <i>See</i> Leave Rules for West Africa.	
" of particulars of vacant offices. Form of	Appx. 1
" sick leave. <i>See</i> Leave Rules for West Africa.	
" Visits	149
" " To be paid within 24 hours	149
Returns	175-180, 365, 366
" List of more important	Appx. 6
" by Registrars of Shipping	192
" of arrears of revenue	255
" of capital sentences	Appx. 6
" to be punctually forwarded	175
" (Periodical) by Col. Sec.	366
" " Treasurer	365
Revenue. Arrears of. " Authority for writing off	256-7
" " Notification to Auditor... ..	255
" " To be reported to Col. Sec.	254
" Bills of Exchange, etc., received as	249
" Collection of, by stamps	245
" Heads of, in Ests.... ..	214
Revenue and Expr. Detailed Statement of	333
" " Ests. of. <i>See</i> Estimates.	
" (Estimated). Not to be exceeded by est. Expr.	232
" Forms. Counterfoiled	244

Royal Charter	REG.	130
,, Family. Precedence of		134

S.

Safe (Fireproof). Cash receipts to be deposited in ...	307
,, Custody of public money in	304
,, Deposit " "	306
,, Only Public Money to be kept in ...	307
,, Withdrawal of Public Money from ...	306
Salaries	52-59
Salaries. Authority for	283
,, Cost of Remittances to be deducted	298
,, Payment of	269
,, and leave of Governors	61-66
,, (Incremental). Treatment in Ests.	223
Salary. <i>See Officers (Public). Salary.</i>	
,, Advance on a/c of. Conditions of	53
,, " Method of accounting for	290
,, Educational officers on leave	113
,, European officers in W. Africa. On leave for " urgent private affairs "	92
,, " " Transferred	95
,, Gov. Arrangts. on appt.	65
,, " (Transferred). Travelling <i>via</i> England ...	66
,, Half. When drawn	52, 54
,, Imprisoned officer	47
,, Increment of. Conditions on which drawn ...	58
,, " First, on promotion	59
,, " Officer on half-pay leave	120
,, " Service for. How reckoned	59
,, Interdicted officers	43
,, Judicial officers on leave	113
,, Native officers in W. Africa. When acting for European officers	97
,, No abatement of, during vacation leave ...	114
,, Officer on half-pay leave. How drawn	121
,, " " Private arrangts. to secure more than half-pay prohib- ited	122
,, Officer on leave pending retirement	126, 127
,, Officer on sick leave	115
,, Officer temporarily admng. govt	62

Salary. Officer temporarily admng. govt. when period exceeds nine months	...	64
" Officer on transfer	52
" Promoted officer	57, 59
Sale of Government Lands. Treatment in Ests. of	...	216
" Securities. Method of accounting for	...	291
Salutes	136-139
Salutes. At opening or closing of Legislature	...	138
" At religious ceremonies	138
" Colonial officers. Table of	Appx. 3
" Gov. authorised to sanction customary	...	138
" Gov. not entitled to when absent from Colony	...	139
" Not to exceed nineteen guns	138
" Officers holding acting appts.	137
" to which Colonial officials are entitled	136, Appx. 3	
Secret Services. Expr. on	292
Secretary of State for the Colonies:—		
" Certification of Signatures by	...	174
" Extent of control exercised by	...	1
" for War, Correspce. with Govs.	181-186	
Securities. Purchase and Sale of. Accounting for	...	291
Security Bonds	312
" Acting appts.	313
" of acting officers	313
" for refund of advance on account of salary	...	53
Seniority. See Officers (Public).		
Sentence. Capital. Annual returns	Appx. 6
Service (Tour of). See Tour of service.		
Shipping	191-5
Ships (His Majesty's). See His Majesty's Ships.		
Shoals, etc. See Reefs, Shoals, etc.		
Sick Leave. See Leave (Sick).		
Signatures. Certification by S. of S.	174
Special Warrants authorising expr.	272
Stamp Duties. Treatment in Ests.	215
" Duty on Receipts	280
" Stock. Custody of	310
Stamps. Collection of Revenue by	245
Statement of Assets and Liabilities. Accompanying Ests.	...	238
" Annual	...	238
" Monthly, to be published in Gazette	...	325
" Revenue and Expr. Detailed annual	...	333
Stock Book. Stamps	310

	REG.
Stores	347-358
Stores obtained locally to be by contract after tender	347, 348, 353
„ Boards of Survey of Govt.	355
„ Condemnation of unserviceable	356
„ Losses and deficiencies. Authority for writing off	358
„ Requisitions for, to be sent to:—	
(a) C. Agts. if expr. sanctioned	349
(b) S. of S. if expr. not sanctioned	350
„ (Unserviceable). Disposal of	357
Sub-Accountants. Cash balances of	296
„ Cash Book	317
„ Definition	204
„ Cash Book, checking of, by Treas.	319
„ „ to be forwarded to Treas. monthly	318
„ Duties of Auditor	207
Sub-Accountants. Examination of Vouchers	279
„ Responsibility of	207
„ To deposit rects. at Bank daily	308
Sub-divisions of Heads of Expr.	221
Sub-Heads. Additional	286
„ Excesses on, authority for defraying	281
„ of Ests. of expr....	228
„ „ revenue and expr.	231
„ Transfers between	323
Sub-Vouchers	277
Superannuation. <i>See Pensions.</i>	
Supplementary Appropriation Laws	281
„ Ests. of expr.	281
„ Requisitions	266
Supplies. <i>See Stores.</i>	
Surplus and Deficit Account... ..	326
„ Balances. Sale of investments	291
„ Inspections by Treas. Sub-Accountant's books	206
Surprise Survey. Boards of	311
Survey (Boards of). Cash and Stamps	311
„ „ Reports	331
Surveys (Surprise). <i>See Surprise Surveys.</i>	
Suspension. Officer convicted on criminal charge 45, 46, 48	
„ Officer not exempt by acquittal on criminal charge	48
„ Officer not to leave Colony	49
„ Public officers. (Class I.) Removal for general inefficiency	41
„ „ Classes II. and III.:—	

	REG.
Treasurer. Conduct of surprise inspections	206
„ Custody of public money by	305
„ Duties of	204-5
„ Duties <i>re</i> requisitions	265
„ Examination of Vouchers	279
„ List of periodical returns to be furnished by	365
„ Not to overdraw a/c at Bank	309
„ The chief Accounting officer	204
„ To deposit rects. at Bank daily	308
„ To furnish annual Abstract Acct.	332-3
„ To render a/cs monthly to audit	330
„ To report arrears to Col. Sec.	254
„ To watch C. Agts.' a/c	295
Treasury. Payments into, by Collectors of Revenue ...	251
„ Receipts to be paid into	246-7
Troops. Movement, between Cols. in same Command ...	9
„ O.C. to render returns to Gov.	7

U.

Unauthorised payments	260, 271
Unforeseen Expr. Ests.	230
Uniform, 1st Class. By whom worn	154
„ 2nd „ „ „	155
„ 3rd „ „ „ „	156
„ 4th and 5th Classes. By whom worn under sanction of S. of S.	157-8
„ Civil. Not to be worn after vacation of office without H.M.'s consent	159
„ of Admiral or General. Gov. may wear if entitled	154
„ Retired officers	159
„ White undress	160, 161
Uniforms	154-161
„ Evening dress in lieu	162
Union Flag	140, 141
Unserviceable Stores. Disposal of	357

V.

Vacant Offices. <i>See</i> Offices (Vacant).	
Vacation Leave. <i>See</i> Leave (Vacation).	
Vault (Fireproof)	304-7
Visits between naval officers and Govs., etc. ...	147-153
„ Exchanging. Order to be observed in ...	148
„ Occasions	147
„ Omission to pay or return in person ...	150

	REG.
Visits. Position of acting officers	151
„ Provision of boats for Govs., etc.	152
„ Return. By deputy	149
„ „ In person	149
„ „ Must be paid within 24 hours	149
Vote. <i>See</i> Law.	
Vote Accounts. Departmental	327
Vouchers. Certificates on	269, 271, 275
„ Entries in a/cs to be supported by	314
„ Examn. of, by Sub-Accountants	279
„ „ „ Treas.	279
„ Separate, for separate sub-heads	273
„ for items in General Warrant... ..	269
„ „ payments	268
„ „ rects.	242
„ Destruction after seven years	329

W.

Wages. Payment of	278
Warrant authorising Col. badge on red ensign	143
„ Governor's. <i>See</i> Expr.	
Warrants authorising expr. to lapse at end of year	287
„ (General). Authorising expr.	269
„ (Imprest)	301
„ (Special). Authorising expr.	272
Wear and tear (fair)	361
West Africa. Embarkn. of officers returning to	91
„ Leave regns. for	79-97
„ Passage regns. for	79-97
West Indies. Persons engaged in, for service in W.	
Africa.	96
White tropical uniform	160, 161
Witness to payment of wages	278
Witnesses in proceedings for suspension of public officers	42 (iv)
Withdrawal of public money from vault	306
“Word.” Gov. to give the	6
Wreck Abstract. Infn. for	195
Wrecks and Casualties to be reported to B. of T.	195
Writs. <i>See</i> Elections.	

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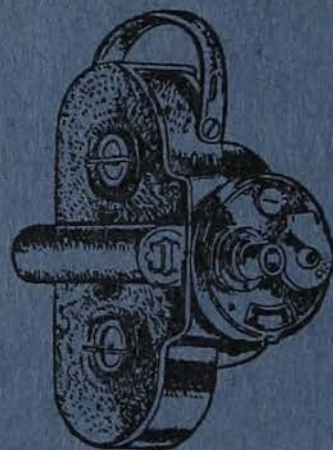
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